



Quick Guide to completing the Expression of Interest Form Season 2024 - 2025

This is a step guide to assist your club in completing Phase 1 of the Expression of Interest Process.



Copy and place the following link in your browser <https://ddsl.sportsmanager.ie>
Select **Forgot Password**

**DUBLIN AND DISTRICT
SCHOOLBOYS' / GIRLS' LEAGUE**

CLUB ADMINISTRATOR LOGIN

Not an administrator? [click here](#) for member area

USERNAME

PASSWORD

LOGIN >

Select Forgot Password
[Forgot Password?](#)



When the below screen appears:

Enter your club **Username** which the DDSL have provided to you, if you can't locate the Username please review your mails from eo@ddsl.ie, if you still have difficulties please email eo@ddsl.ie requesting your Username.

The Username is both **space and case sensitive.**

Remember it is a Username and NOT the Club Name.

Press Submit.

DUBLIN AND DISTRICT
SCHOOLBOYS' / GIRLS' LEAGUE

CLUB ADMINISTRATOR LOGIN

Enter Username (Example provided below)

DDSL Fusion United FC

username

Submit



EXPRESSION OF INTEREST GUIDE TO PHASE 1 COMPLETION



If you have entered the **correct** Username (**Space and Case sensitive**) you will receive the message below in **Green**.

The screenshot shows the 'CLUB ADMINISTRATOR LOGIN' page. At the top left is the logo for 'DUBLIN AND DISTRICT SCHOOLBOYS' / GIRLS' LEAGUE'. Below the logo is a green-bordered message box containing the text: 'if the system has found your details an email will be sent to the email on file. Please check your email and follow instructions from there'. Below the message box is the title 'CLUB ADMINISTRATOR LOGIN' and a link: 'Not an administrator? [click here](#) for member area'. There are two input fields: 'USERNAME' and 'PASSWORD', each with a light blue rounded rectangular input area.

If you have entered an **incorrect** Username (**Space and Case sensitive**) you will receive the message below in **Red**. Check your Username to make sure that you have entered it correctly reference Caps - Spaces and United not Utd as examples.

The screenshot shows the 'CLUB ADMINISTRATOR LOGIN' page. At the top left is the logo for 'DUBLIN AND DISTRICT SCHOOLBOYS' / GIRLS' LEAGUE'. Below the logo is a red-bordered message box containing the text: 'We are unable to reset your password at this time. Please contact your association for assistance'. Below the message box is the title 'CLUB ADMINISTRATOR LOGIN' and a link: 'Not an administrator? [click here](#) for member area'. There are two input fields: 'USERNAME' and 'PASSWORD', each with a light blue rounded rectangular input area.



Once entered correctly you will receive an email click on the **link**.

sportlomo
Dear DDSL DDSL FC,

You recently requested to reset your password for your SportLoMo account. Click the link below to reset it:

<https://ddsl.sportsmanager.ie/sportlomo/association-users/update-password/user/385bc878ef44e954f8bb29a6075d8bc4> **Click on the Link**

If you did not request this password change please ignore this email or contact us at [Sportlomo Support](#) to let us know.

Yours,
The SportLoMo Team

powered by **sportlomo**

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Sportlomo Limited.

If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

Please contact the sender if you believe you have received this email in error.

Non-binding language if applicable: The above terms reflect a potential business arrangement, are provided solely as a basis for further discussion, and are not intended to be and do not constitute a legally binding obligation. No legally binding obligations will be created, implied, or inferred until an agreement in final form is executed in writing by all parties involved.

TAKE A GREEN STEP TODAY. THINK BEFORE YOU PRINT.

Please consider the environment before printing this email

Update your password to a password of your choice.

Update Password

Please enter and confirm your new password.

