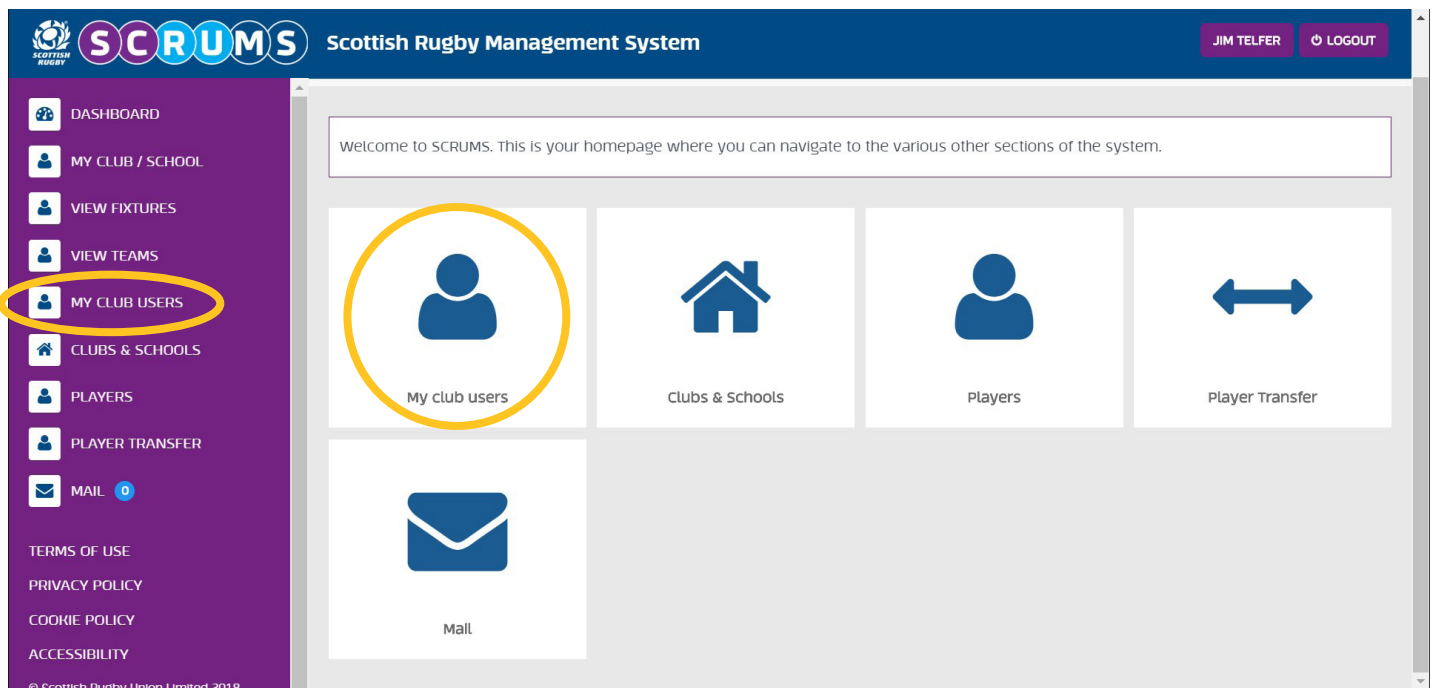


How to update user information

The following guide is only relevant for individuals with SCRUMS Club Admin Access

Step 1

To amend User records navigate to the 'My Club Users' section of SCRUMS through the dashboard or sidebar highlighted.

