

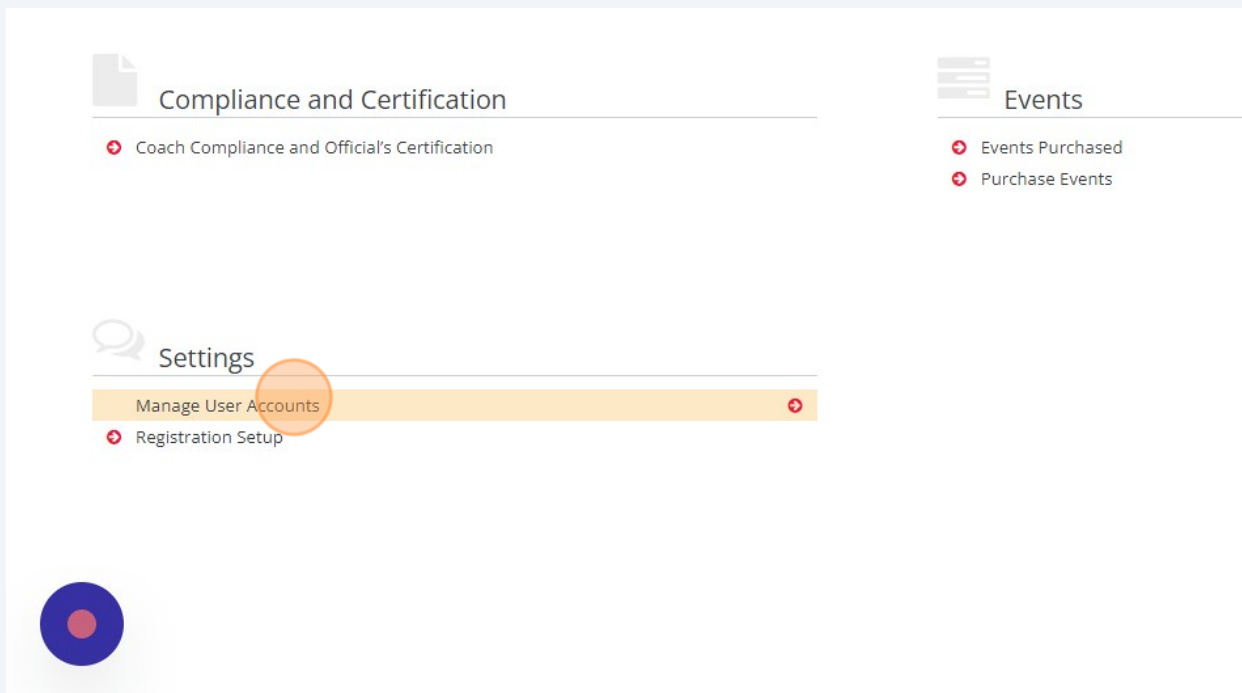
Update Admin Name/Email Address



This guide provides step-by-step instructions on how to update the admin name or email address on the Sportlomo system. 04/25/2024

1 Navigate to https://swimming.canada.sportsmanager.ie/club_home.php

2 Click "Manage User Accounts"



3 Click the "Edit" button.

The screenshot shows a table with two columns: 'Association Type' and 'Association Account'. Both columns have a dropdown arrow. The first row shows 'Summer Club' and 'Swimming Province Swimming Club'. The second row also shows 'Summer Club' and 'Swimming Province Swimming Club'. To the right of the table is an 'Actions' column with icons for edit, view, and delete. The edit icon (a pencil) is circled in orange, and an orange arrow points to it from the right. Above the table are 'Options' (Add and Export buttons) and 'Search/filter options'. At the bottom right, there is a 'rows per page' dropdown set to 15.

4 Enter the new Name or Email Address.

Club Administrators

Parent

Name

Email Address

Reset Email

5 Click "Save".

Club Administrators

Parent

Name

Email Address

Reset Email

6 Click "Save".

Logout

Club Administrators

Parent

Name

Email Address

Reset Email

[Save](#)

7

Name or email address has been updated.

Club Administrators

View Account

Options

+ Add Export

Search/filter options

Username	Email Address	Association Type	Association Account
Swimming Club Admin	email@email.com	Summer Club	Swimming Province Swimming Club
		Summer Club	Swimming Province Swimming Club

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