

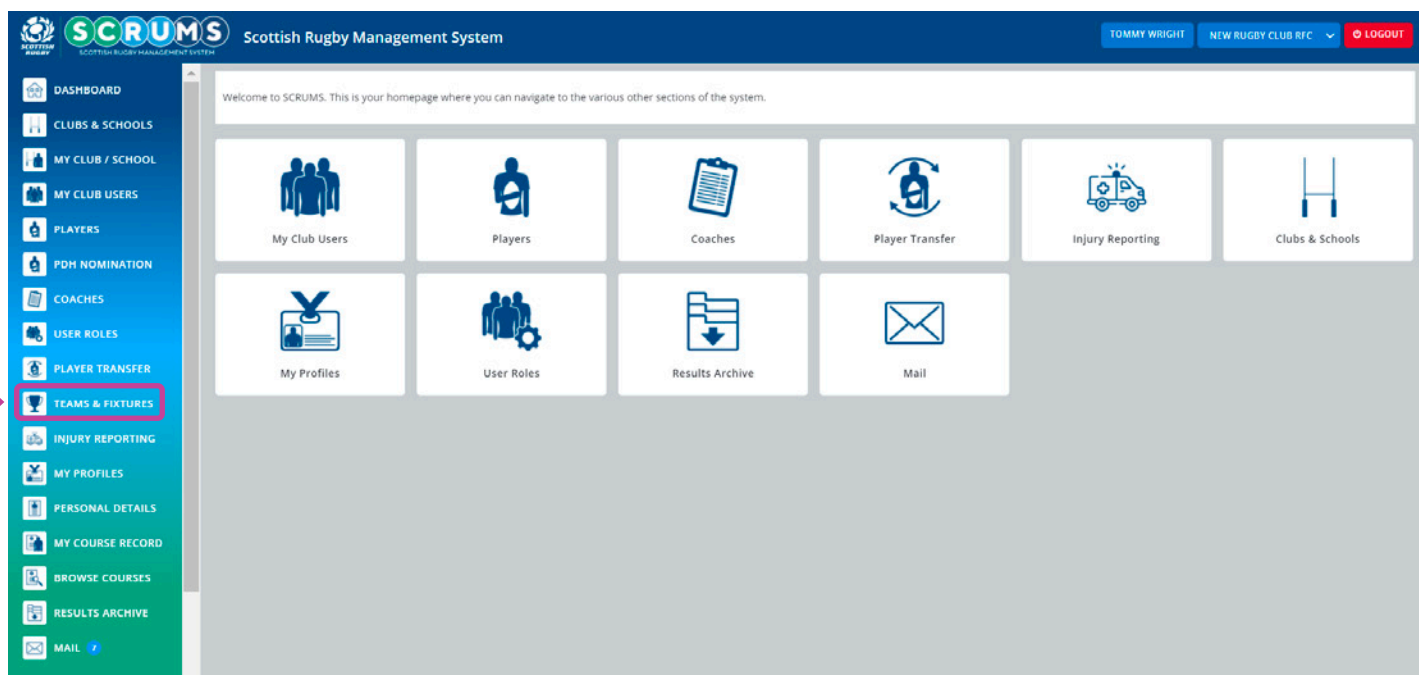
SUBMITTING RESULTS IN SCRUMS (ADULT COMPETITIONS)

This User Guide will explain how to submit results of club fixtures through SCRUMS.

STEP 1

When you login to SCRUMS, navigate to the **'View Teams & Fixtures'** section of the main menu sidebar, as highlighted

