

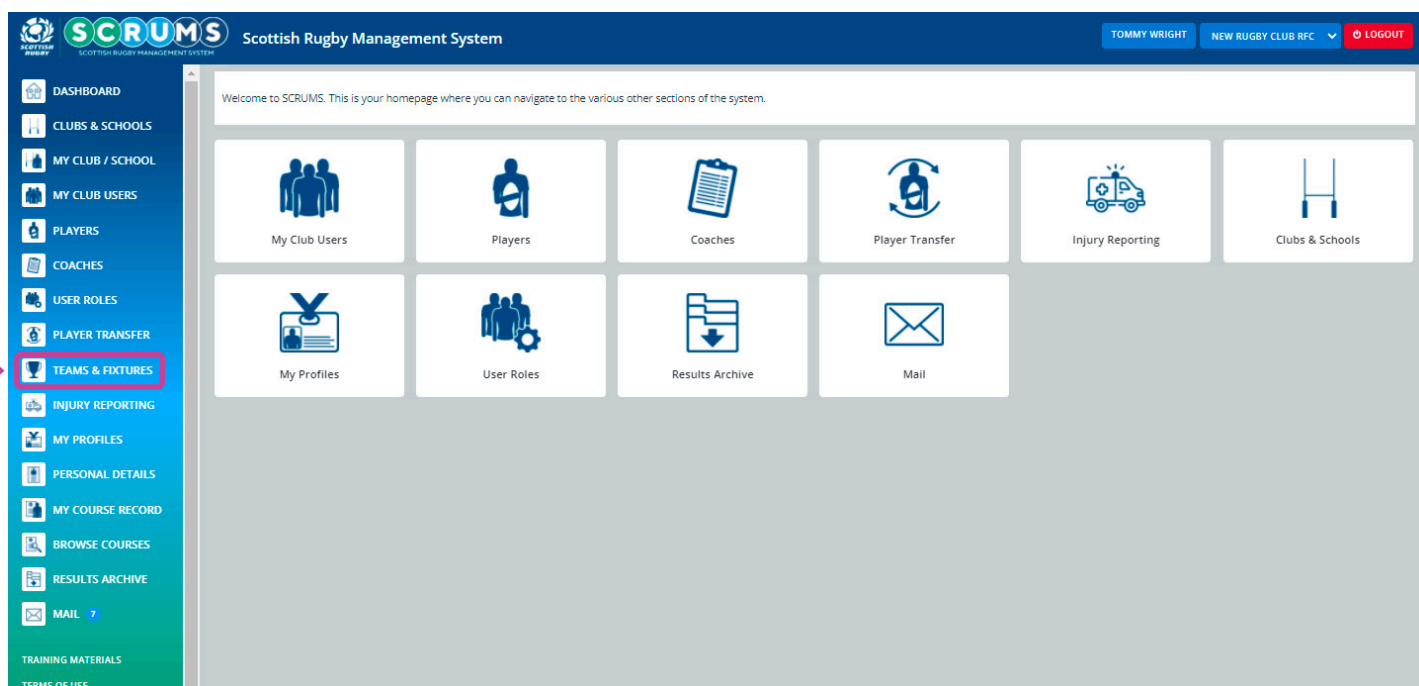
# ASSIGNING TEAM CONTACTS IN SCRUMS

This User Guide will explain how to assign a team contact to each of your teams in SCRUMS.

**Please Note: The team contact will then receive any SCRUMS notifications relevant to that team, including; email reminders to submit the result of a fixture or to submit a teamsheet.**

## STEP 1

When you [login to SCRUMS](#), navigate to the 'Teams & Fixtures' section through the main menu sidebar, as highlighted.



