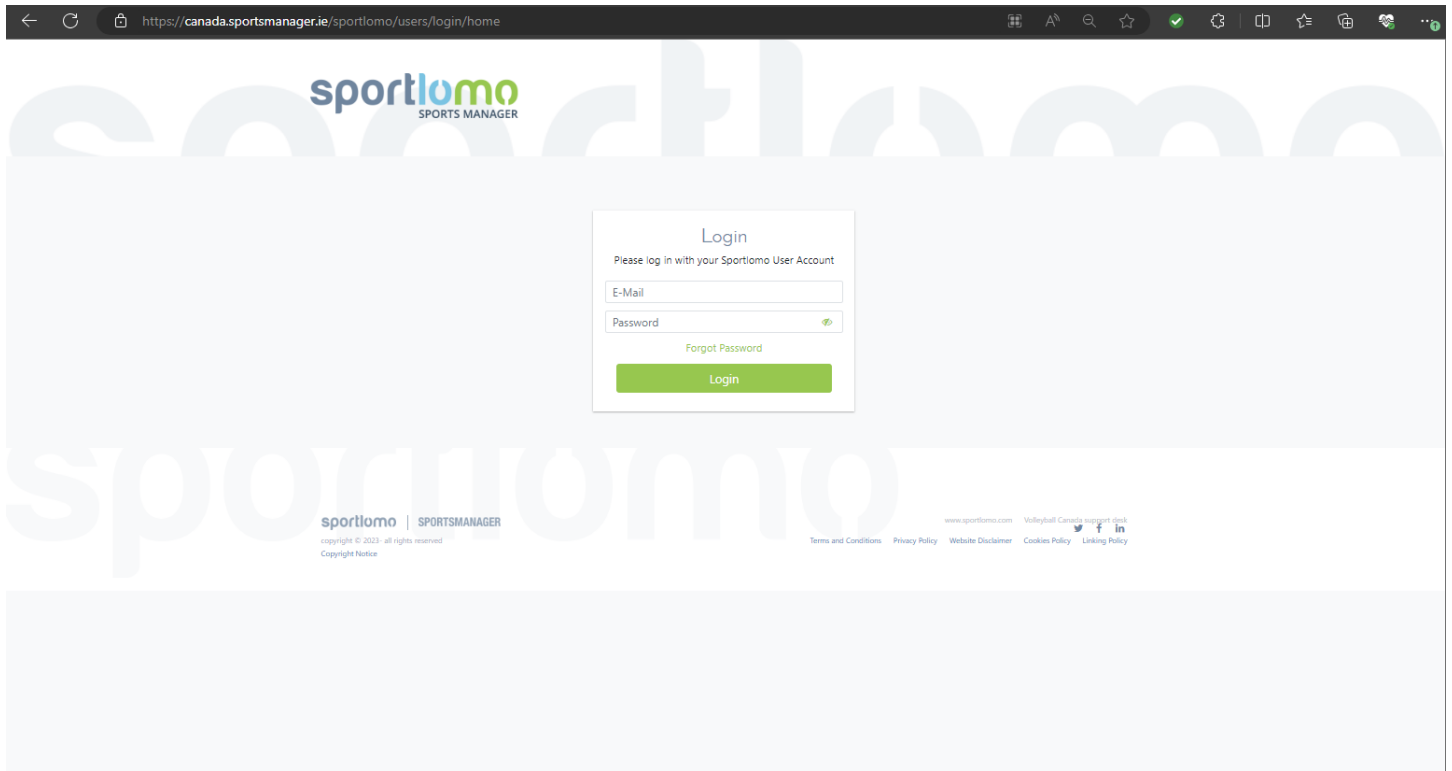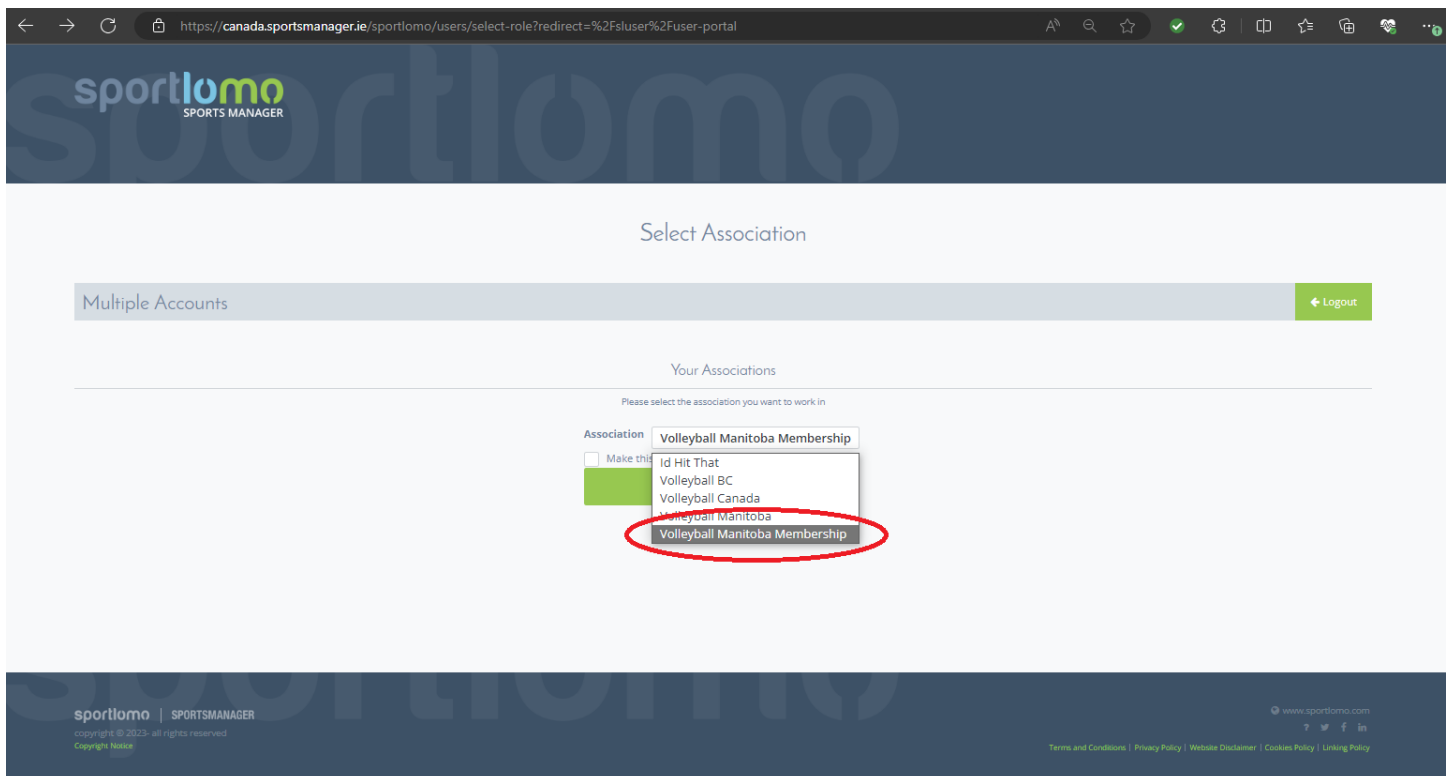# Uploading your Screening Requirements in to SportLomo

Step 1: Visit the [SportLomo Member Log In page HERE](#) and log in with your email address and password. If you've forgotten your password you can use the Forgot Password link above the Login button.
