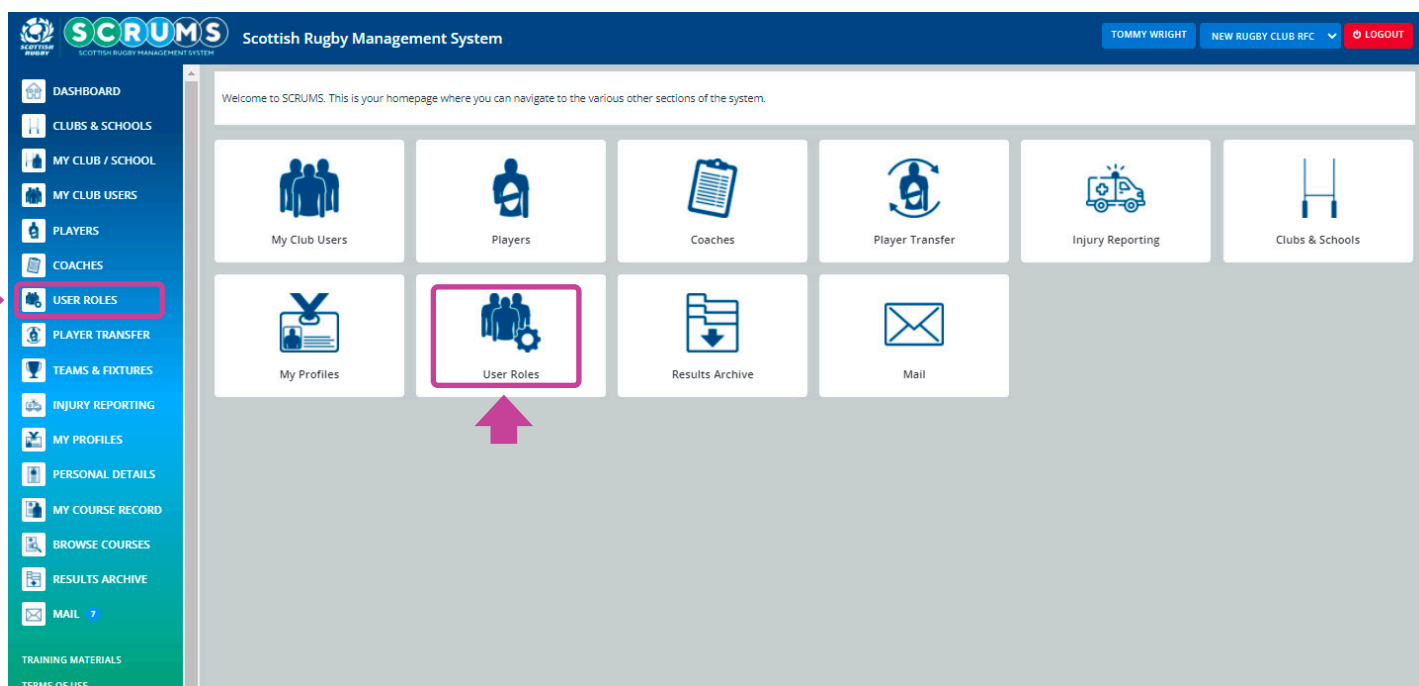


# UPDATING USER ROLES AT CLUBS

To edit the roles of club officials at your club, or to update their permissions, please navigate to the **'User Roles'** section of SCRUMS, either through the sidebar or dashboard highlighted.



