



Dual Membership

Process

Tip: Recommended browsers to use when registering online include: Chrome, Firefox and Safari.

Note: Screen names may display slightly differently to those shown below.

1. Go to <https://sportsmanager.ie/sportlomo/users/login>

The SportLoMo Login screen displays.

sportlomo
SPORTS MANAGER

Login
please login if you have Sportlomo User Account

email address

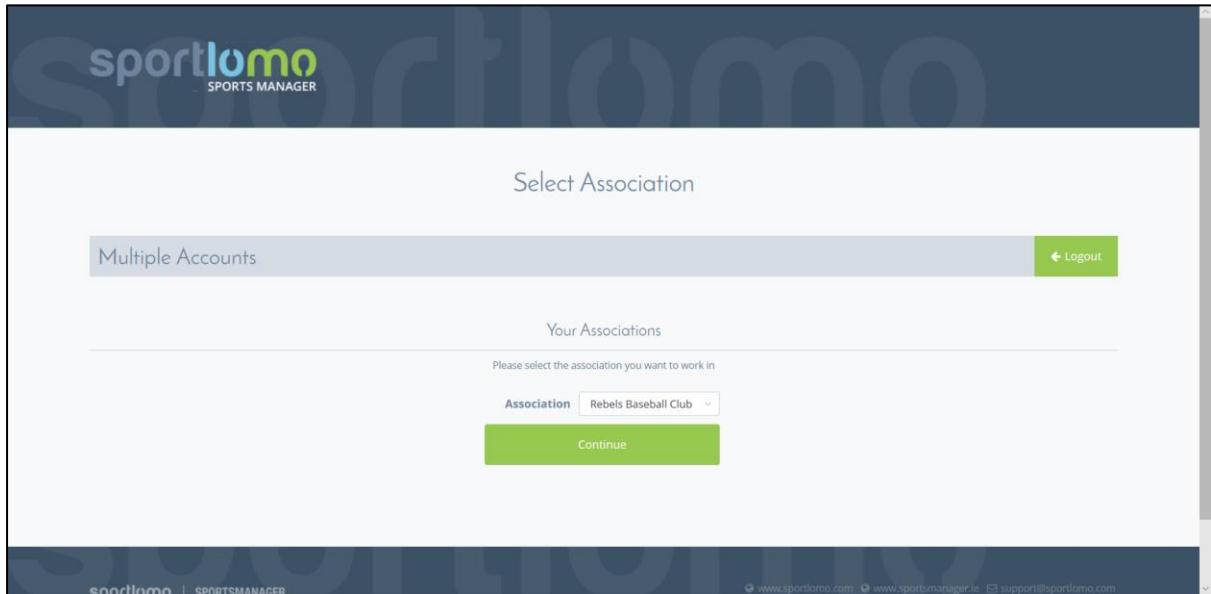
password

[forgot password](#)

Login

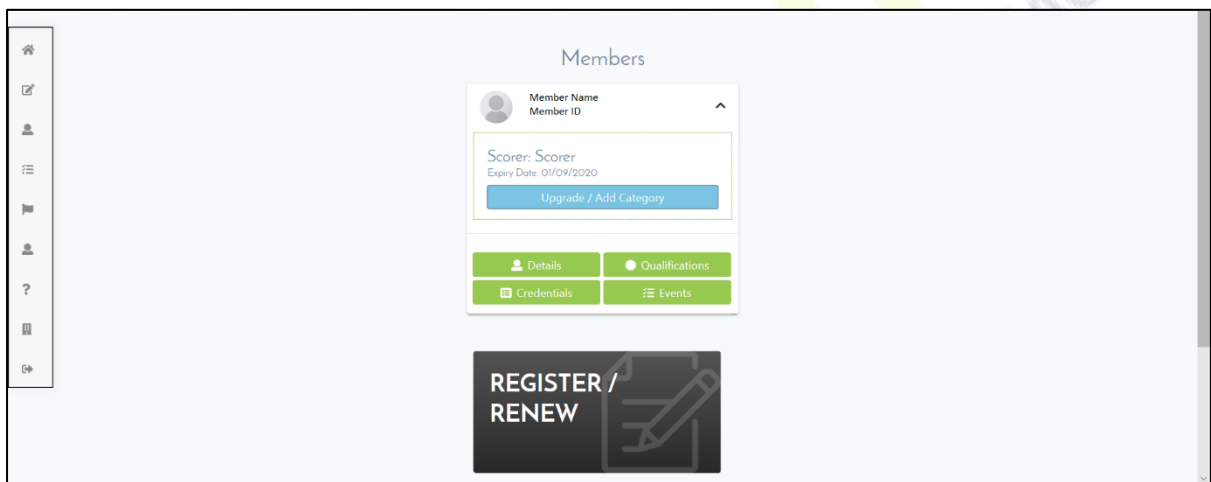
2. Enter your logon details and select **Login**.