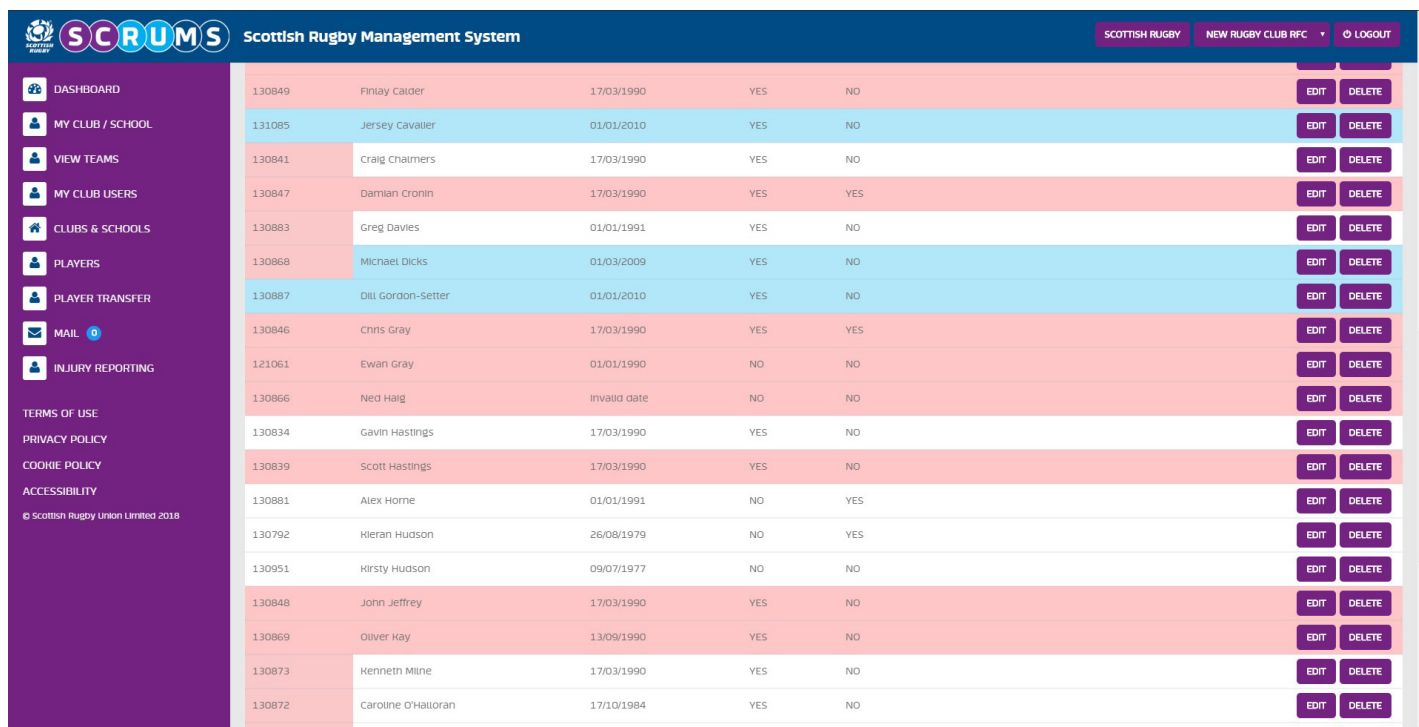


For any further guidance please contact scrums@sru.org.uk

How to update user information

Step 2

Now select the 'Edit' button located beside the user record you wish to amend.