Once you click on the User Roles button, you can perform the following tasks;

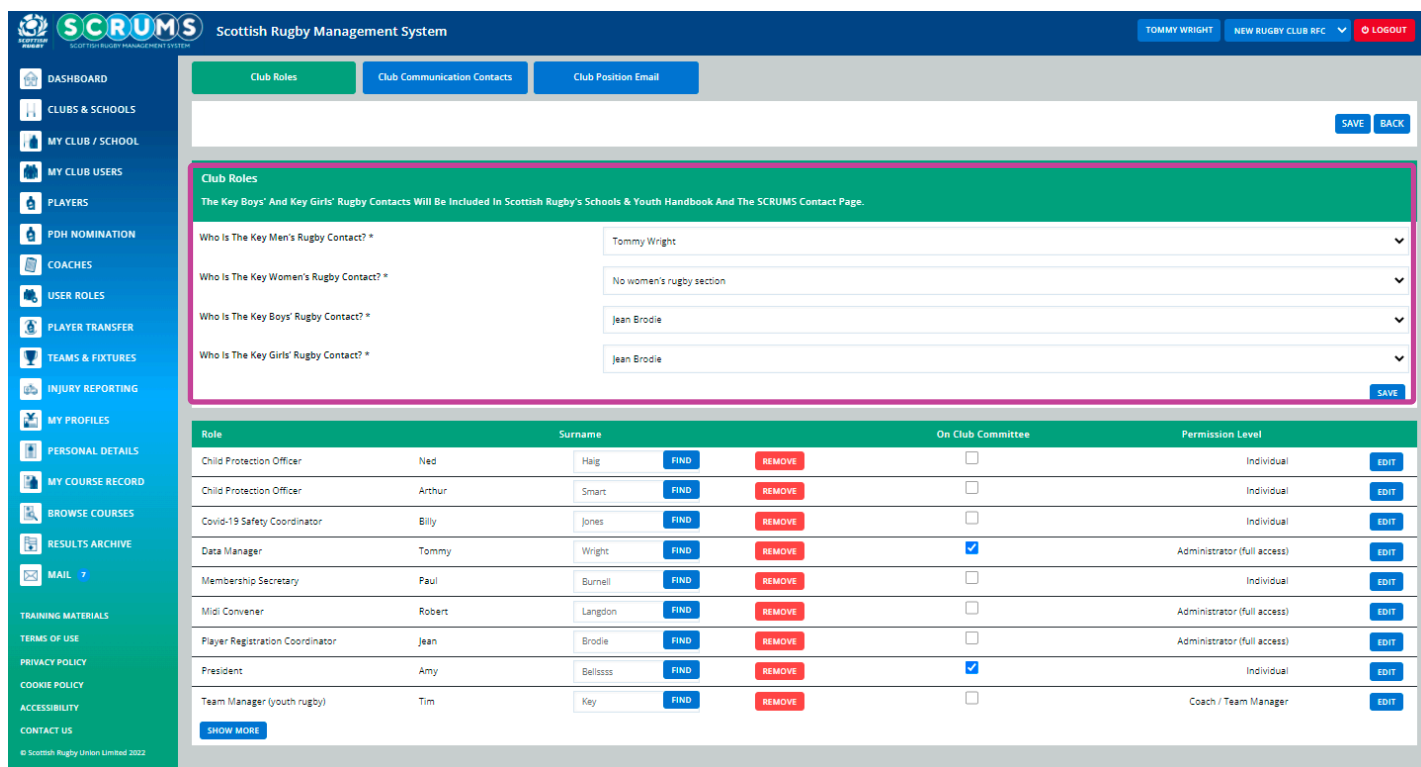
1. Confirm the **'Key Contacts'** at your club
2. Add or edit the roles at your club
3. Update the SCRUMS permission levels for individuals at your club
4. Update the **'Club Communication Contacts'** screen
5. Update the **'Club Position Email'** screen

# UPDATING USER ROLES AT CLUBS

## STEP 1. CONFIRMING THE 'KEY CONTACTS' AT YOUR CLUB

The 'Club Roles' screen displays all the users at your club with a defined role. You can perform a number of tasks on this screen, one of which is to define the key contacts at your club.

- This is managed in the top section of the screen, where you will see 4 mandatory questions with dropdown options. You can only select individuals for these roles from people who already have a defined role at the club (i.e. those listed in the bottom section of the screen).
- Please identify who the key contact is for men's / women's / boys' / girls' rugby at your club, where applicable.
- Remember to click 'Save' once any changes have been made.