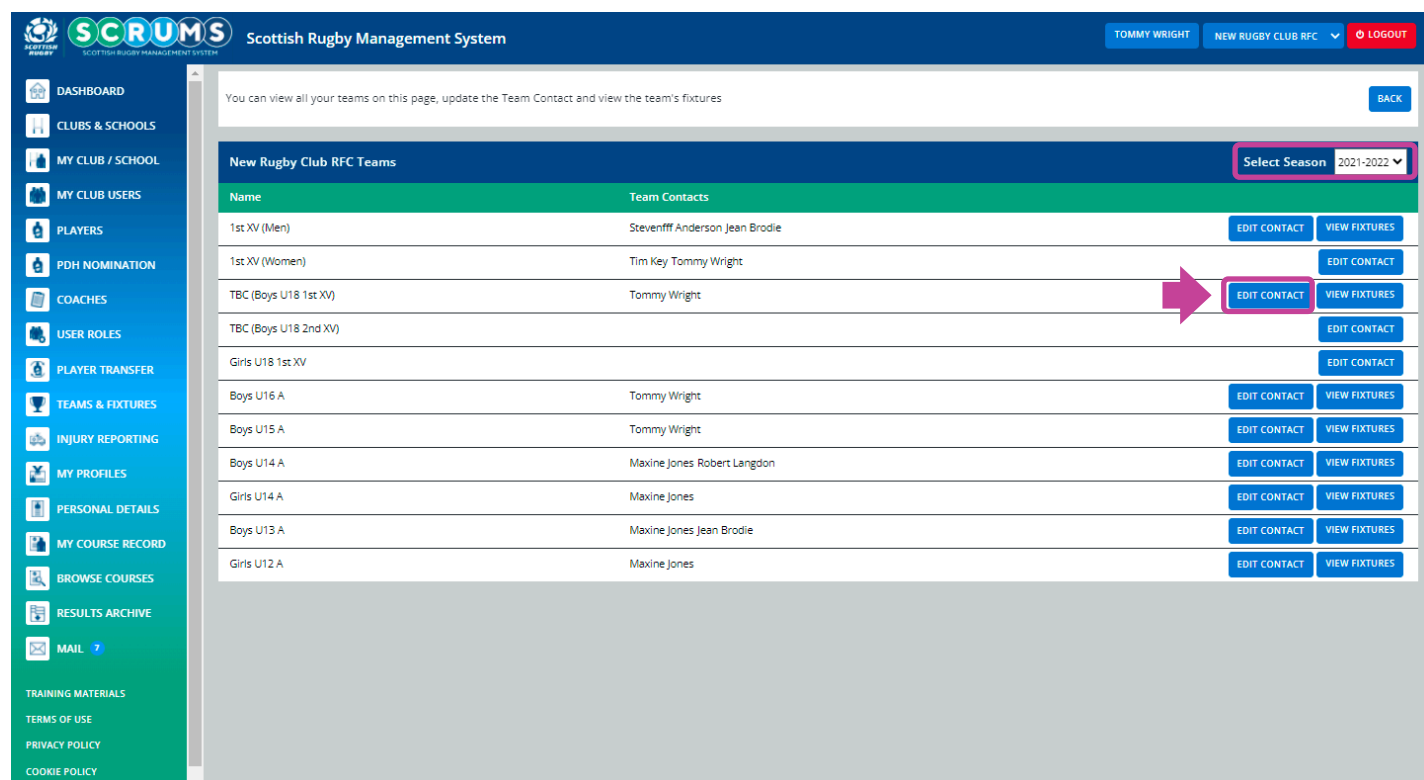
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## STEP 2

Now, you will see a list of all teams at your club / school for the current season.

You can also view previous seasons by clicking on the **'Select Season'** dropdown, located on the purple banner above the list of teams.

To assign a Team Contact, click on **'Edit Contact'** next to any of the teams at your club / school.



The screenshot shows the SCRUMS interface with a sidebar on the left and a main content area. The main content area displays a table of teams and their contacts. A dropdown menu for 'Select Season' is highlighted with a pink box and an arrow pointing to it. The 'EDIT CONTACT' button for the 'TBC (Boys U18 1st XV)' team is also highlighted with a pink box and an arrow pointing to it.

Name	Team Contacts	
1st XV (Men)	Stevenff Anderson Jean Brodie	EDIT CONTACT VIEW FIXTURES
1st XV (Women)	Tim Key Tommy Wright	EDIT CONTACT
TBC (Boys U18 1st XV)	Tommy Wright	EDIT CONTACT VIEW FIXTURES
TBC (Boys U18 2nd XV)		EDIT CONTACT
Girls U18 1st XV		EDIT CONTACT
Boys U16 A	Tommy Wright	EDIT CONTACT VIEW FIXTURES
Boys U15 A	Tommy Wright	EDIT CONTACT VIEW FIXTURES
Boys U14 A	Maxine Jones Robert Langdon	EDIT CONTACT VIEW FIXTURES
Girls U14 A	Maxine Jones	EDIT CONTACT VIEW FIXTURES
Boys U13 A	Maxine Jones Jean Brodie	EDIT CONTACT VIEW FIXTURES
Girls U12 A	Maxine Jones	EDIT CONTACT VIEW FIXTURES

