



Automatic Refund Manual (under 15 days)

Revision 1.2 July 2019

SportLoMo Ltd.

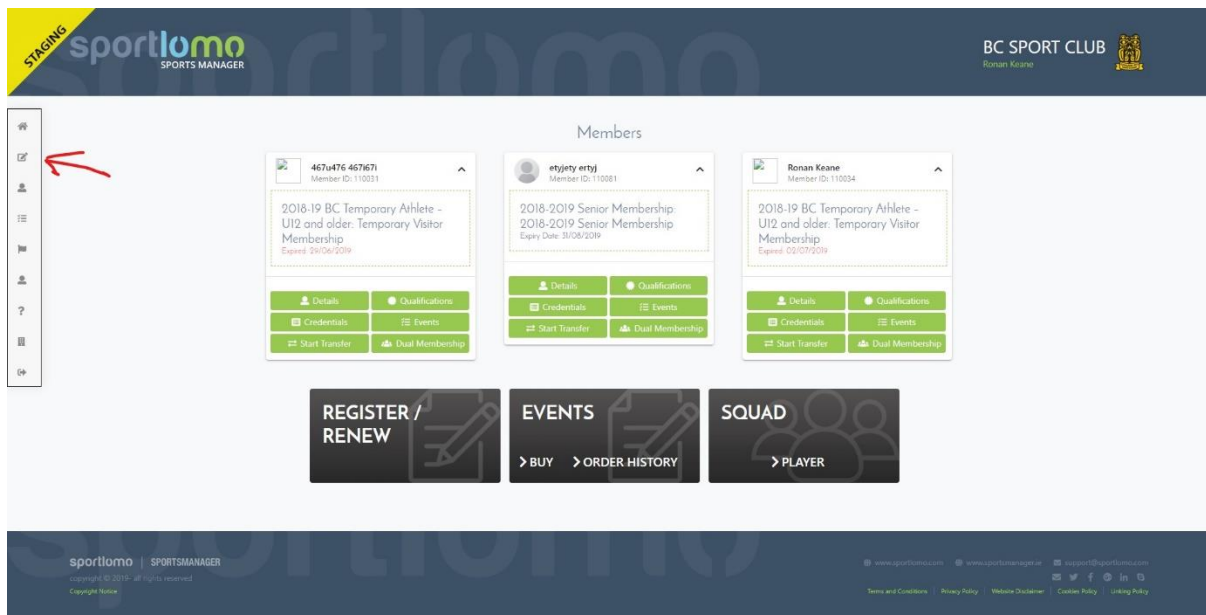
Contents may not be reproduced without the express approval of

**SportLoMo Ltd.,
Barcastle Business Park,
Castlebar,
Co Mayo,
Ireland**

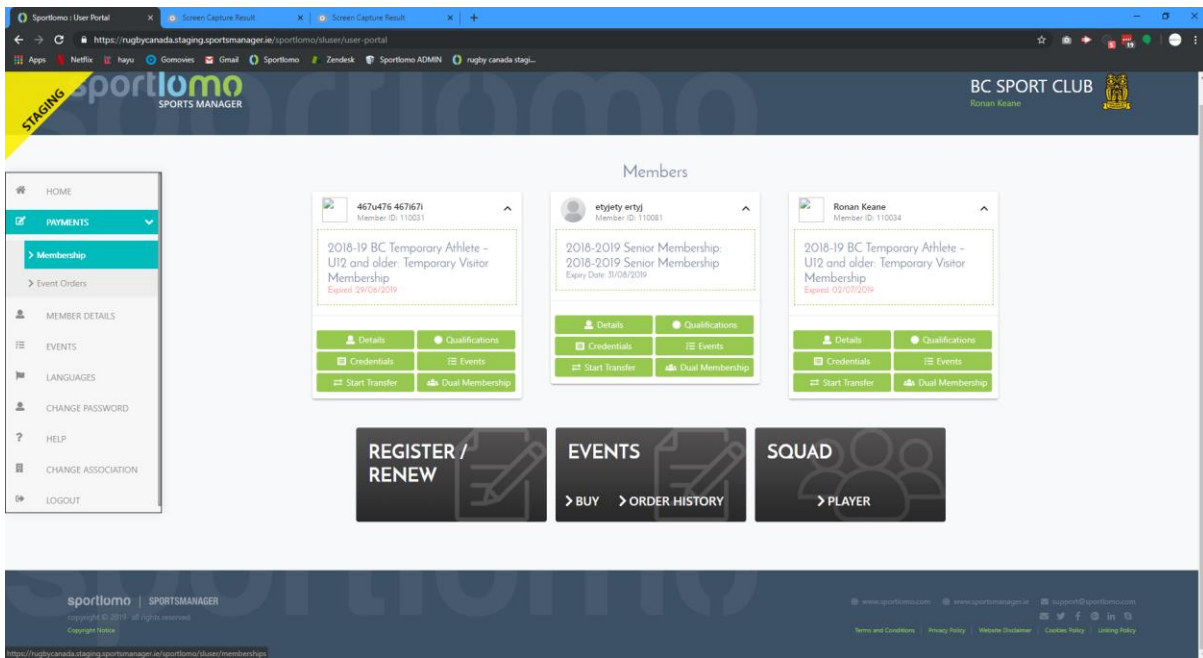
+353 94 9026663
www.sportlomo.com
info@sportlomo.com
support@sportlomo.com