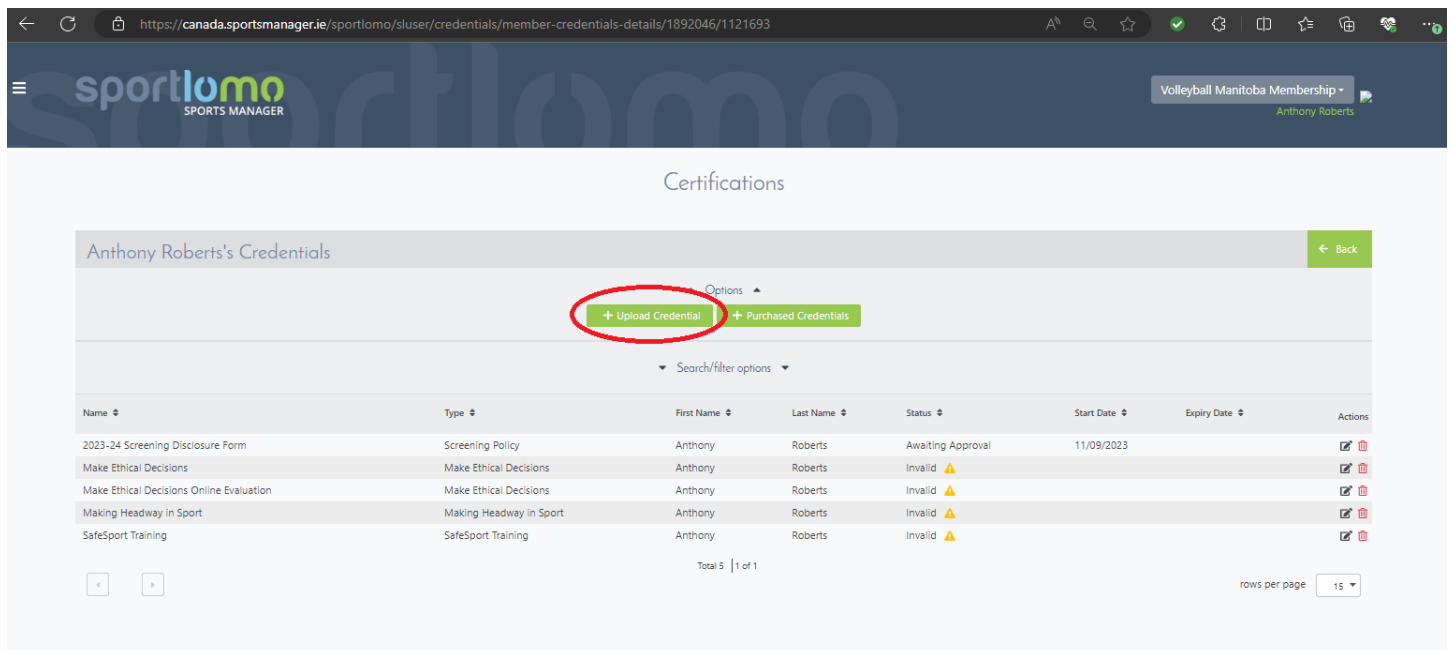

If you are asked to Select Your Association, please select Volleyball Manitoba Membership.

Step 2: On your home page, click the Certifications button.
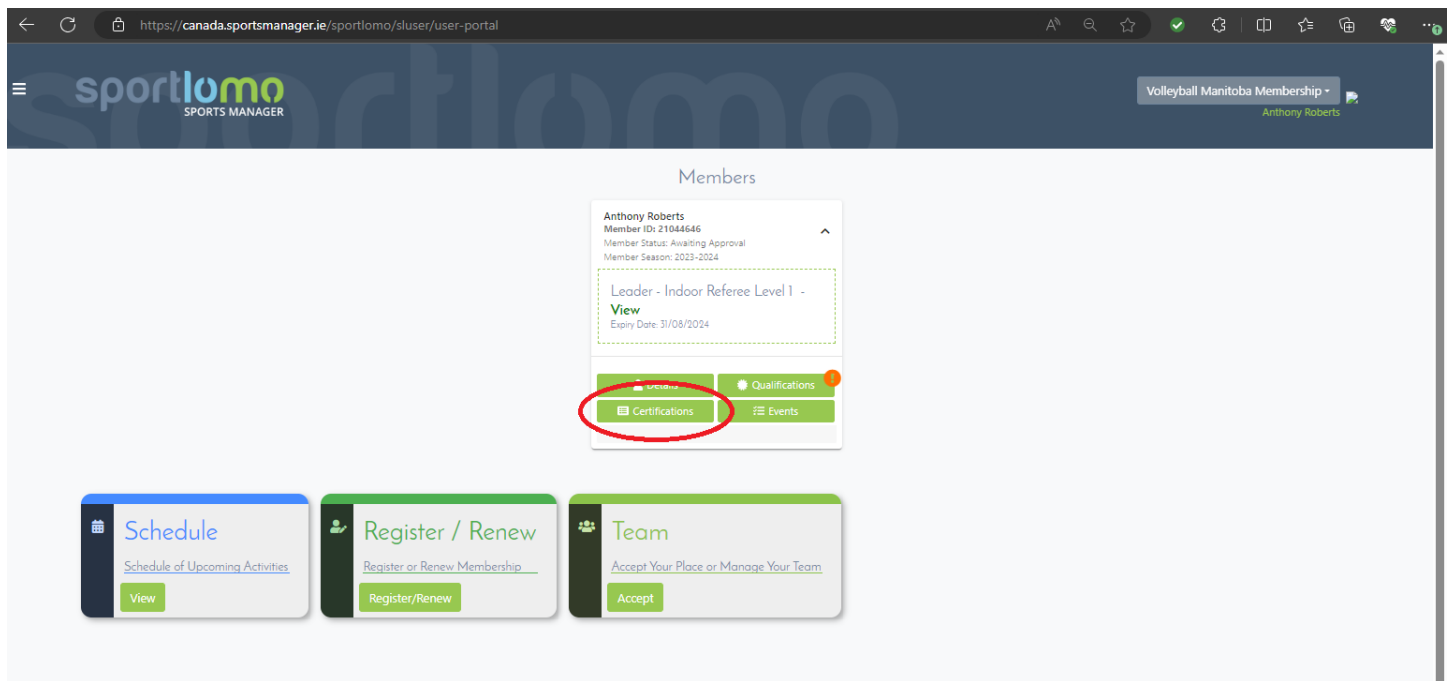
Step 3: Click on the "+ Upload Credential" Button.

There are 4 Screening Requirements for Referees:
- a Criminal Record Check (current within the last 3 years)