The Select Association screen displays.

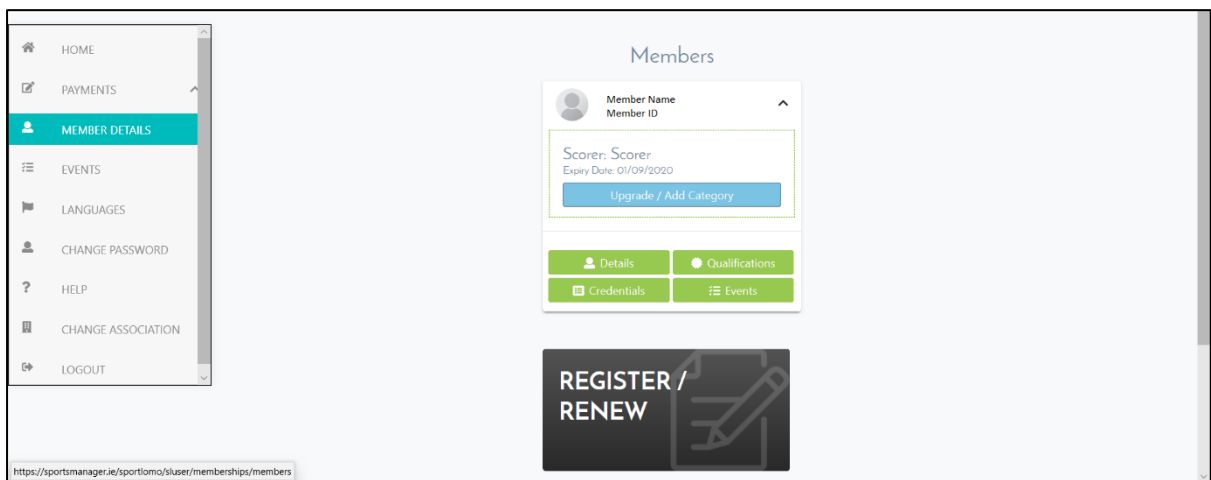


3. Select the **Continue** button.

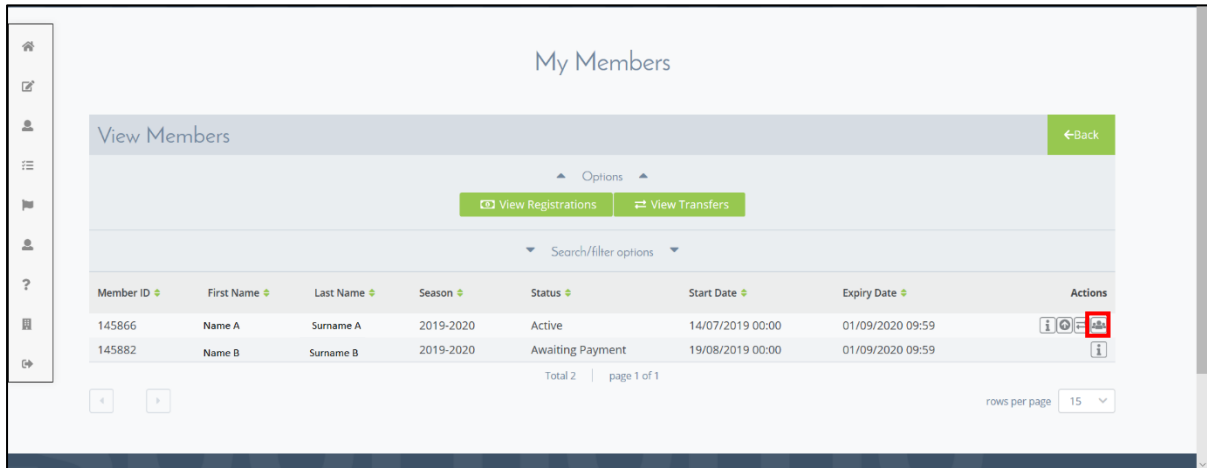
The Members screen displays.




