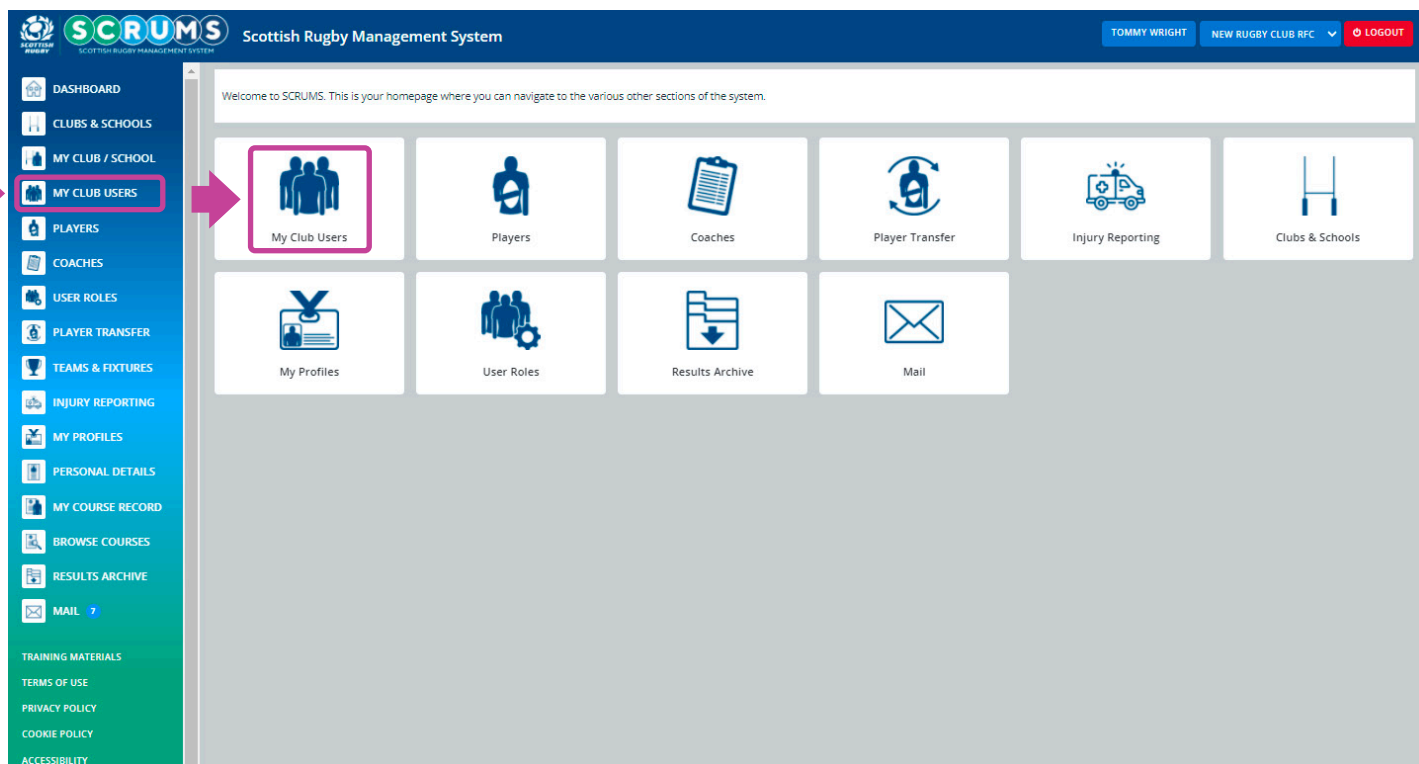


HOW TO UPDATE USER INFORMATION

Please Note: The following guide is only relevant for individuals with SCRUMS Club Admin Access.

STEP 1

When you [login to SCRUMS](#), navigate to the 'My Club Users' section through the main menu sidebar or dashboard, as highlighted.