- a Child Abuse Registry Check (current within the last 3 years)
- either Safe Sport Training OR Respect In Sport Training (current within the last 5 years)

NOTE: If you are a coach and you have your Safe Sport training completed in The Locker, SportLomo will automatically pull the completed credential (if you have your NCCP number included in your profile) and you won't need to upload anything for that one.

Step 4: Select the Credential Type you wish to upload.
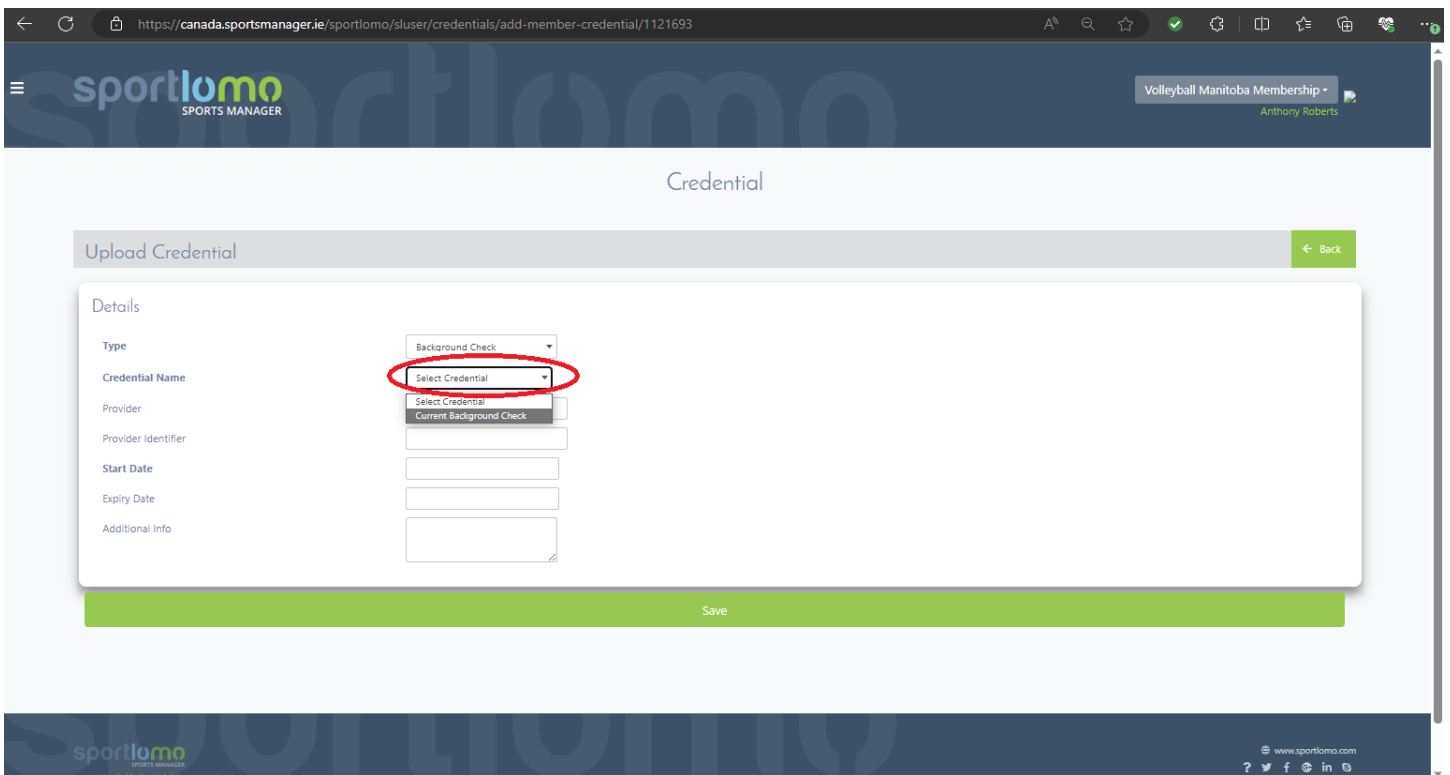　　　　To upload a Criminal Record Check, select "Background Check"
　　　　To upload a Child Abuse Registry Check, select "Child Abuse Registry Check"
　　　　To upload a Respect In Sport Certificate, select "SafeSport Training"