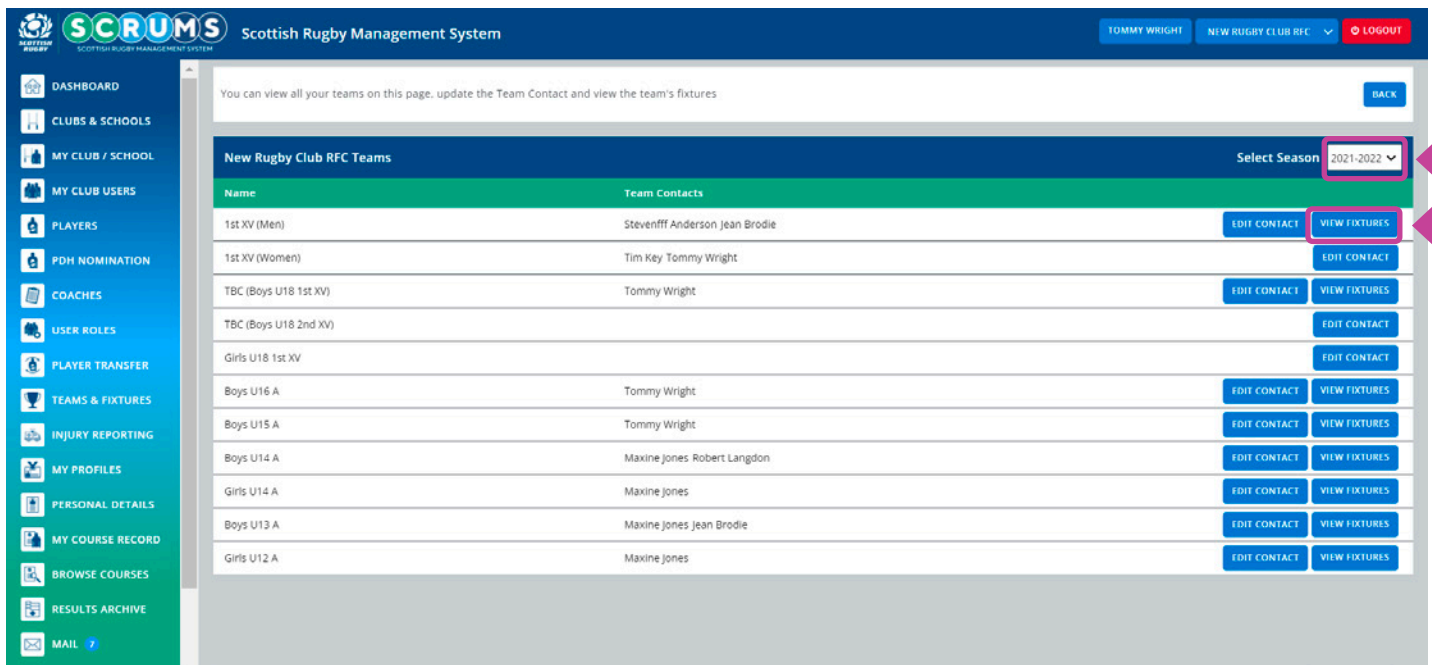
The main menu appears on the left-hand side of the screen on a laptop / PC or you can access it on a mobile device by clicking the three lines at the top right of the screen.



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STEP 2

Then, click on the **'View Fixtures'** button for the team that you need to submit a result for. This screen will display teams for the current season. If you need to view teams and fixtures for a previous season, you can use the drop down option highlighted below to select the required season.



The screenshot shows the SCRUMS interface. The top navigation bar includes the SCRUMS logo, the text "Scottish Rugby Management System", and user information: "TOMMY WRIGHT", "NEW RUGBY CLUB RFC", and "LOGOUT". The sidebar on the left contains various navigation options. The main content area displays a table of "New Rugby Club RFC Teams" with columns for "Name" and "Team Contacts". A "Select Season" dropdown menu is located at the top right of the table, currently set to "2021-2022". The "VIEW FIXTURES" button for the first team, "1st XV (Men)", is highlighted with a red box. Two red arrows point to the "Select Season" dropdown and the "VIEW FIXTURES" button.

Name	Team Contacts	EDIT CONTACT	VIEW FIXTURES
1st XV (Men)	Stevenff Anderson Jean Brodie	EDIT CONTACT	VIEW FIXTURES
1st XV (Women)	Tim Key Tommy Wright	EDIT CONTACT	EDIT CONTACT
TBC (Boys U18 1st XV)	Tommy Wright	EDIT CONTACT	VIEW FIXTURES
TBC (Boys U18 2nd XV)		EDIT CONTACT	EDIT CONTACT
Girls U18 1st XV		EDIT CONTACT	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

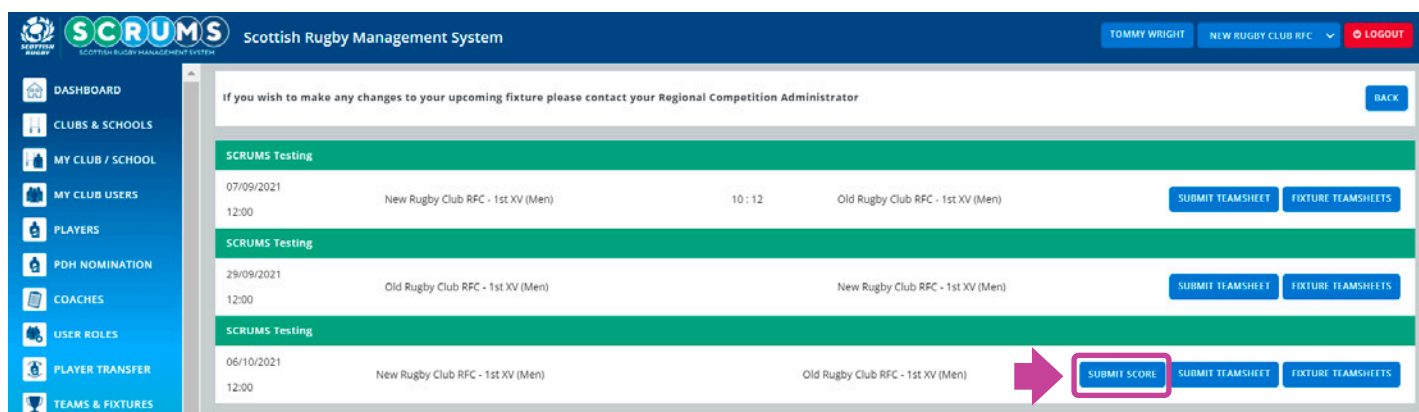
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STEP 3