The screenshot shows the 'Club Roles' screen in the SCRUMS system. The top section contains four mandatory questions with dropdown menus for selecting key contacts. A pink box highlights this section, and a pink arrow points to the dropdown menus. Below this is a table of users with their roles, surnames, and permission levels.

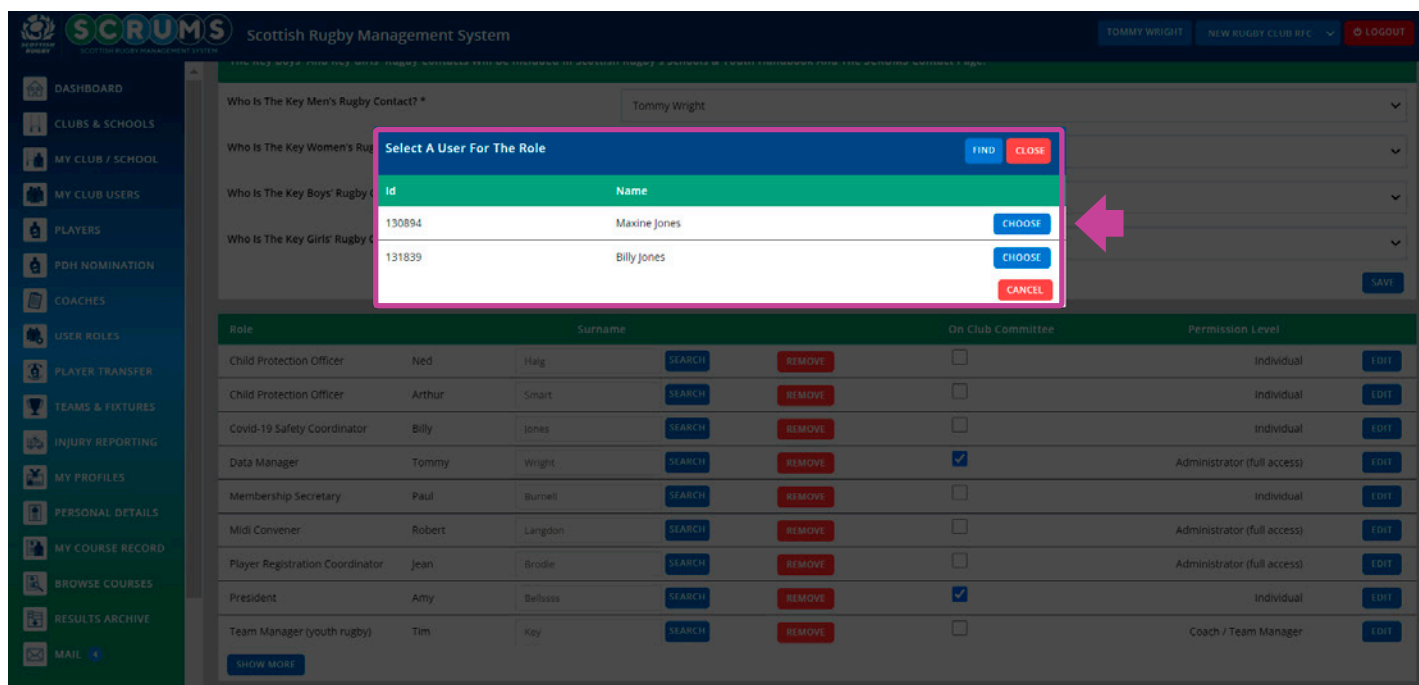
Role	Surname	On Club Committee	Permission Level
Child Protection Officer	Ned Haig	<input type="checkbox"/>	Individual
Child Protection Officer	Arthur Smart	<input type="checkbox"/>	Individual
Covid-19 Safety Coordinator	Billy Jones	<input type="checkbox"/>	Individual
Data Manager	Tommy Wright	<input checked="" type="checkbox"/>	Administrator (full access)
Membership Secretary	Paul Burnell	<input type="checkbox"/>	Individual
Midi Convener	Robert Langdon	<input type="checkbox"/>	Administrator (full access)
Player Registration Coordinator	Jean Brodie	<input type="checkbox"/>	Administrator (full access)
President	Amy Bellsses	<input checked="" type="checkbox"/>	Individual
Team Manager (youth rugby)	Tim Key	<input type="checkbox"/>	Coach / Team Manager

