



How to Register your Team / Club :

Administrators – To register your team(s) for the new season:

1. Login to your Sportlomo account ([Sportlomo Sports Manager](#)) this is where you need the Admin username and Password
2. Under “Events,” select “Purchase Events”
3. Select USA RUGBY TEAM AFFILIATION FEES “Buy,” and then Continue (this will show as a \$0 fee)
4. Enter in your information, and select Save
5. Select Quantity 1 for the appropriate category of your team - (\$50/team) and select Calculate Cost and Continue
6. Enter in your teams name, and select Save (*note - if you have an error message after you enter your team name stating it is “not unique” put 2021-2022 after your team name*)
7. Your final amount will include the \$50 USAR Fee and your GU Dues of \$275 . Complete your credit card details, and select Save



How to Register as a player, coach admin or referee:

1. Login to <https://usarugby.sportlomo.com>
2. Enter the type of membership and region is “Mid-America GU”, then select or search for your club.
3. You will then select the Role you are registering for. (*Note - if you are registering for more than one role select muti-role. This will not charge you for every role!*)
4. Log-in or if you have not signed-up you will need to sign-up now
5. You will now see your name, Member ID and info. From here you can view credentials, edit acct information , etc.
6. To register , click ADD/ Renew and the 2021-2022 season selections will come up. Select appropriate roles
7. Enter Personal Data, sign Liability / Accident and Covid-19 Waivers
8. The Final step is to enter your credit card and pay for registration. On this final step you will be able to see the break down of you USAR, GU and SCC dues that you are being charged.