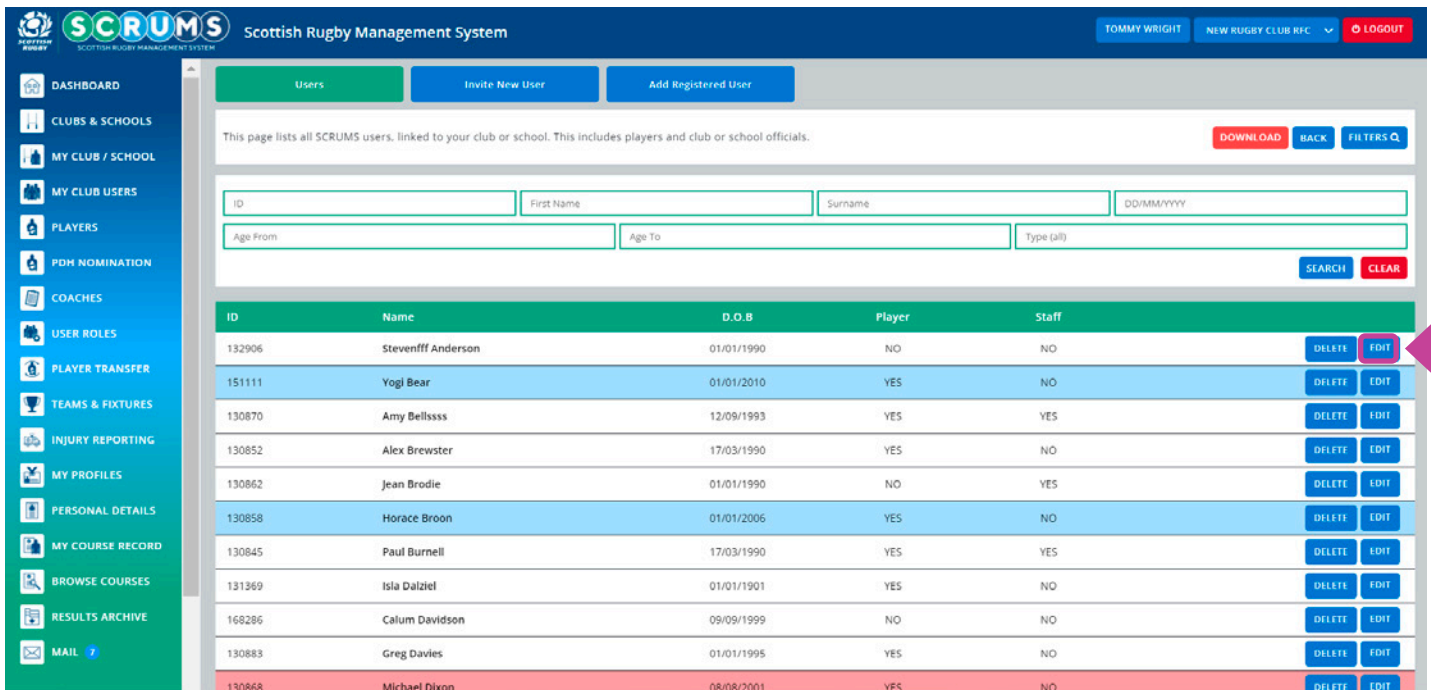


The screenshot displays the SCRUMS dashboard interface. At the top, the header includes the SCRUMS logo, the text 'Scottish Rugby Management System', and user information: 'TOMMY WRIGHT', 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. The left sidebar contains a list of navigation options, with 'MY CLUB USERS' highlighted in a pink box and a pink arrow pointing to it. The main dashboard area features a grid of icons for various functions: 'My Club Users' (highlighted with a pink box and arrow), 'Players', 'Coaches', 'Player Transfer', 'Injury Reporting', 'Clubs & Schools', 'My Profiles', 'User Roles', 'Results Archive', and 'Mail'. A welcome message at the top of the dashboard reads: 'Welcome to SCRUMS. This is your homepage where you can navigate to the various other sections of the system.'

HOW TO UPDATE USER INFORMATION

STEP 2

To amend a user record, select the 'Edit' button located beside the user you wish to amend.



The screenshot displays the 'Users' management interface in the SCRUMS system. The page title is 'Users' and it includes options to 'Invite New User' and 'Add Registered User'. A search bar is present with fields for ID, First Name, Surname, and D.O.B, and filters for Age From, Age To, and Type (all). The user list table is as follows:

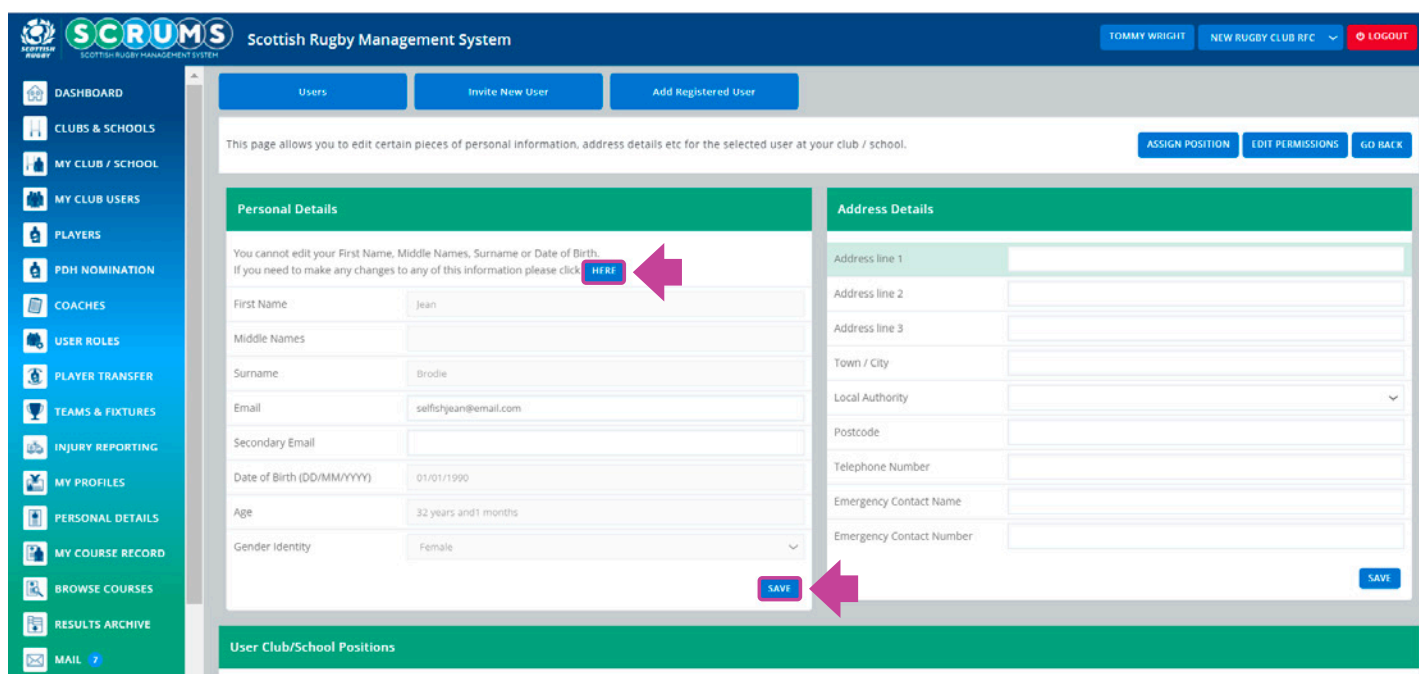
ID	Name	D.O.B	Player	Staff	DELETE	EDIT
132906	Steveniff Anderson	01/01/1990	NO	NO	DELETE	EDIT
151111	Yogi Bear	01/01/2010	YES	NO	DELETE	EDIT
130870	Amy Bellssss	12/09/1993	YES	YES	DELETE	EDIT
130852	Alex Brewster	17/03/1990	YES	NO	DELETE	EDIT
130862	Jean Brodie	01/01/1990	NO	YES	DELETE	EDIT
130858	Horace Broon	01/01/2006	YES	NO	DELETE	EDIT
130845	Paul Burnell	17/03/1990	YES	YES	DELETE	EDIT
131369	Isla Dalziel	01/01/1901	YES	NO	DELETE	EDIT
168286	Calum Davidson	09/09/1999	NO	NO	DELETE	EDIT
130883	Greg Davies	01/01/1995	YES	NO	DELETE	EDIT
130868	Michael Dixon	08/08/2001	YES	NO	DELETE	EDIT

HOW TO UPDATE USER INFORMATION

STEP 3

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

To request an update for a users name, surname or dob please select the **'Here'** button.