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.

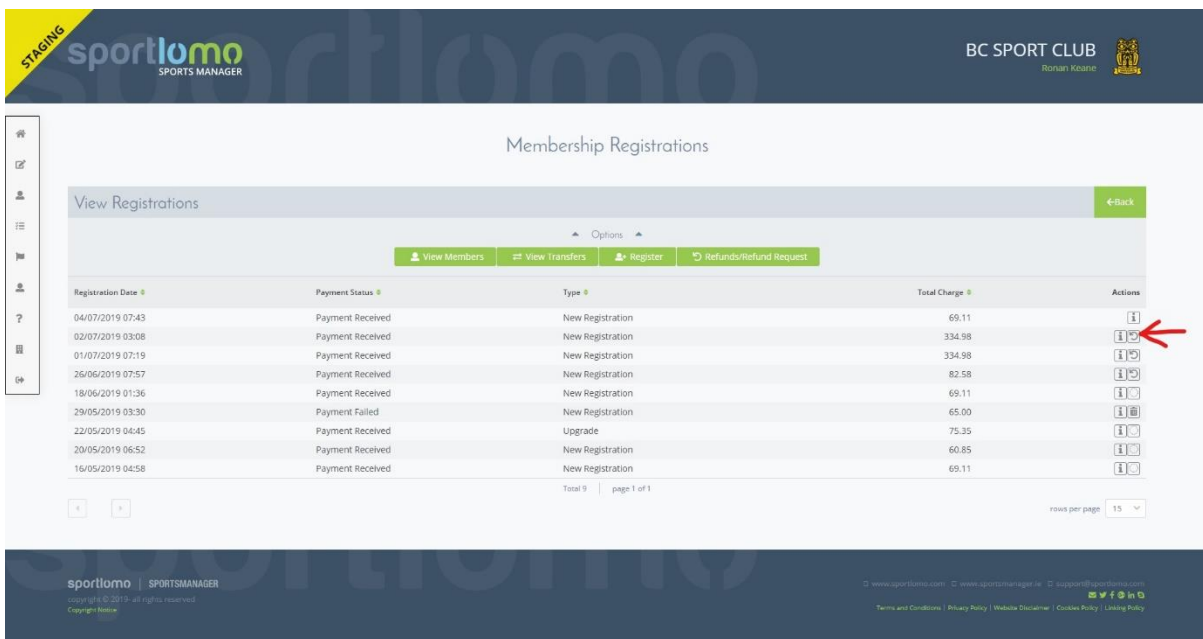
Follow the steps below:



