



## How to register your Mid-America GU Club

**You must first email the following information to Sean Cox so that your club can be set up with an Admin!!!!**

**email : [scotchcox@yahoo.com](mailto:scotchcox@yahoo.com)**

- 1) Club Name**
- 2) Administrators name for club ( full name )**
- 3) Admin User Name ( what they would like the Username to appear as )**
- 4) Email for administrator**

These will be set up as they come in so that clubs can register. Once that is done clubs can follow the directions below to register. Please allow 24 hours for this to be entered.

### **For TEAM REGISTRATION** **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 , default password is : MARFU2020
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. Enter in the quantities for each team you are registering (\$50/team) and select Calculate Cost
6. Enter in your teams name, and select Save
7. Complete your billing details, and select Save