

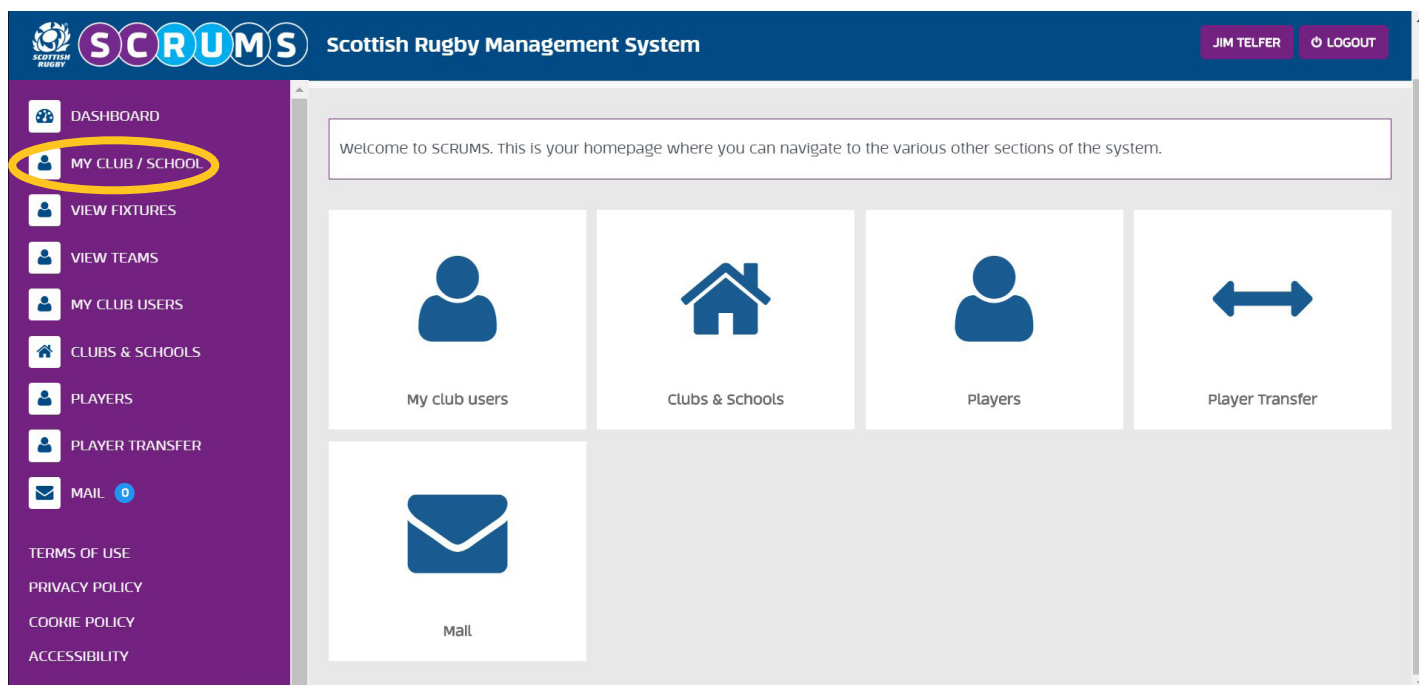


SCOTTISH RUGBY MANAGEMENT SYSTEM

## Updating Club or School information

### Step 1

To update your club or school's information, navigate to the 'My Club/School' section of SCRUMS, through the highlighted sidebar section.



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



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## Updating Club or School information

### Step 2

On this page you are now able to view your club or school's key information. To edit, select the 'Edit' button located to the top right of the screen.

The screenshot displays the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and user information for 'JIM TELFER' with a 'LOGOUT' button. A left-hand sidebar menu contains various navigation options such as 'DASHBOARD', 'MY CLUB / SCHOOL', 'VIEW FIXTURES', 'VIEW TEAMS', 'MY CLUB USERS', 'CLUBS & SCHOOLS', 'PLAYERS', 'PLAYER TRANSFER', and 'MAIL'. The main content area is titled 'New Rugby Club RFC (ID: #735)' and features a 'RETURN TO PREVIOUS PAGE' and 'EDIT' button. The interface is divided into several sections: 'Details' (Club/School: Club, Type: Full Member Club, Category: Category 1), 'Address' (New Rugby Club Avenue, City, Postcode: NEW RUG, Local Authority, Year Founded: 2018, Telephone: 077625 738279, Website: www.newrugbyclub.com), 'Colours' (Jersey: Multicolored Stripes, Shorts: Black, Socks: Green), 'Social Media Links' (Facebook: newrugbyclub@Facebook.com, Twitter: @newrugbyclub, Youtube: newrugbyclub@youtubecom, Instagram: newrugbyclub@intsgram.com, Pinterest, Other Social Network), and 'Home Playing Field & Address (if different from main address)' (Home Playing Fields Name: New Rugby Club Sports Ground, Home Playing Fields Address: New Rugby Club Avenue). A 'VIEW ALL' button is located at the bottom left of the main content area.

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## Updating Club or School information

### Step 3

If you wish to make any changes to a field located under 'Club Details', please contact [scrums@sru.org.uk](mailto:scrums@sru.org.uk). Your change will be made subject to approval.

The screenshot shows the SCRUMS web interface. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and user information 'JIM TELFER' with a 'LOGOUT' button. A left-hand sidebar menu contains various options: DASHBOARD, MY CLUB / SCHOOL, VIEW FIXTURES, VIEW TEAMS, MY CLUB USERS, CLUBS & SCHOOLS (highlighted), PLAYERS, PLAYER TRANSFER, and MAIL. Below the menu are links for TERMS OF USE, PRIVACY POLICY, COOKIE POLICY, and ACCESSIBILITY, along with a copyright notice for Scottish Rugby Union Limited 2018. The main content area is titled 'Clubs & Schools' and features a 'List of Clubs & Schools' button. Below this is a text box with the instruction 'Use this page to edit information on your club / school.' and a 'RETURN TO PREVIOUS PAGE' button. The 'Club Details' form is displayed with the following fields:

Club/School Name	New Rugby Club RFC
Club/School	Club
Club/School Type	Full Member Club
Category	Category 1
Active	Yes



SCOTTISH RUGBY MANAGEMENT SYSTEM

## Updating Club or School information

### Step 4

You do not require approval to change address details or further information. Simply type your desired change in the appropriate field and select 'Save'. These changes will be immediately viewable by other clubs and schools within SCRUMS.

The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and user information 'JIM TELFER' and 'LOGOUT'. A sidebar on the left contains navigation links: DASHBOARD, MY CLUB / SCHOOL, VIEW FIXTURES, VIEW TEAMS, MY CLUB USERS, CLUBS & SCHOOLS, PLAYERS, PLAYER TRANSFER, MAIL (with a notification icon), TERMS OF USE, PRIVACY POLICY, COOKIE POLICY, and ACCESSIBILITY. The main content area is titled 'Use this page to edit information on your club / school.' and contains a 'RETURN TO PREVIOUS PAGE' button. Below this, there are sections for 'Club Details', 'Address Details', and 'Further Information'. The 'Address Details' section includes input fields for 'Address Line 1' (containing 'New Rugby Club Avenue'), 'Address Line 2', 'Address Line 3', 'City', 'Postcode' (containing 'NEW RUG'), and 'Local Authority' (a dropdown menu). A 'SAVE' button is located at the bottom left of the form area.

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