# UPDATING USER ROLES AT CLUBS

## STEP 2. ADDING OR EDITING THE ROLES AT YOUR CLUB

The **'Club Roles'** screen displays all the users at your club with a defined role. You can perform a number of tasks on this screen, one of which is to add or edit the individuals in each role.

- To assign a new person to any of the roles listed, click into the surname text box, delete the contents, type the surname of the person you wish to add, then click **'Find'**. This will open a box displaying the names of anyone registered at your club, who matches the surname you typed. Please click **'Choose'** to select the person you wish to add to the role.
- To add a new role click the **'Show more'** button at the bottom of the screen, to see the full list of available roles.
- To remove a role completely, click **'Remove'**.
- Please use the **'On Club Committee'** tick boxes to indicate which individuals are on your club's committee.



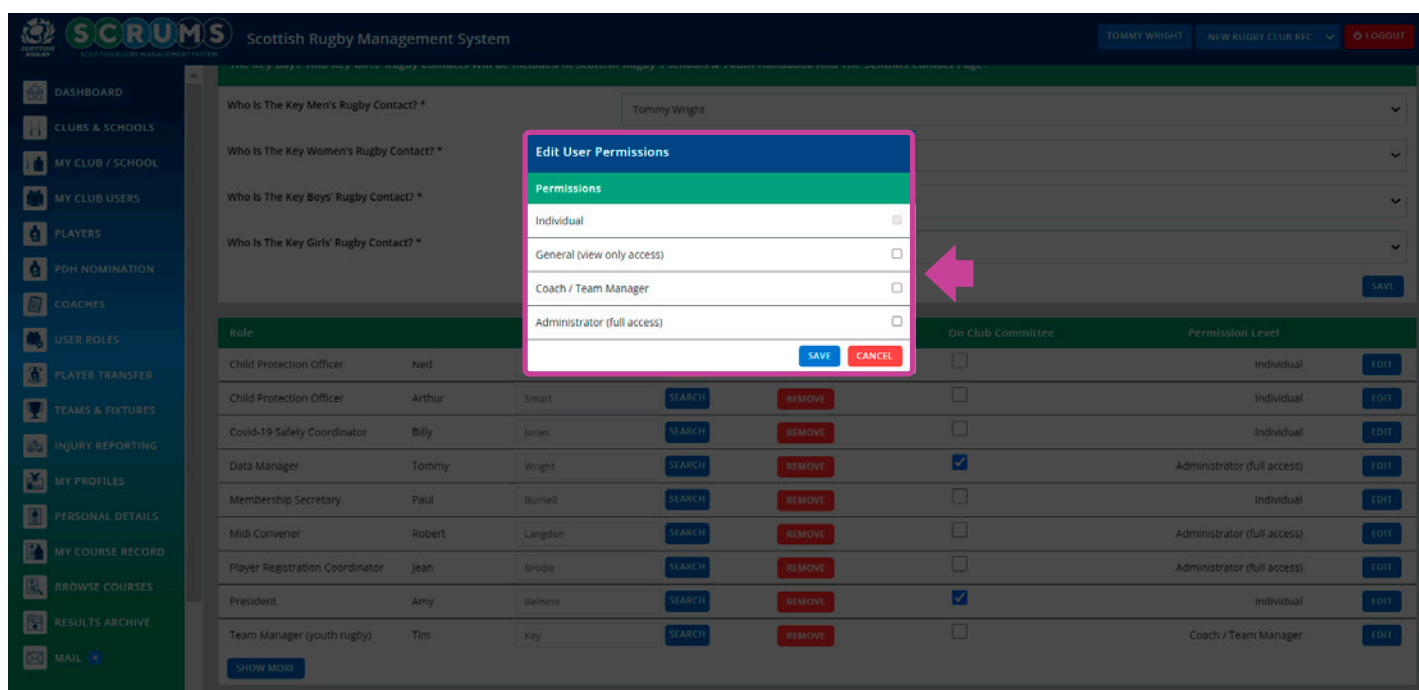
Role	Surname	On Club Committee	Permission Level
Child Protection Officer	Ned Haig	<input type="checkbox"/>	Individual
Child Protection Officer	Arthur Smart	<input type="checkbox"/>	Individual
Covid-19 Safety Coordinator	Billy Jones	<input type="checkbox"/>	Individual
Data Manager	Tommy Wright	<input checked="" type="checkbox"/>	Administrator (full access)
Membership Secretary	Paul Burnett	<input type="checkbox"/>	Individual
Midi Convener	Robert Langdon	<input type="checkbox"/>	Administrator (full access)
Player Registration Coordinator	Jean Brodie	<input type="checkbox"/>	Administrator (full access)
President	Amy Belliss	<input checked="" type="checkbox"/>	Individual
Team Manager (youth rugby)	Tim Key	<input type="checkbox"/>	Coach / Team Manager

