

**12 Week Program guide – Club Set Up**

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**SportLoMo Ltd.**

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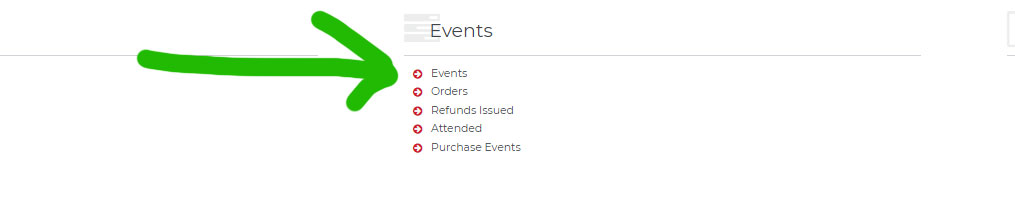
**Step 1:**

1. Log into your Sportlomo account.

**Step 2:**

There is only 2 main differences in setting up this event type versus other event set ups.

1. On your home page – Select events



1. To create this 12 week membership select The ADD button.



**Step 3:**

You will see the ability to edit 5 sections, however only Details / Pricing and Outcomes tabs are applicable to sell this program.

**Details** / Pricing / ~~Prerequisite~~ / Outcomes / ~~Instalments Set up~~

**Details Tab**

(On the first page the main fields to set up a program event are in bold)

* **Event Name - will be what member sees as main item line**
* **Description: - Additional details of the program, times, day of week etc**
* Additional Info: Only to be used if you are selling in an external website – not needed here for programs

Event Group: You can categorise event groups, eg Referee events, Coach events etc

* **Event Type: Program must be selected**
* **Requires Membership:** 
  + **None -** you are allowing a non member to purchase this plan
  + **Any Membership –** Any active member can purchase
  + **Specific Categories –** Eg only a U12 member can purchase
  + **Specific Parent Categories –** Eg Any underage member can purchase



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* Membership Type – Only member types that have allow in events ticked in their categories will appear here – not needed for selling Programs
* **Status – Makes it easier to find grouped events in search filter – if you want to sell this event it will need to be in active mode. Make the event status active when you want to start selling this program to your membership.**
* **Tick Boxes:** 
  + **Make event available to Public users –** Non members can purchase.
  + **Make event available to Association users (Internal) -** Existing members can purchase
  + **Make event available on public site -** If the clubs used Sportlomo for the public display of these events on website – you can turn event on or not for public.
  + **Generate Purchase Link -** if the club wants to display the event on a Sportlomo event calendar but allow an external supplier to sell it, eg Ticketmaster
* Event Image – If the club would like to add a event image
* **Selling From Date & Selling To Date - this is dates that your 12 week program is available to purchase not the length of the membership**
* **Event Date – Date when program is starting**



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* Purchase time window type & Purchase Time Window Length - How long you allow it to sit in a purchasers shopping basket without him buying it
* Event Survey Requirements - Not needed for program sales



