



Membership & Registration

DATE APPROVED: May 2020

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Requesting an Automatic Refund (Within 15 Days of Registration)

Revision 1.3: May 2020

SportLoMo Ltd.

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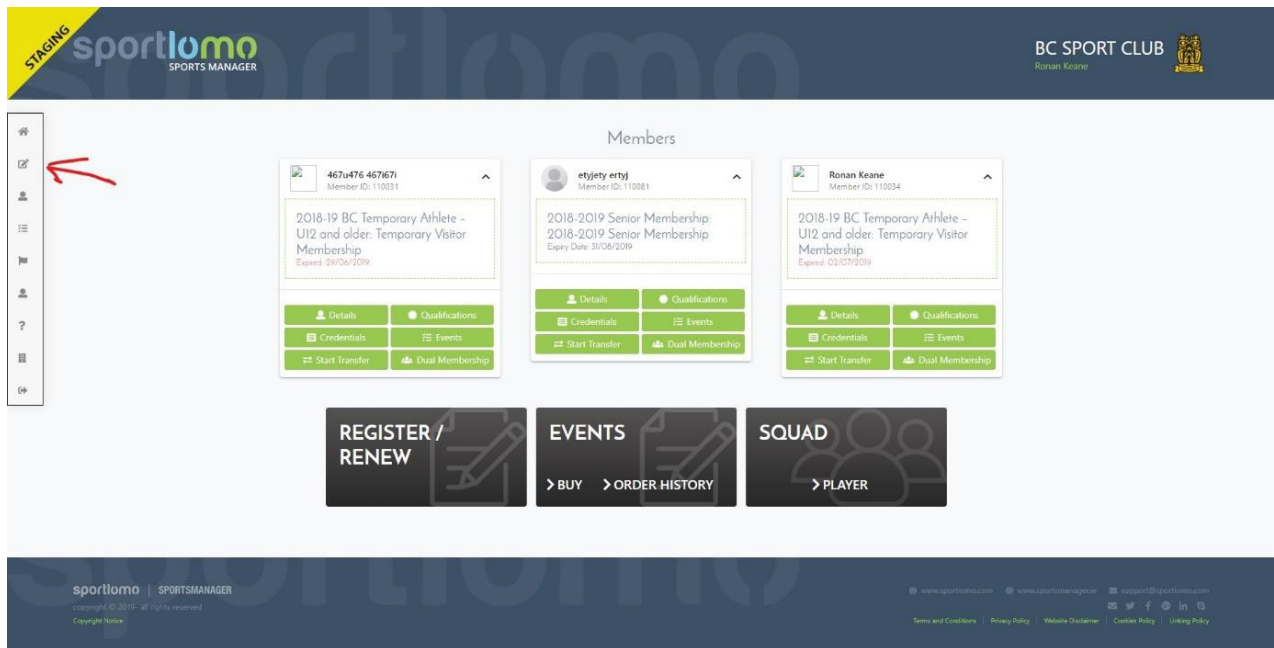
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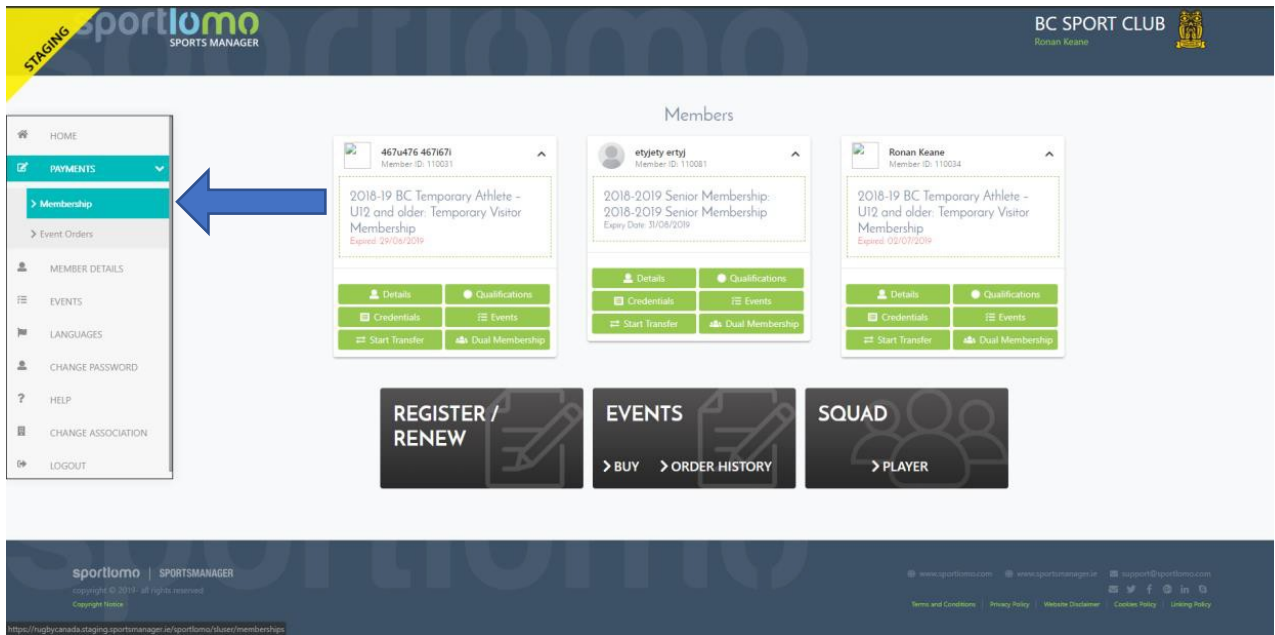
If it has been less than 15 days since you have registered and you have not yet played a game for your club, you can request an automatic refund through your SportLoMo account. Please make sure 24 hours has lapsed since registering before attempting to request a refund.