You will now see the fixtures for your selected team. As well as being able to view, edit and submit teamsheets on this screen, you can also submit the result.

To do that, click on **'Submit Score'** next to the relevant fixture.

You will only see the **'Submit Score'** button next to a fixture if you are the home team and a score has not already been provided. You cannot provide scores for fixtures with dates in the future.



The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the user name 'TOMMY WRIGHT', the selected club 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. A sidebar on the left contains navigation options: DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY CLUB USERS, PLAYERS, PDH NOMINATION, COACHES, USER ROLES, PLAYER TRANSFER, and TEAMS & FIXTURES. The main content area displays a list of fixtures under the heading 'SCRUMS Testing'. Each fixture row includes the date and time, the home team, the away team, and buttons for 'SUBMIT TEAMSHEET', 'FIXTURE TEAMSHEETS', and 'SUBMIT SCORE'. The 'SUBMIT SCORE' button for the fixture on 06/10/2021 is highlighted with a red box and a red arrow pointing to it.

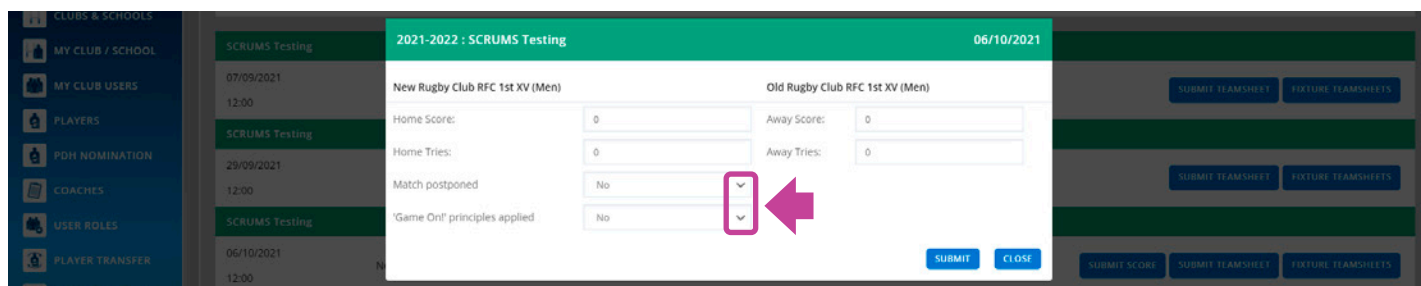
Date	Time	Home Team	Away Team	Buttons
07/09/2021	12:00	New Rugby Club RFC - 1st XV (Men)	Old Rugby Club RFC - 1st XV (Men)	SUBMIT TEAMSHEET, FIXTURE TEAMSHEETS
29/09/2021	12:00	Old Rugby Club RFC - 1st XV (Men)	New Rugby Club RFC - 1st XV (Men)	SUBMIT TEAMSHEET, FIXTURE TEAMSHEETS
06/10/2021	12:00	New Rugby Club RFC - 1st XV (Men)	Old Rugby Club RFC - 1st XV (Men)	SUBMIT SCORE, SUBMIT TEAMSHEET, FIXTURE TEAMSHEETS

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STEP 4

When you click on the **'Submit Score'** button, you will see a box like the one below. Please enter the score and number of tries scored for each team in the relevant boxes. Then, click **'Submit'**.

Once you have submitted the score, you cannot make any changes to what has been submitted. If incorrect information is entered or there are any other queries relating to the result, please direct these to the Scottish Rugby Competitions Team at competitions@sru.org.uk.



The screenshot shows a web interface for submitting match results. The main window is titled "2021-2022 : SCRUMS Testing" and "06/10/2021". It displays a match between "New Rugby Club RFC 1st XV (Men)" and "Old Rugby Club RFC 1st XV (Men)". The form includes the following fields:

Field	Value
Home Score:	0
Home Tries:	0
Match postponed:	No
'Game On!' principles applied:	No
Away Score:	0
Away Tries:	0

Buttons for "SUBMIT" and "CLOSE" are visible at the bottom right of the form. A pink box highlights the "Match postponed" dropdown menu, and a pink arrow points to it.