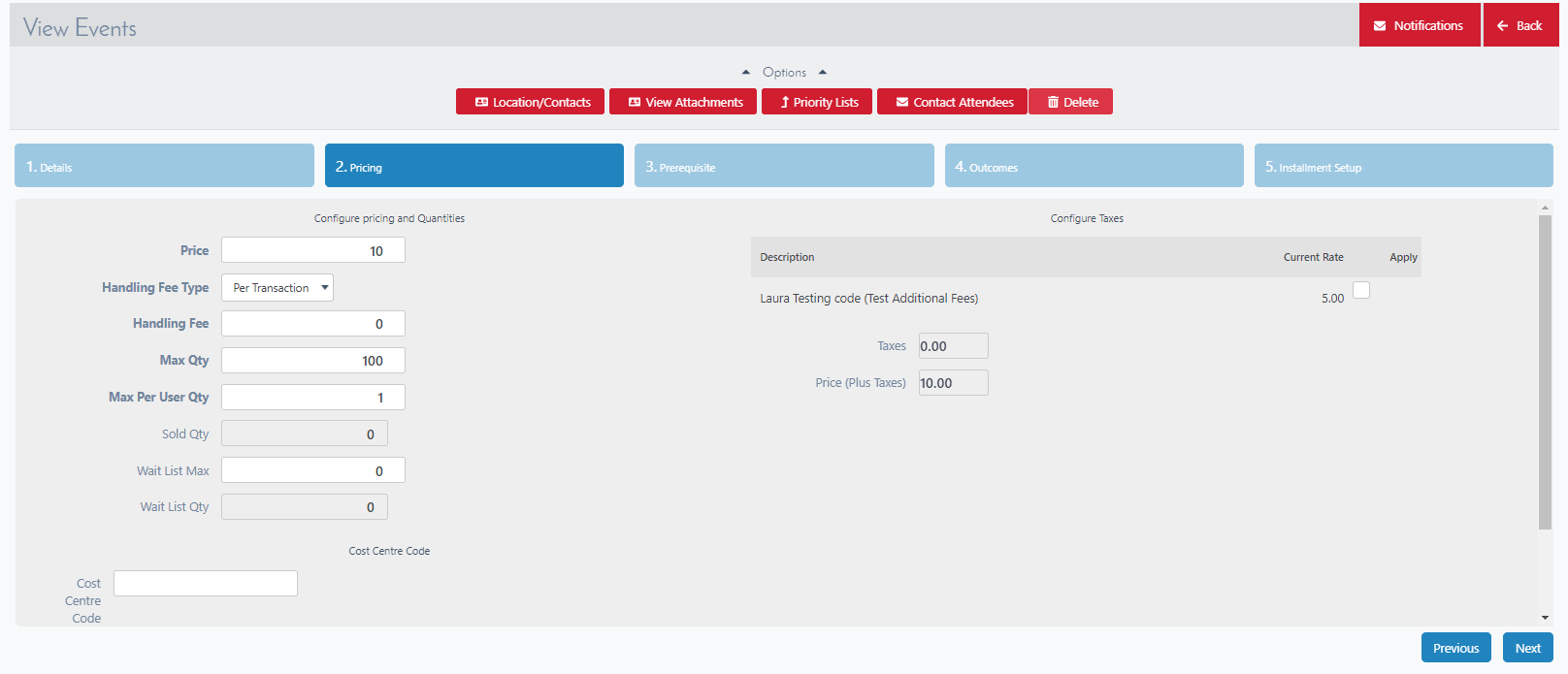
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**Step 4:**

Details / **Pricing** / ~~Prerequisite~~ / Outcomes / ~~Instalments Set up~~

**Pricing Tab**

* **Price** = Cost of Program – note if there is a charge on the event it will be charged every time a user purchases it regardless of what you have set as the charge type in the member category when creating this membership – leave as 0 if needed and the system will only charge the cost of the program created on the category
* **Handling Fee** – Is there an extra charge on top of the cost, select 0 if there isnt (mainly used for post and packaging etc)
* **Max Quantity:** How many programs are for sale, enter a maximum value….eg if unlimited put in a million
* **Per user:** How many can one user buy, enter a maximum value that one user can purchase
* **Wait List:** Are you offering a wait list if program is sold out? If you don’t want a wait list enter 0
* **Wait list Quantity**: Enter how many people are you going to allow on the wait list if you intend to use a wait list
* **Configure Taxes:** Do taxes apply on this program, leave blank if not required