# UPDATING USER ROLES AT CLUBS

## STEP 3. UPDATING THE SCRUMS PERMISSION LEVELS FOR INDIVIDUALS AT YOUR CLUB

The **'Club Roles'** screen displays all the users at your club with a defined role. You can perform a number of tasks on this screen, one of which is to edit the SCRUMS permission level of each individual with a role at your club.

To update the permissions of any of the individuals listed, click the **'Edit'** button on the right hand side. This will open a box displaying the 4 levels of access. Please select the appropriate level and click **'Save'**.



There are 4 levels of User Permissions that can be assigned within SCRUMS:

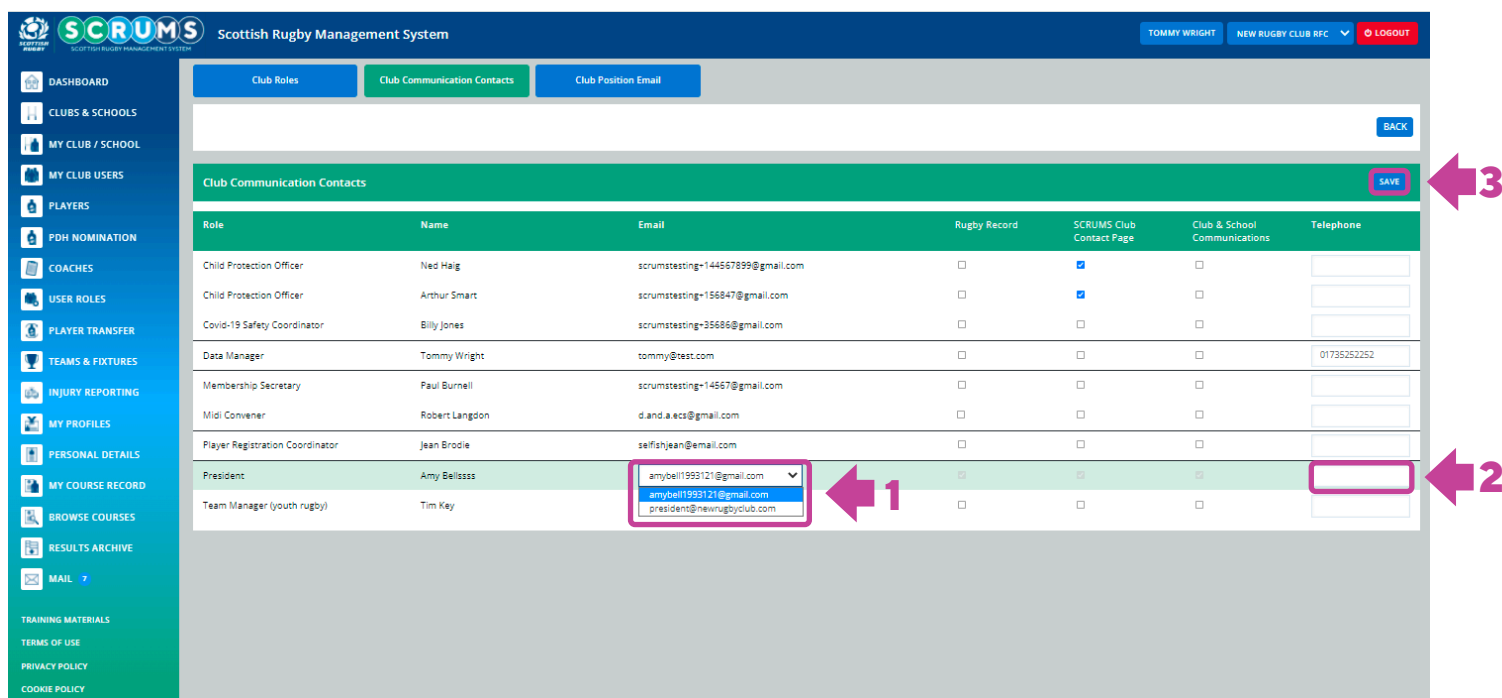
- Individual - Able to view own details.
- General (view only access) - Able to view details of all users but not edit anything.
- Coach (teamsheets / injury reports) – Can submit teamsheets and injury reports. Can view lists of players but cannot edit those.
- Administrator (full access) - Able to view and edit details of all users, process player transfers and submit teamsheets and injury reports.

