

## How to delete an individual (or duplicate record) from your club

### Step 1

To delete a non-playing record navigate to the 'My Club Users' section of SCRUMS through the dashboard or sidebar highlighted.





SCOTTISH RUGBY MANAGEMENT SYSTEM

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### Step 2

This screen shows everyone that is affiliated to your club or school, and whether they are a staff member or player. Select the 'Delete' button located beside the record you wish to delete.

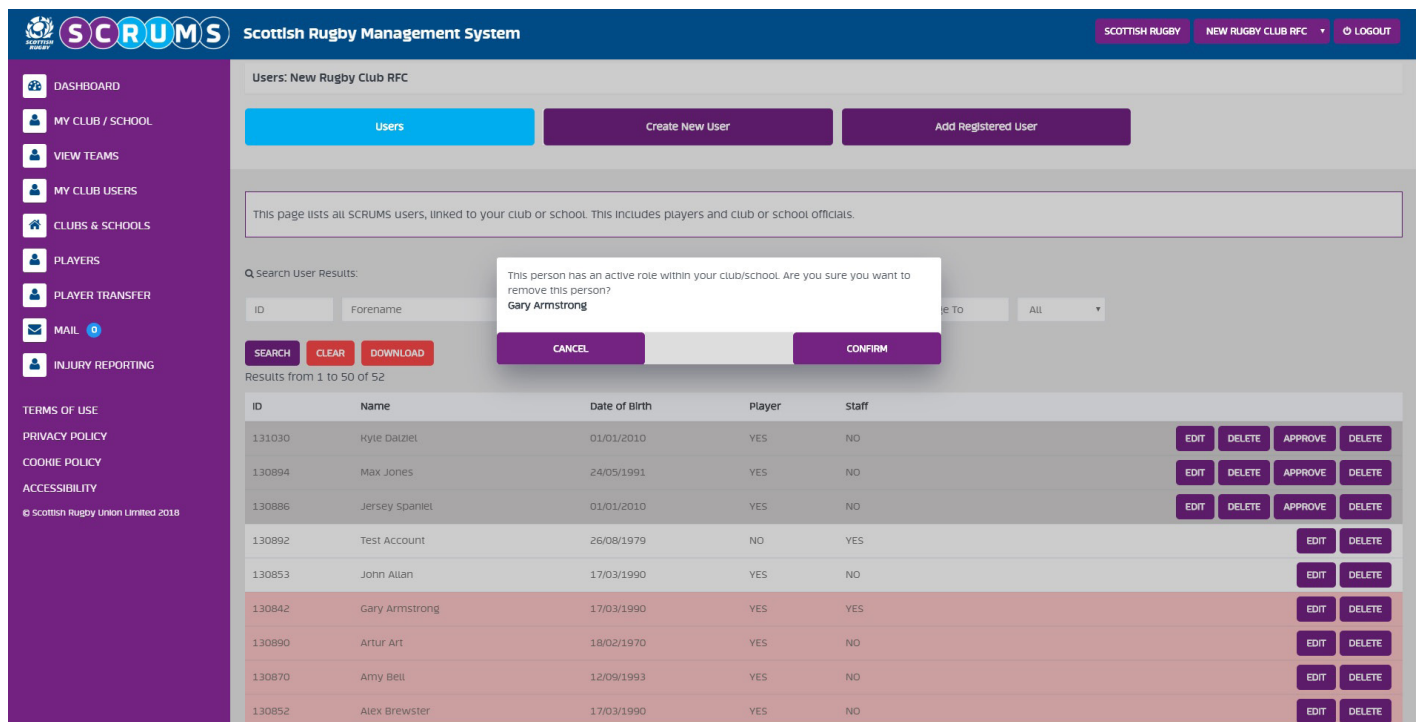
The screenshot shows the SCRUMS user management interface for 'New Rugby Club RFC'. It features a search bar, a table of users, and a sidebar with navigation options. The table lists users with columns for ID, Name, Date of Birth, Player status, and Staff status. Each row has 'EDIT' and 'DELETE' buttons.

ID	Name	Date of Birth	Player	Staff	EDIT	DELETE
131030	Kyle Dalziel	01/01/2010	YES	NO	EDIT	DELETE
130894	Max Jones	24/05/1991	YES	NO	EDIT	DELETE
130886	Jersey Spaniel	01/01/2010	YES	NO	EDIT	DELETE
130892	Test Account	26/08/1979	NO	YES	EDIT	DELETE
130853	John Allan	17/03/1990	YES	NO	EDIT	DELETE
130842	Gary Armstrong	17/03/1990	YES	YES	EDIT	DELETE
130890	Artur Art	18/02/1970	YES	NO	EDIT	DELETE
130870	Amy Bell	12/09/1993	YES	NO	EDIT	DELETE
130852	Alex Brewster	17/03/1990	YES	NO	EDIT	DELETE

For any further guidance please contact [scrums@sru.org.uk](mailto:scrums@sru.org.uk)

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**Step 3** You will receive a warning message asking you whether you are sure you want to remove this person. Select Confirm. This person will no longer be linked to your club.



The screenshot shows the 'Users: New Rugby Club RFC' page in the SCRUMS system. A confirmation dialog is displayed over the user list, asking: 'This person has an active role within your club/school. Are you sure you want to remove this person?' with 'Gary Armstrong' listed below. The dialog has 'CANCEL' and 'CONFIRM' buttons. The user list below shows columns for ID, Name, Date of Birth, Player, and Staff, with rows for various users including Gary Armstrong.

ID	Name	Date of Birth	Player	Staff	EDIT	DELETE	APPROVE	DELETE
131030	Kyle Dalziel	01/01/2010	YES	NO				
130894	Max Jones	24/05/1991	YES	NO				
130886	Jersey Spaniel	01/01/2010	YES	NO				
130892	Test Account	26/08/1979	NO	YES				
130853	John Allan	17/03/1990	YES	NO				
130842	Gary Armstrong	17/03/1990	YES	YES				
130890	Artur Art	18/02/1970	YES	NO				
130870	Amy Bell	12/09/1993	YES	NO				
130852	Alex Brewster	17/03/1990	YES	NO				

**PLEASE NOTE: TO RE-ADD A PERSON DELETED BY ACCIDENT PLEASE USE THE PLAYER TRANSFER FUNCTION OR THE ADD-REGISTERED USER BUTTON FOR NON PLAYER ROLES**