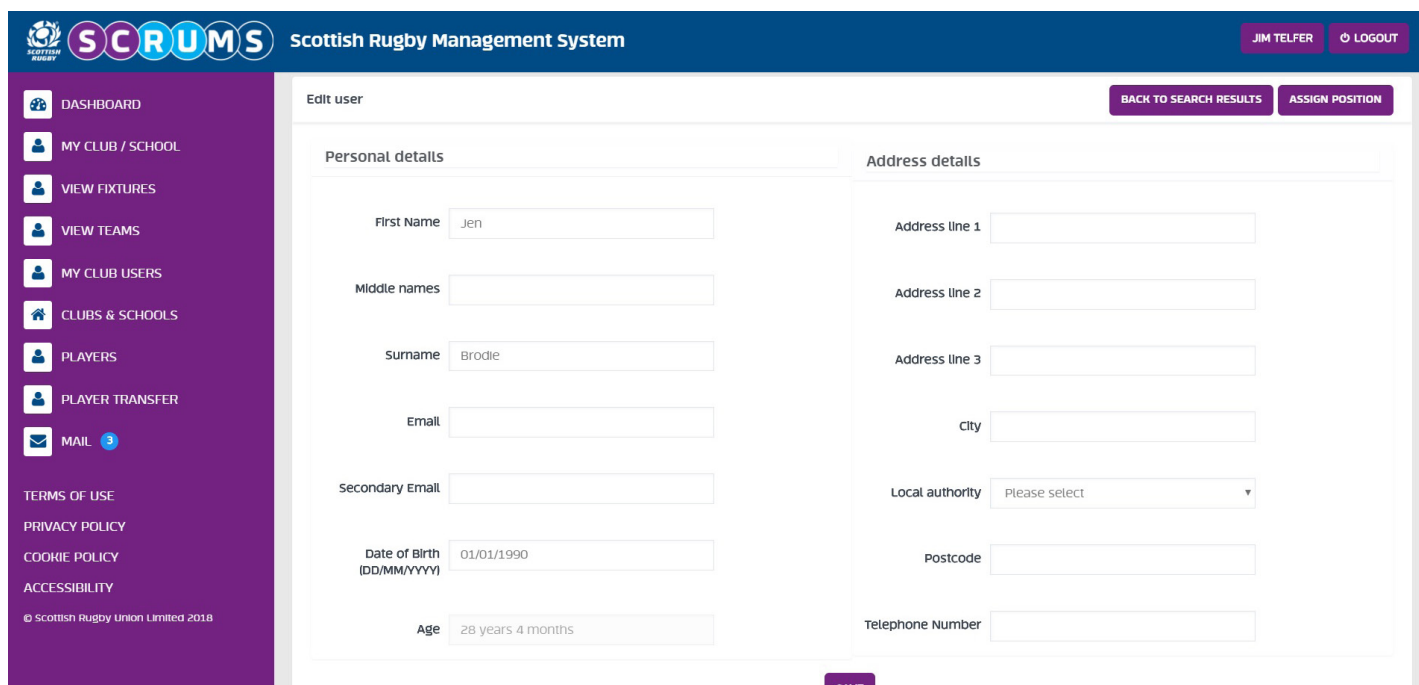


ID	Name	Date of Birth	Male	Female	Buttons
130849	Finlay Calder	17/03/1990	YES	NO	EDIT DELETE
131085	Jersey Cavalier	01/01/2010	YES	NO	EDIT DELETE
130841	Craig Chalmers	17/03/1990	YES	NO	EDIT DELETE
130847	Damian Cronin	17/03/1990	YES	YES	EDIT DELETE
130883	Greg Davies	01/01/1991	YES	NO	EDIT DELETE
130868	Michael Dicks	01/03/2009	YES	NO	EDIT DELETE
130887	Dill Gordon-Setter	01/01/2010	YES	NO	EDIT DELETE
130846	Chris Gray	17/03/1990	YES	YES	EDIT DELETE
121061	Ewan Gray	01/01/1990	NO	NO	EDIT DELETE
130866	Ned Haig	Invalid date	NO	NO	EDIT DELETE
130834	Gavin Hastings	17/03/1990	YES	NO	EDIT DELETE
130839	Scott Hastings	17/03/1990	YES	NO	EDIT DELETE
130881	Alex Horne	01/01/1991	NO	YES	EDIT DELETE
130792	Kieran Hudson	26/08/1979	NO	YES	EDIT DELETE
130951	Kirsty Hudson	09/07/1977	NO	NO	EDIT DELETE
130848	John Jeffrey	17/03/1990	YES	NO	EDIT DELETE
130869	Oliver Kay	13/09/1990	YES	NO	EDIT DELETE
130873	Kenneth Milne	17/03/1990	YES	NO	EDIT DELETE
130872	Caroline O'Halloran	17/10/1984	YES	NO	EDIT DELETE

How to update user information

Step 3

On this page you can edit information such as name, email and address. Please select 'Save' once you have finished editing.



The screenshot shows the 'Edit user' page in the SCRUMS system. The page has a dark blue header with the SCRUMS logo and 'Scottish Rugby Management System' text. In the top right corner, there are buttons for 'JIM TELFER' and 'LOGOUT'. A left-hand navigation menu is visible, listing various system functions. The main content area is titled 'Edit user' and contains two tabs: 'Personal details' and 'Address details'. The 'Personal details' tab is active, showing input fields for First Name (Jen), Middle names, Surname (Brodie), Email, Secondary Email, Date of Birth (01/01/1990), and Age (28 years 4 months). The 'Address details' tab is also visible, showing input fields for Address line 1, Address line 2, Address line 3, City, Local authority (a dropdown menu with 'Please select'), Postcode, and Telephone Number. At the bottom of the form, there is a 'SAVE' button. In the top right of the form area, there are buttons for 'BACK TO SEARCH RESULTS' and 'ASSIGN POSITION'.

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