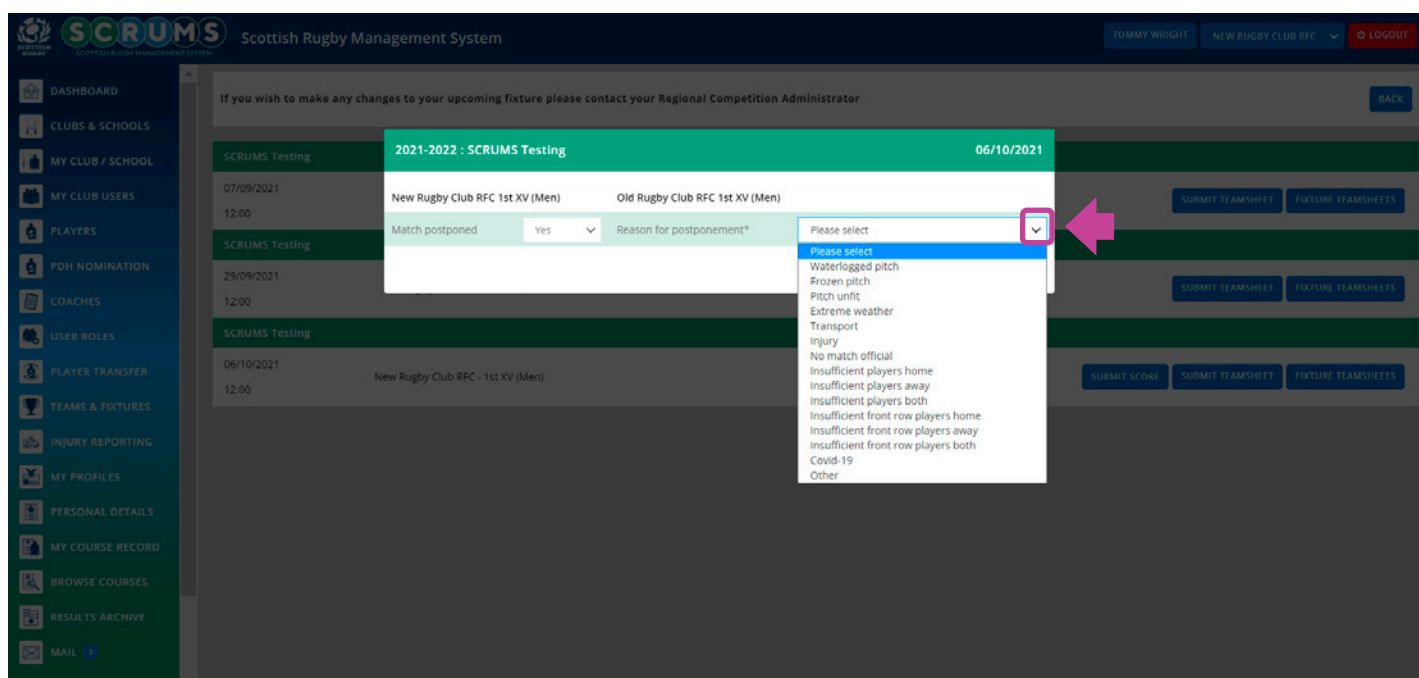
If the fixture did not take place for any reason, please change the **'Match Postponed'** dropdown option from **'No'** to **'Yes'**.

If Game On! Principles were applied, please change the **'Game On! Principles Applied'** dropdown from **'No'** to **'Yes'**

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STEP 5

When you change the **'Match Postponed'** option to yes, another dropdown option will be displayed, asking for the reason for postponement. Please select the correct reason, then click **'Submit'**.



The screenshot shows the SCRUMS Management System interface. A dropdown menu is open for a match on 06/10/2021 between New Rugby Club RFC 1st XV (Men) and Old Rugby Club RFC 1st XV (Men). The 'Match postponed' option is selected, and the 'Reason for postponement*' dropdown is open, showing a list of reasons. A pink arrow points to the dropdown menu.

Match postponed	Reason for postponement*
Yes	Please select
	Please select
	Waterlogged pitch
	Frozen pitch
	Pitch unfit
	Extreme weather
	Transport
	Injury
	No match official
	Insufficient players home
	Insufficient players away
	Insufficient players both
	Insufficient front row players home
	Insufficient front row players away
	Insufficient front row players both
	Covid-19
	Other

Whilst you cannot provide scores for fixtures with dates in the future, two days before the fixture date the **'Submit Score'** button will be available so clubs can record that a game is being postponed.

For example, if a game is called off the night before it is due to take place because of a frozen pitch, the home club can update the fixture in SCRUMS. This will stop any SCRUMS notifications being sent asking for the result to be submitted.