4. From the left side menu, select **Member Details**.

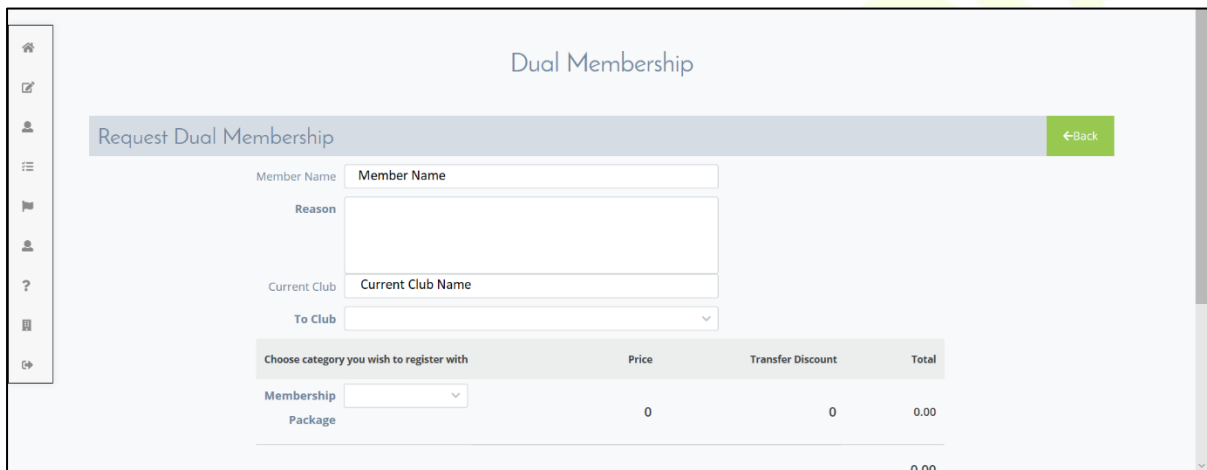


The My Members screen displays



5. Against the chosen member, in the **Actions** column, select the **Dual Membership** button .

The Dual Membership screen displays.



6. In the **Reason** field, enter the reason for the dual membership e.g. Playing both Women's Leagues.
7. In the **To Club** field, select the drop-down arrow and select the club you wish to register with.
8. In the **Membership Package** field, select the drop-down arrow and select the relevant Membership Package e.g. Junior Playing Seniors.

The screen updates with the membership price.

Note: The membership price is the club fees minus the already paid BA & Baseball State fees, noted as "Transfer Discount", therefore displaying the net fee amount due to be paid.

Dual Membership

Request Dual Membership ←Back

Member Name

Reason

Current Club

To Club

Choose category you wish to register with		Price	Transfer Discount	Total
Membership Package	Womens Senior	173.70	45.00	128.70
				128.70

9. Select the **Request Dual Membership** button.

The request has been sent to Baseball State Association. They will process the request and you will receive an email informing you that they have processed your request and the Baseball Australia component will be removed from the registration fee.

Once you receive the email you will be able to pay the registration fee.

Tip: Check the email for a link to the registration portal. If one is not present logon using the procedure at the start of these instructions and from the left side menu, select **Payments**.