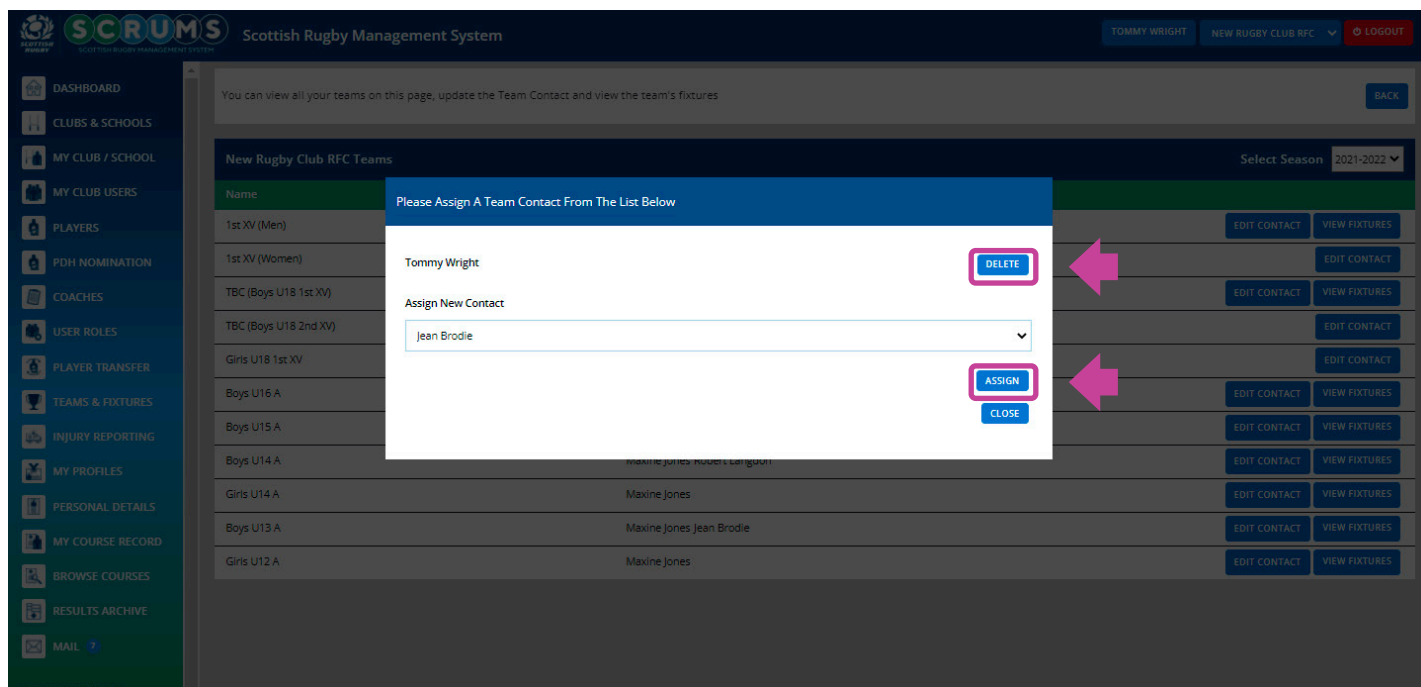
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## STEP 3

A pop-up box with a dropdown option will allow you to select a Team Contact from a list of eligible people. To select the required person, click the **'Assign'** button. You can assign more than one person per team if required.

You can also remove a user as a team contact by selecting the **'Delete'** button.

Once you have made your selection, click the **'Close'** button.



The screenshot shows the SCRUMS interface with a pop-up box titled "Please Assign A Team Contact From The List Below". The pop-up contains the name "Tommy Wright" with a "DELETE" button, an "Assign New Contact" dropdown menu showing "Jean Brodie", an "ASSIGN" button, and a "CLOSE" button. The background shows a table of teams with "EDIT CONTACT" and "VIEW FIXTURES" buttons. Two pink arrows point to the "DELETE" and "ASSIGN" buttons in the pop-up.

**Please Note:** The dropdown list will contain any user at your club / school that has either the **'Administrator (full access)'** or **'Coach / Team Manager'** permission, as they are the only permissions able to submit results and teamsheets.