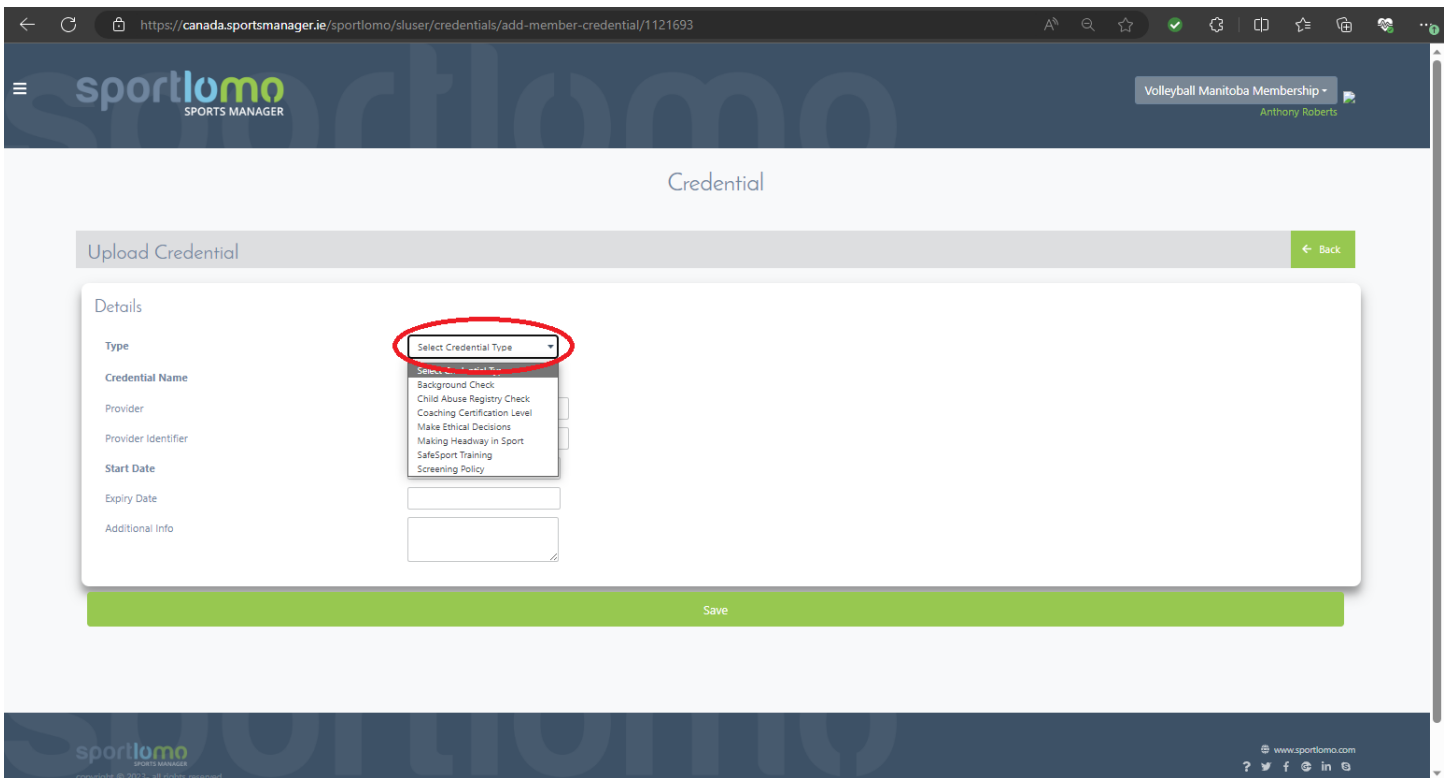

Step 5: Select the Credential Name.
　　　　Once you've selected the Type, there should only be one option in the Name dropdown.

Step 6: Once you've selected the Credential Name, you'll see a spot open up where you can choose your attachment. Click on Choose File and select the file you wish to upload. This file can either be a scanned