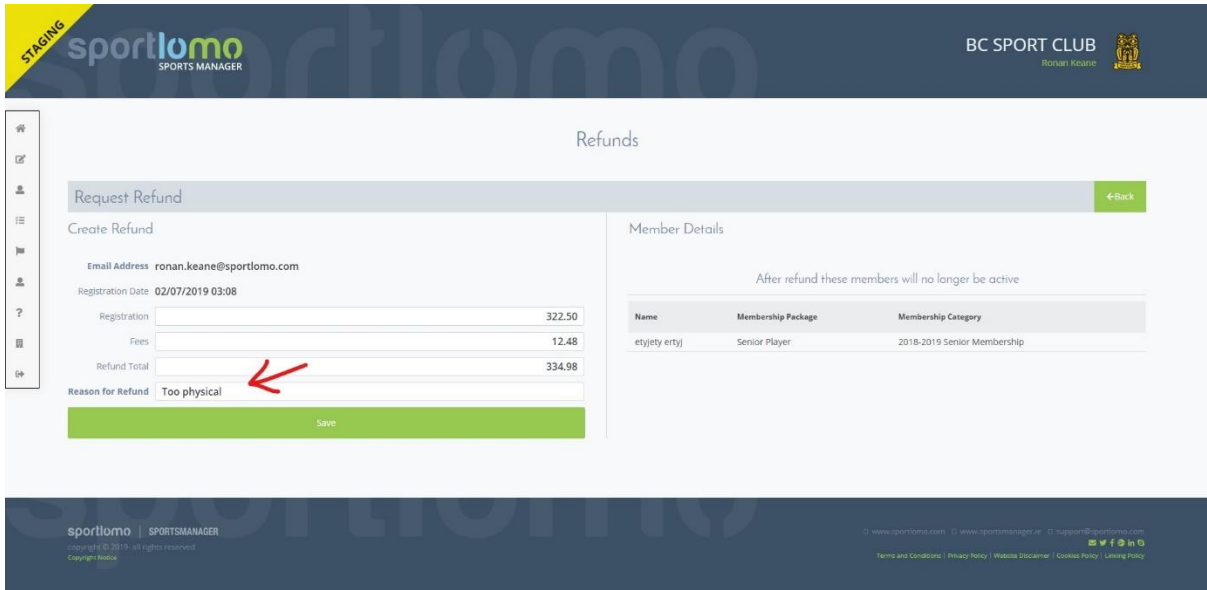
1. Log into your SportLoMo account and move your cursor over to the left-hand side of your screen. Here, you will see a vertical menu bar.



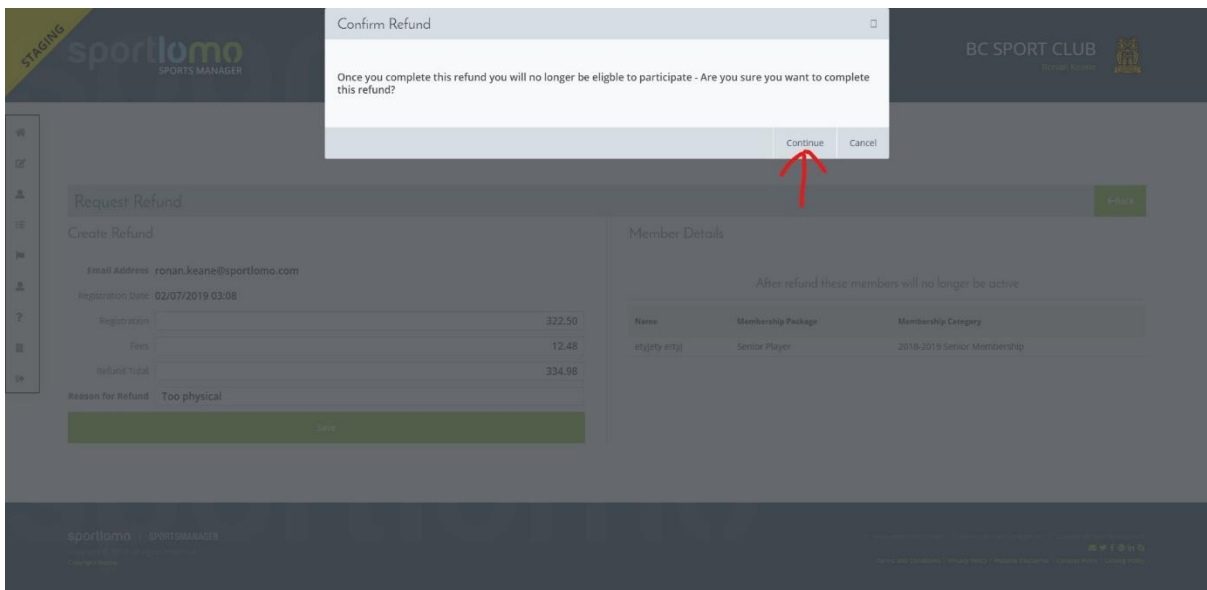
2. Click 'payments' in the menu bar and then click 'membership'



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 above).



4. Enter your reason for requesting a refund in the 'reason for refund' box. Click 'save'.



5. Click 'continue'.

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.