# UPDATING USER ROLES AT CLUBS

## STEP 4. UPDATING THE 'CLUB COMMUNICATION CONTACTS' SCREEN

The 'Club Communication Contacts' screen displays all the users at your club with a defined role and allows you to manage communications preferences for these users. Use the tick boxes next to each user to select;

- Which roles (along with the person's name and contact information) should be listed in the Rugby Record.
- Which roles (along with the person's name and contact information) should be listed in the SCRUMS club contact page, that can then be viewed by SCRUMS users from other clubs and schools.
- Who should receive Scottish Rugby's Club & School Communications (weekly e-zine).



Role	Name	Email	Rugby Record	SCRUMS Club Contact Page	Club & School Communications	Telephone
Child Protection Officer	Ned Haig	scrumstesting+144567899@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Child Protection Officer	Arthur Smart	scrumstesting+156847@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Covid-19 Safety Coordinator	Billy Jones	scrumstesting+35686@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data Manager	Tommy Wright	tommy@teec.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01735252252
Membership Secretary	Paul Bunnell	scrumstesting+14567@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Midi Convener	Robert Langdon	d.and.a.ecs@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Player Registration Coordinator	Jean Brodie	selfishjean@email.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
President	Amy Belliss	amybell1993121@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Team Manager (youth rugby)	Tim Key	president@newrugbyclub.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