copy of the document, or an image file of the document.
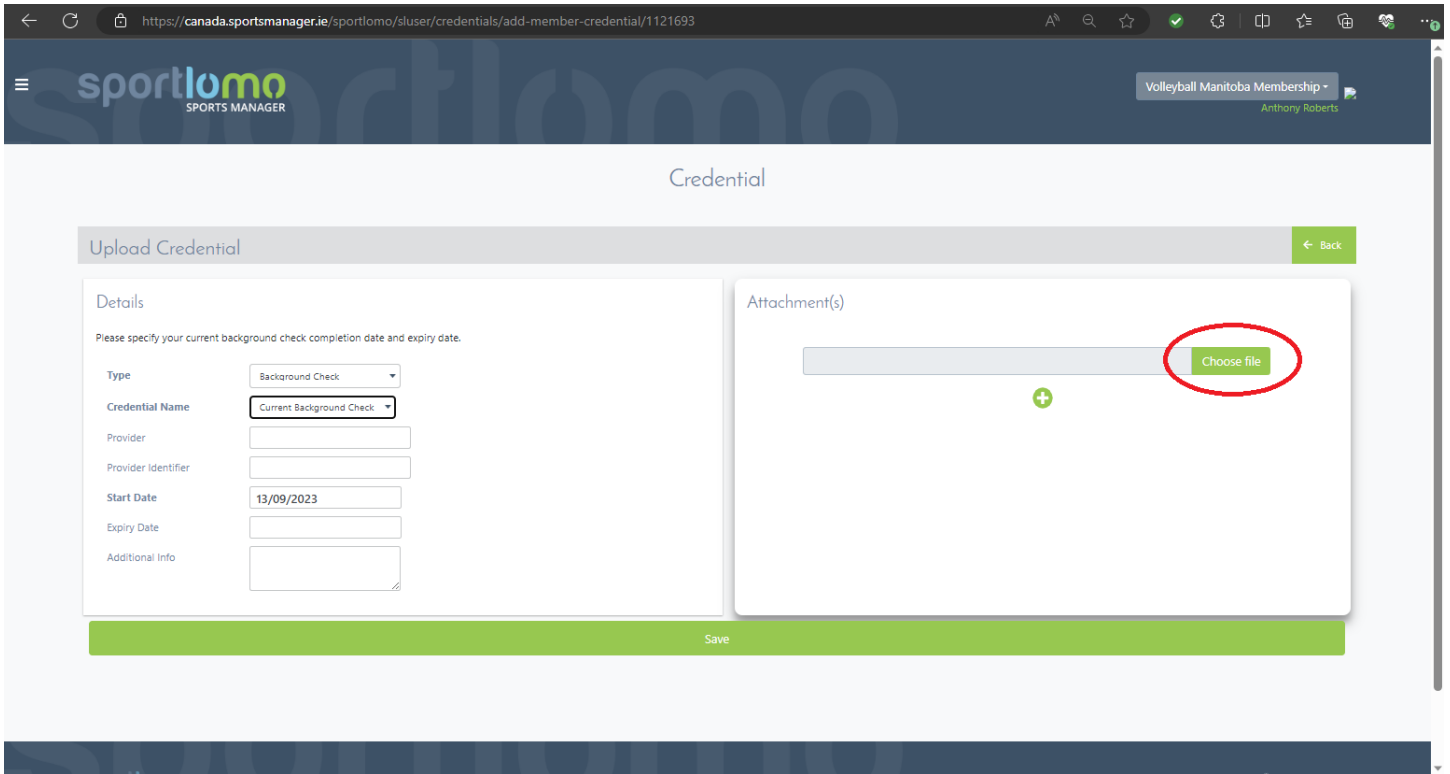
If for some reason the button doesn't work and you don't get a pop-up to select a file, click on the + button and click Choose File on the second.
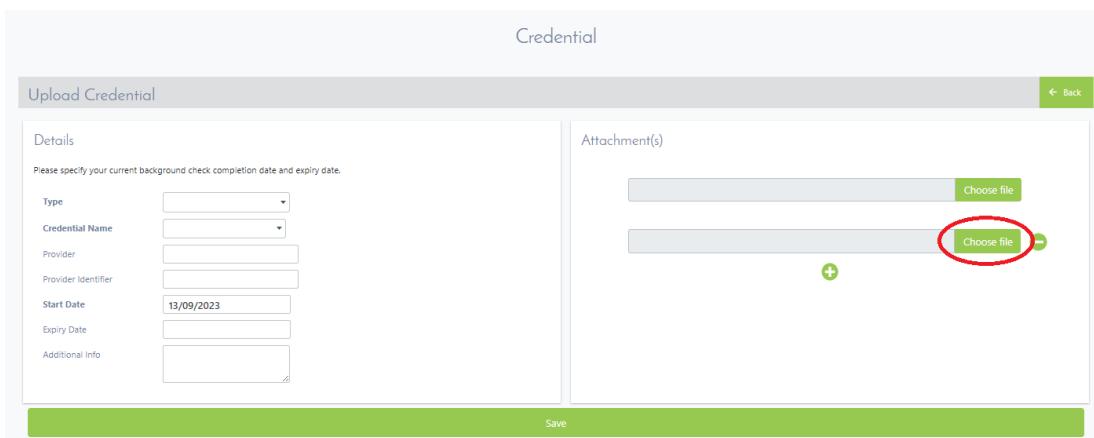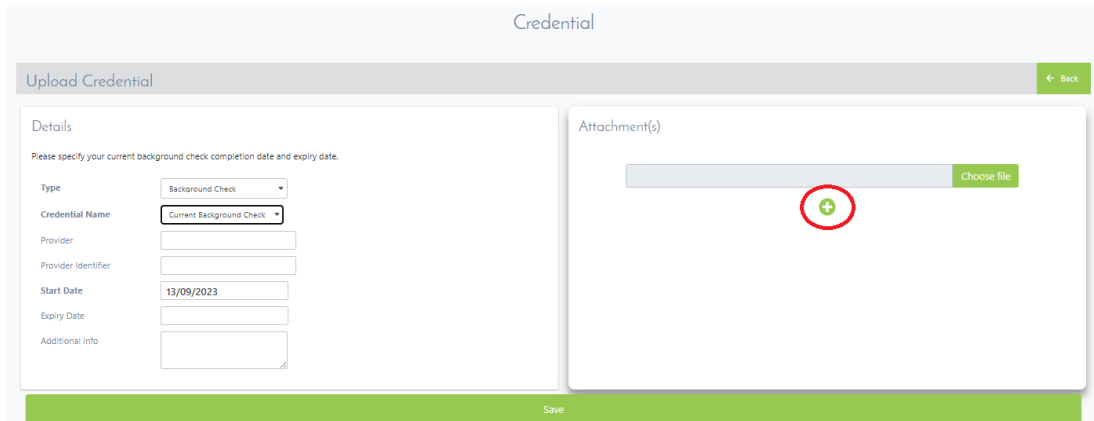
Step 7: Once you've selected a file, click Save.