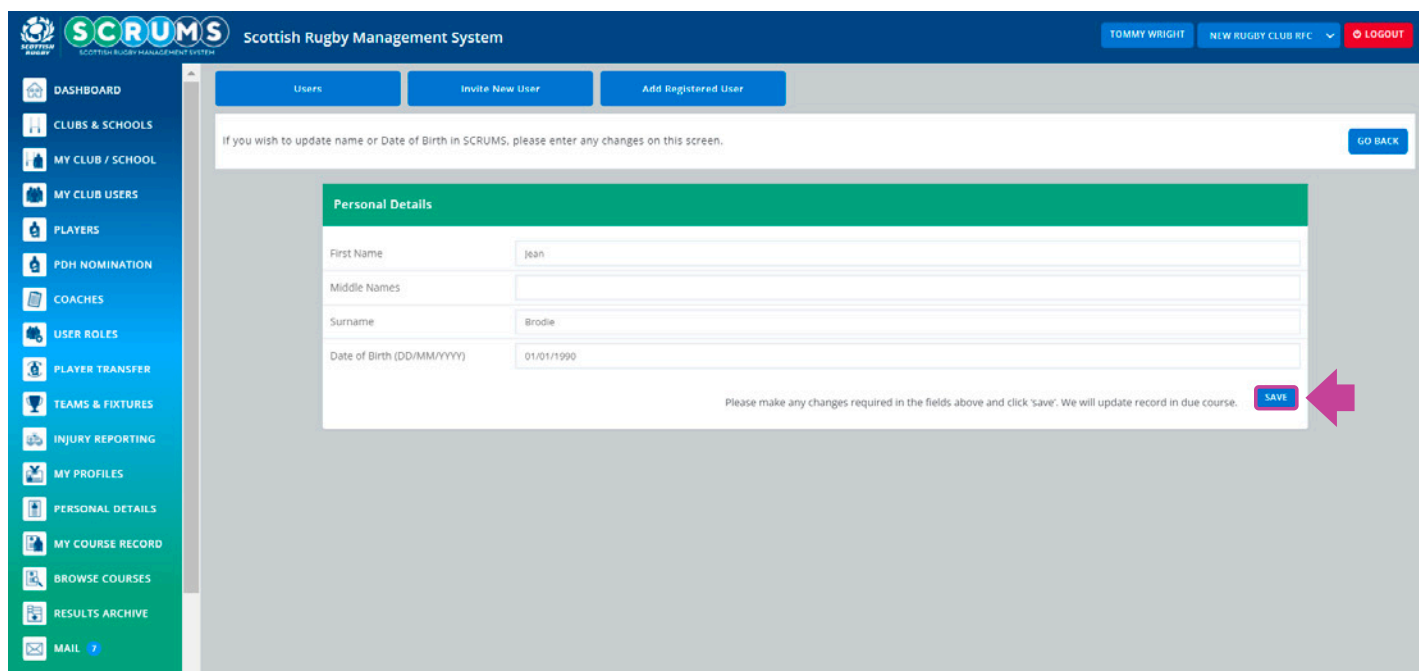
The screenshot shows the SCRUMS user management interface. The top navigation bar includes the SCRUMS logo, the text "Scottish Rugby Management System", and user information: "TOMMY WRIGHT", "NEW RUGBY CLUB RFC", and "LOGOUT". The left sidebar contains a menu with items like "DASHBOARD", "CLUBS & SCHOOLS", "MY CLUB / SCHOOL", "MY CLUB USERS", "PLAYERS", "PDH NOMINATION", "COACHES", "USER ROLES", "PLAYER TRANSFER", "TEAMS & FIXTURES", "INJURY REPORTING", "MY PROFILES", "PERSONAL DETAILS", "MY COURSE RECORD", "BROWSE COURSES", "RESULTS ARCHIVE", and "MAIL". The main content area has three tabs: "Users", "Invite New User", and "Add Registered User". Below the tabs is a message: "This page allows you to edit certain pieces of personal information, address details etc for the selected user at your club / school." To the right of this message are buttons for "ASSIGN POSITION", "EDIT PERMISSIONS", and "GO BACK". The form is divided into two columns: "Personal Details" and "Address Details". The "Personal Details" section contains fields for First Name (Jean), Middle Names, Surname (Brodie), Email (selfishyeam@email.com), Secondary Email, Date of Birth (01/01/1990), Age (32 years and 1 months), and Gender Identity (Female). A message above the First Name field states: "You cannot edit your First Name, Middle Names, Surname or Date of Birth. If you need to make any changes to any of this information please click **HERE**". A pink arrow points to the "HERE" button. The "Address Details" section contains fields for Address line 1, Address line 2, Address line 3, Town / City, Local Authority, Postcode, Telephone Number, Emergency Contact Name, and Emergency Contact Number. At the bottom of the form are two "SAVE" buttons, one in the "Personal Details" column and one in the "Address Details" column. A pink arrow points to the "SAVE" button in the "Personal Details" column. Below the form is a section titled "User Club/School Positions".

HOW TO UPDATE USER INFORMATION

STEP 4

This will bring you to the **'Request'** page. Now, simply update the text field as required for the user listed.

Once you have made any updates click the **'Save'** button and an update request email will be sent to the SCRUMS mailbox, reviewed and any changes made.



The screenshot shows the SCRUMS interface for updating user information. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and user information: 'TOMMY WRIGHT', 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. A sidebar on the left lists various system functions. The main content area has three tabs: 'Users', 'Invite New User', and 'Add Registered User'. Below the tabs is a message: 'If you wish to update name or Date of Birth in SCRUMS, please enter any changes on this screen.' with a 'GO BACK' button. The 'Personal Details' form contains the following fields:

Personal Details	
First Name	Jean
Middle Names	
Surname	Brodie
Date of Birth (DD/MM/YYYY)	01/01/1990

Below the form, a message states: 'Please make any changes required in the fields above and click 'save'. We will update record in due course.' A pink arrow points to the 'SAVE' button.

Please Note: User details should only be updated, they should not be replaced or changed to a different user.

If you wish to create a new user profile, guidance for creating a new user profile can be found in the **'Adding a New Player to SCRUMS'** and in the **'New User/Coach/Match Official Registration'** guidance PDF's [here](#).