## How to Register with USA Rugby Through SportLomo fro Rugby NorCal

- 1. Have the Required Documentation Ready:
  - a. Insurance Carrier Information
  - b. Files in JPG or PDF that are less than 2MB
    - i. Birth Certificate/Passport/Visa for 8th grade players and younger
    - ii. High School ID or Other Proof of enrollment for High School Players
    - iii. Head and Shoulders shot of player on white or light background
      - Photo must be in color and not copied/scanned from other documents
      - 2. Head should be positioned directly facing the camera
      - 3. Photo should capture from slightly above top of hair to middle of chest
      - 4. Eyes should be open and looking at the camera
      - 5. Background should be plain white or off-white, black background is NOT acceptable
      - 6. Eyeglasses should NOT be worn
      - Head coverings should NOT be worn i.e. scrumcaps should be removed



Note: faces obscured intentionally.

- 2. Open a web browser and navigate to <a href="https://usarugby.sportlomo.com/">https://usarugby.sportlomo.com/</a> (Right Click and open in new window)
- 3. On "Search by Type" select Youth & High School
- 4. On "Search by Region" select Rugby NorCal

5. On either "Search by Club Name" "Enter Your Club" begin to enter your club name. Or you may navigate to the club by scrolling down or selecting the first letter of your club from the alphabet bar.

## Search by Type Youth & High School Search by Region Rugby NorCal Search by Club Name Mother Lode Rugby Football ... Mother Lode Rugby Football Club Mother Lode Rugby Football Club

6. Click "Register"



- 7. Select which role to register your player and click "register" Typically Junior Youth is U8, U10, and U12. Middle School is for those older than U12 and in 6th, 7th, or 8th grade. High School is for players in High School.
- 8. Follow the instructions to Create an account or login

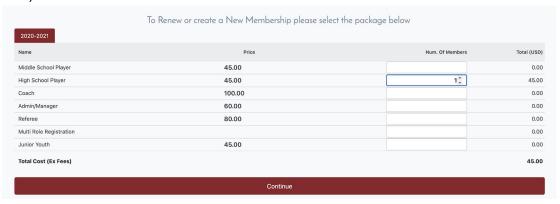
**Rugby NorCal** 

Register →

9. After logging in. Click Add/Renew

Add/Renew	
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10. Select the quantity 1 for your player and click Continue (other players can be added later)



11. Begin filling out the form





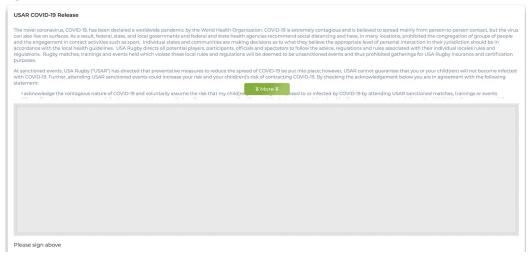
12. When you come to this field upload the player's headshot



13. When	you come to	this field uploa	d the player's	s Birth Certific	cate/School I	D/Passport
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14. Pay attention and sign all waivers. If the player is 18years old or older, they may have to sign the waivers.



15. Click "Register" at the bottom of the screen. (Button may be red)



## 16. Fill out Payment information and hit "Save"