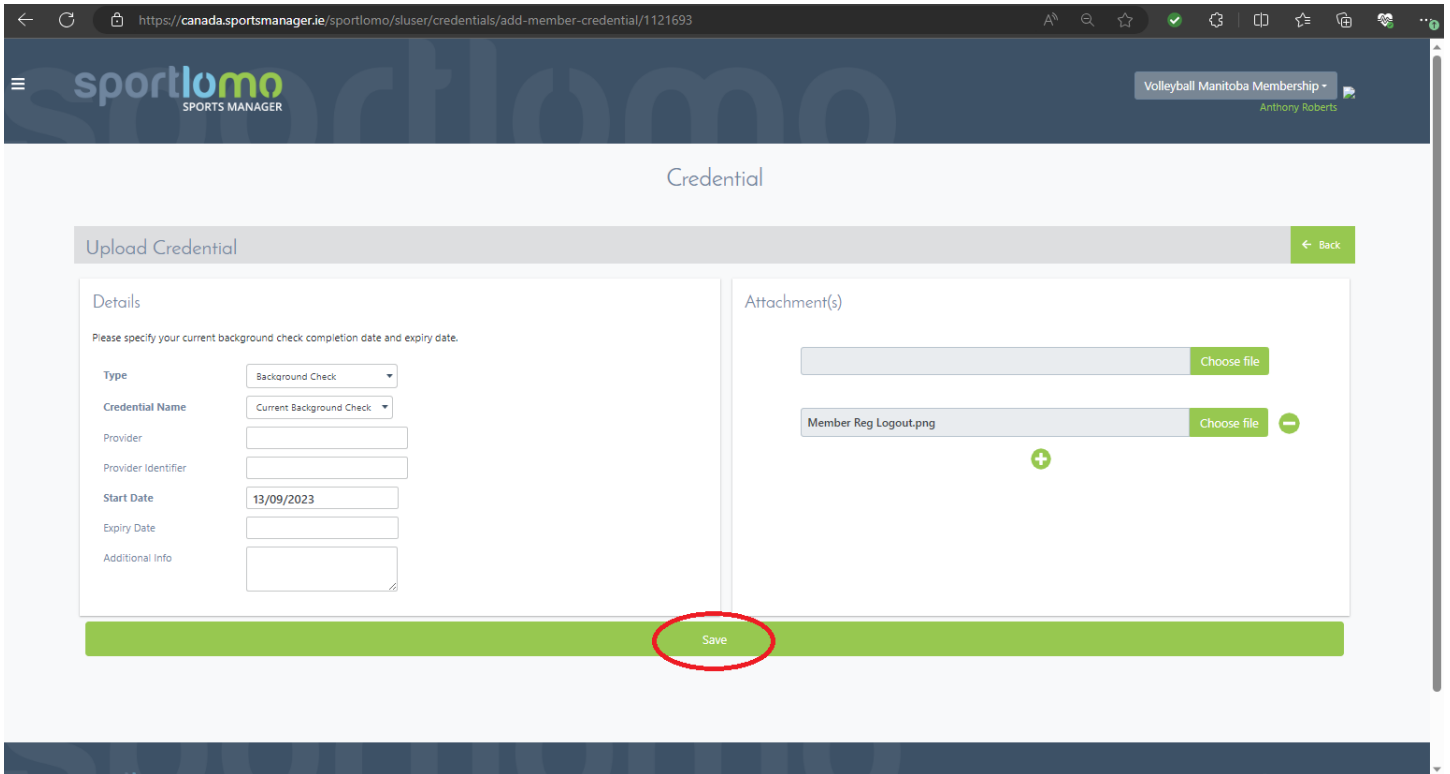
Once saved, you will be directed back to this screen, where you can either upload another credential, or log out if you've submitted everything.