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**Step 5:**

Details / Pricing / ~~Prerequisite~~ / Outcomes / ~~Instalments Set up~~

**Skip Prerequisite Tab – Not needed for program events.**

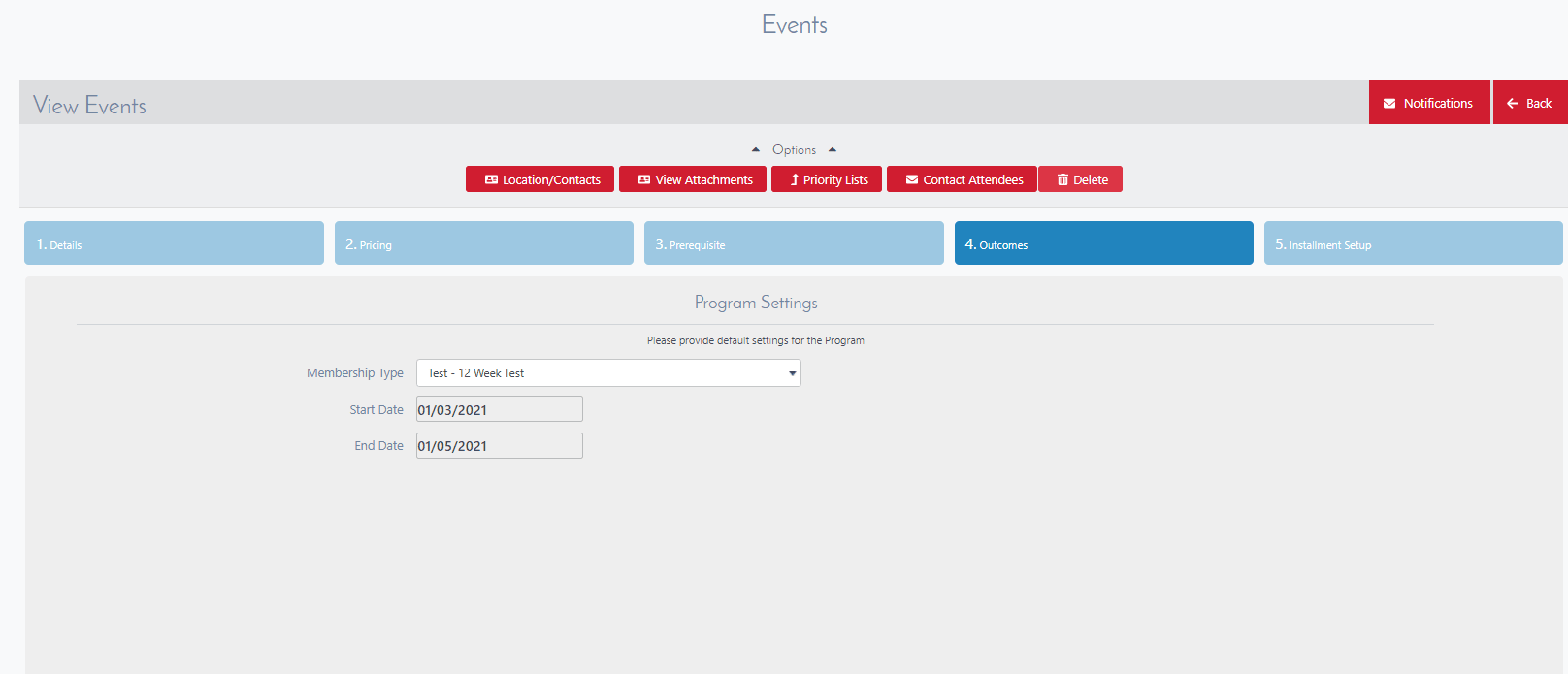
**Step 6:**

Details / Pricing / ~~Prerequisite~~ / **Outcomes** / ~~Instalments Set up~~

**Outcome Tab**

* **Membership Type:** Only membership categories that have added a program option from your NSO or PSO will appear here. Select the correct program from the drop down selection.
* **Start Date**: The start date of the program.
* **End Date:** The end date of the program.
* You will only be allowed to work within the time frame that your NSO/PSO has allowed on the program

Select next at bottom of screen



**Step 6:**

Details / Pricing / ~~Prerequisite~~ / Outcomes / ~~Instalments Set up~~

**Skip Instalments Set up Tab –** As we do not offer Intsallments on this program

Select FINISH at bottom of screen

**Event form**

The event form is managed from the “membership type” page the same as a normal membership registration form is managed. The program category needs a membership type (registration form) associated to the category. The program category will usually be already setup from the level above. This tutorial video will help managing the membership form.

[Manage membership types](https://www.loom.com/share/cfd2c83166bd42088ab771132a13f7c6)