To request an Automatic refund - Follow the steps below:

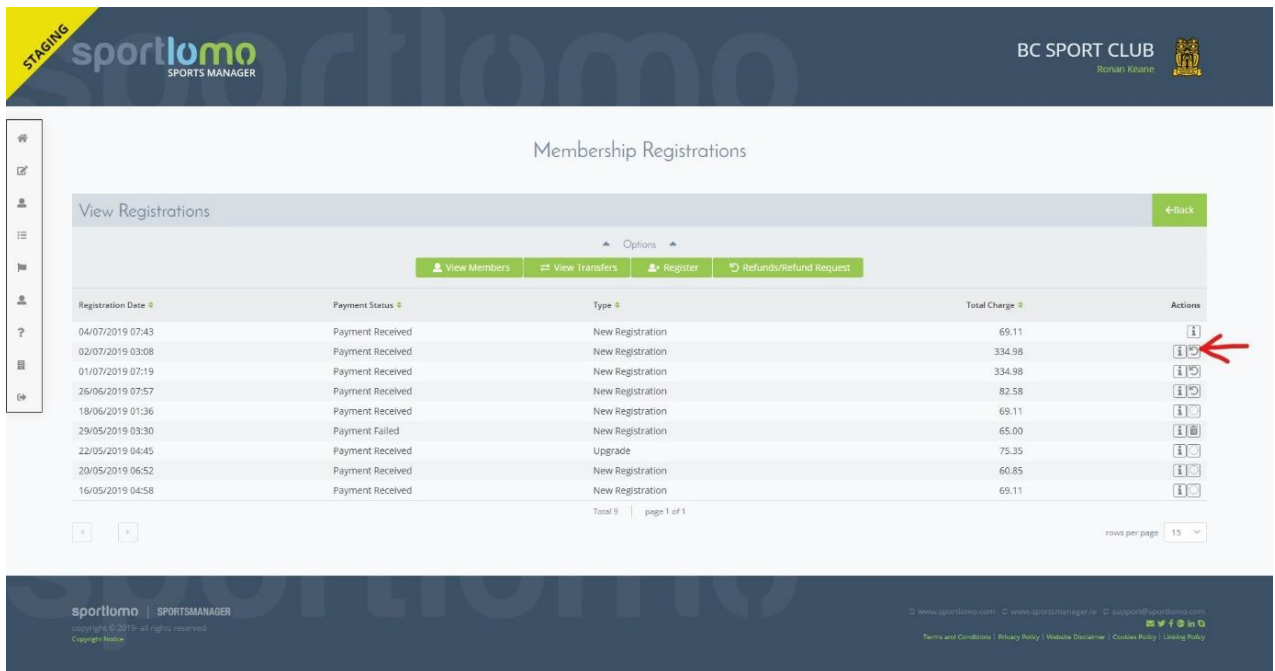
Step 1: Log into your SportLoMo account and move your cursor over to the left-hand side of your screen. Here, you will see a vertical menu bar.



Step 2: Click 'payments' in the menu bar and then click 'membership'.



Step 3: Click the refund button to the right hand-side of the registration you wish to request a refund for (refund button shown by red arrow in image below).



Step 4: Enter why you are requesting a refund in the Reason for Refund box and click Save.

STAGING sportlomo SPORTS MANAGER BC SPORT CLUB
Ronan Keane

Refunds

Request Refund ← Back

Create Refund

Email Address: ronan.keane@sportlomo.com
Registration Date: 02/07/2019 03:08

Registration	322.50
Fees	12.48
Refund Total	334.98

Reason for Refund: Too physical

Save

Member Details

After refund these members will no longer be active

Name	Membership Package	Membership Category
etyjety ertyj	Senior Player	2018-2019 Senior Membership

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Step 5: Click 'continue'.

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Ronan Keane

Confirm Refund

Once you complete this refund you will no longer be eligible to participate - Are you sure you want to complete this refund?

Continue Cancel

Request Refund ← Back

Create Refund

Email Address: ronan.keane@sportlomo.com
Registration Date: 02/07/2019 03:08

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You have now been automatically refunded and the amount owed to you will be returned to the account you used to pay with within 2 – 5 business days.

If you are unsure about anything in the above manual or would like some technical support, please contact us on support@sportlomo.com.