Password

Confirm Password

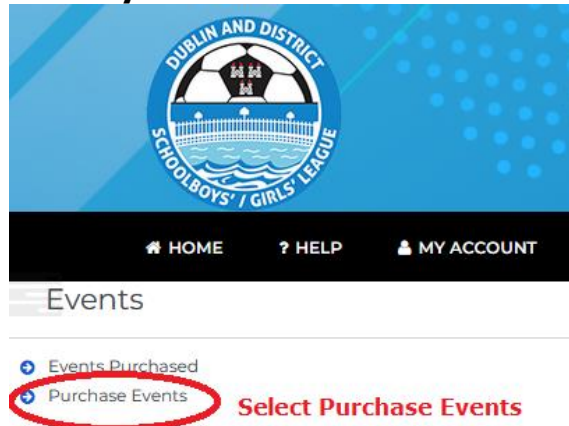
Submit Query



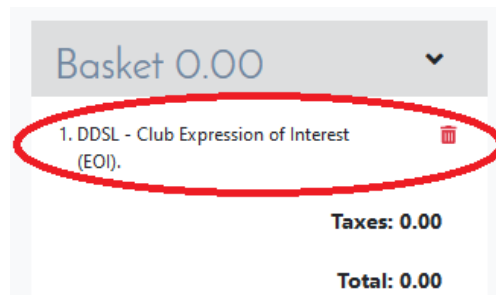
Re enter your **Username** and the **New Password** and **Press LOGIN.**

The image shows a login form for the Dublin and District Schoolboys' / Girls' League. At the top is the league's logo. Below it, the text reads "CLUB ADMINISTRATOR LOGIN". A link says "Not an administrator? [click here](#) for member area". There are two input fields: "USERNAME" with a placeholder "Enter Username Here" and "PASSWORD" with a placeholder "Enter New Password Here". A "LOGIN" button with a right-pointing arrow is at the bottom.

Log In to the **DDSL Fusion System** and select **Purchase Events**



Check the basket to see if it contains 1. DDSL – Club Expression of Interest Item





EXPRESSION OF INTEREST GUIDE TO PHASE 1 COMPLETION



If not then from the selection **ADD** 1 x DDSL – Club Expression of Interest 24/25 (EOI) into the Basket

| Available to add | | | | | | | |
|--|------------------------|-------|----------------|-------|----------|------------------------------------|--|
| Name | Group | Price | Processing Fee | Taxes | Quantity | Actions | |
| Type 4 Club Expression of Interest Season 2024-25 <small>Club Expression of Interest (EOI) for season 2024-2025. Please have the following information available as required. Club Secretary Details - Company Details if club is operating as a limited Company. Documentation for upload Public Liability Insurance Certificate, and a Movement/Transfer Form if transferring from another league. This information is required in order to complete the process.</small> | Expression of Interest | 0.00 | 0.00 | 0.00 | | <input type="button" value="Add"/> | |

Waitlist

Basket 0.00

Taxes: 0.00

Total: 0.00

Check that the item is listed in the basket. Delete if you have selected more than One item by pressing the Red Bin Icon 
Once the item is selected and is listed in the Basket **Press Continue (see below)**

| Available to add | | | | | | | |
|--|------------------------|-------|----------------|-------|----------|------------------------------------|--|
| Name | Group | Price | Processing Fee | Taxes | Quantity | Actions | |
| Type 4 Club Expression of Interest Season 2024-25 <small>Club Expression of Interest (EOI) for season 2024-2025. Please have the following information available as required. Club Secretary Details - Company Details if club is operating as a limited Company. Documentation for upload Public Liability Insurance Certificate, and a Movement/Transfer Form if transferring from another league. This information is required in order to complete the process.</small> | Expression of Interest | 0.00 | 0.00 | 0.00 | | <input type="button" value="Add"/> | |

Waitlist

Basket 0.00

 Type 4 Club Expression of Interest Season 2024-25 1

Taxes: 0.00

Total: 0.00

Please complete the information fields and **Press Save**



Events / Programs

First Name

Last Name

Email

Mobile

Position in Club

You will now enter the **Expression of Interest Form** itself.
DDSL Club Registration Process Season 2024 - 2025

Phase One: Expression of Interest
Phase Two: Team Registration



Introduction

The Dublin District Schoolboys/Girls League, in partnership with Sportlomo is committed to providing a **best in class** safe sporting experience to every Club and Player participating within the League.

To assist in this we ask each Club Secretary to complete the following Two Phase process prior to the start of each season.

Expression of Interest (Phase 1)

The Expression Of Interest process allows the DDSL determine the number of clubs looking to participate within the league for the season ahead. It covers **Current**, **Transferring**, and **Newly formed** clubs.

It also allows the League review the number of teams each club offer as an indicative number which assists in the draft formation of league divisions at each age group.

To assist, please make sure you have the following information to hand as you complete the process.

All Clubs
Secretary Details.

Complete each section of the **Expression of Interest** Form and **Save**