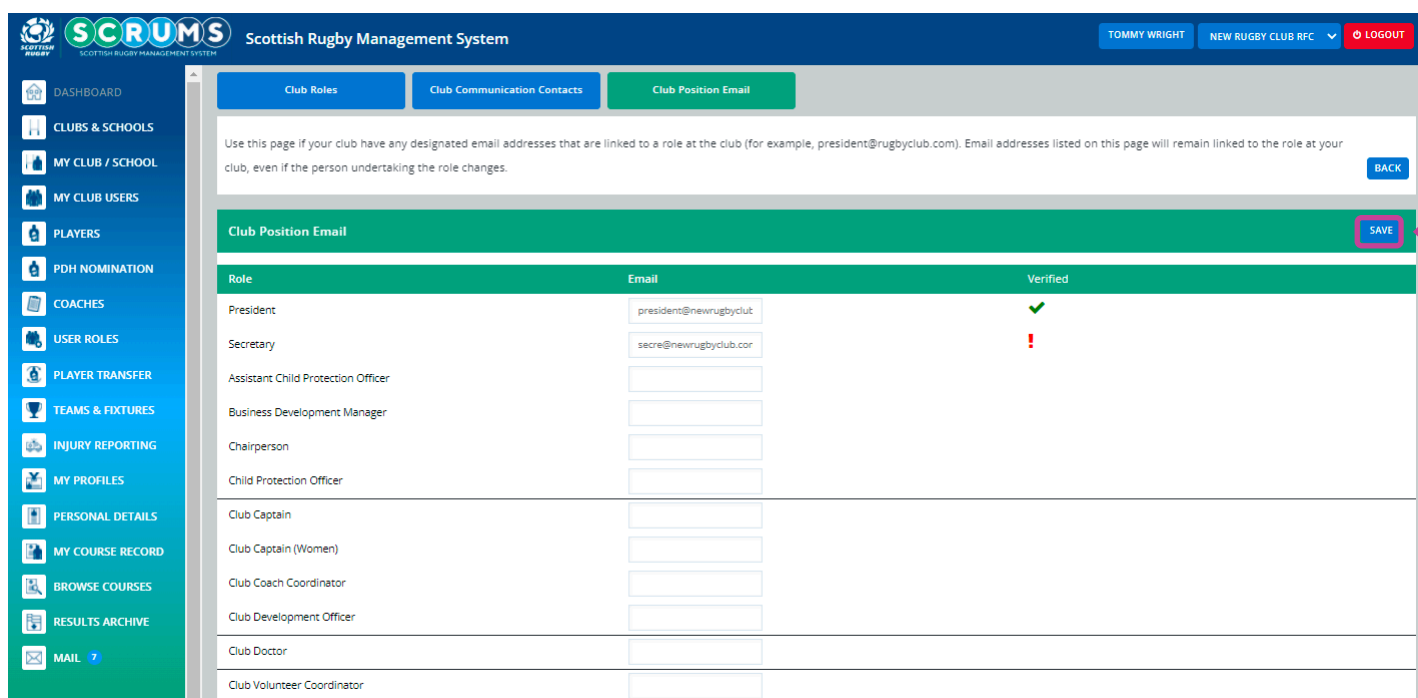
1. If a 'position email' has been entered for any role (See section 5), then you can select whether to display the individual's personal email or the position email when they are listed in the Rugby Record or on the SCRUMS contacts page.
2. Telephone number can also be edited in the field on the right, or leave this blank if individual does not wish to share a phone number.
3. Remember to click 'Save' once any changes have been made.

# UPDATING USER ROLES AT CLUBS

## STEP 5. UPDATING THE 'CLUB POSITION EMAIL' SCREEN

The 'Club Position Email' screen is relevant if your club have any designated email addresses that are linked to a role at the club (for example, president@rugbyclub.com).

- If your club have 'position email' addresses in use for any role at the club, please enter them here. This email address will then remain, even if the person in the role changes.
- Any email address entered on this screen needs to be verified by clicking on the verification link sent automatically to that email address. A red exclamation mark will appear next to any email address that has not yet been verified, indicating that it cannot be selected in the Club Communication Contacts screen.
- Remember to click 'Save' once any changes have been made.



Use this page if your club have any designated email addresses that are linked to a role at the club (for example, president@rugbyclub.com). Email addresses listed on this page will remain linked to the role at your club, even if the person undertaking the role changes.

Role	Email	Verified
President	president@newrugbyclub.com	✓
Secretary	secre@newrugbyclub.com	!
Assistant Child Protection Officer	<input type="text"/>	
Business Development Manager	<input type="text"/>	
Chairperson	<input type="text"/>	
Child Protection Officer	<input type="text"/>	
Club Captain	<input type="text"/>	
Club Captain (Women)	<input type="text"/>	
Club Coach Coordinator	<input type="text"/>	
Club Development Officer	<input type="text"/>	
Club Doctor	<input type="text"/>	
Club Volunteer Coordinator	<input type="text"/>	