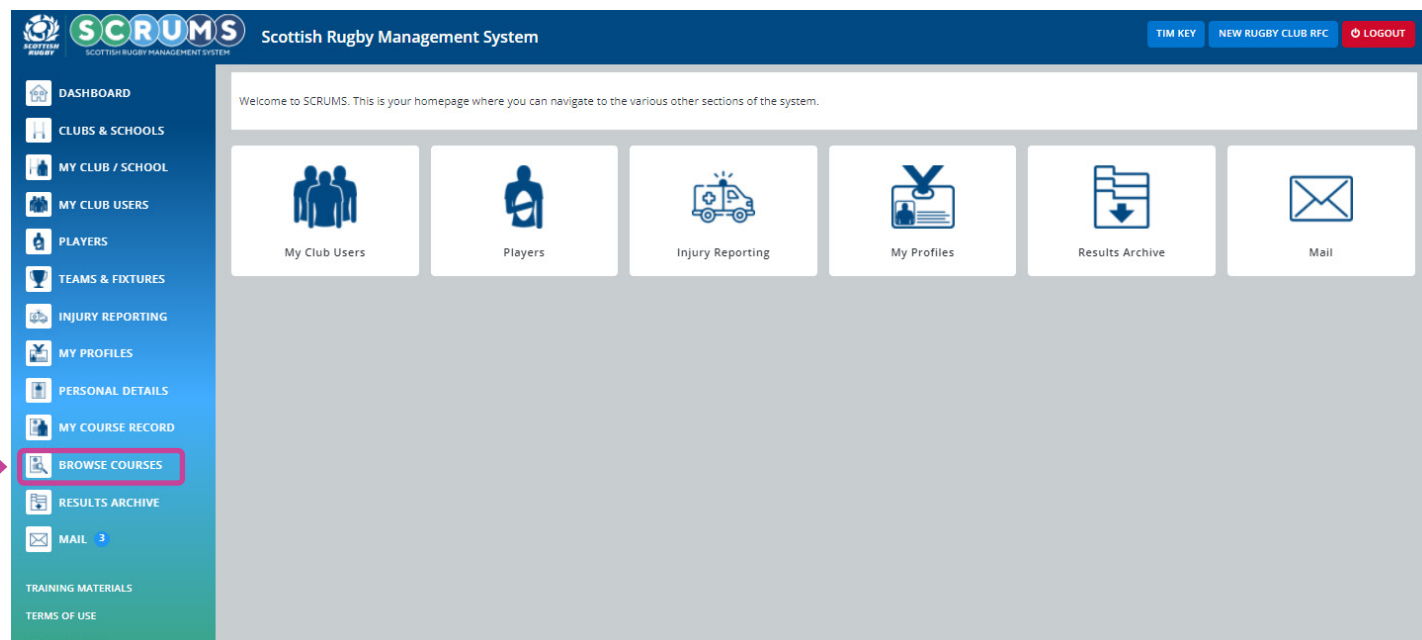


ACCESSING RUGBY RIGHT THROUGH SCRUMS

This SCRUMS User Guide will explain how to access and complete the RugbyRight online training course.

STEP 1

When you log into SCRUMS, click on **'Browse Courses'** on the main menu.



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.

ACCESSING RUGBY RIGHT THROUGH SCRUMS

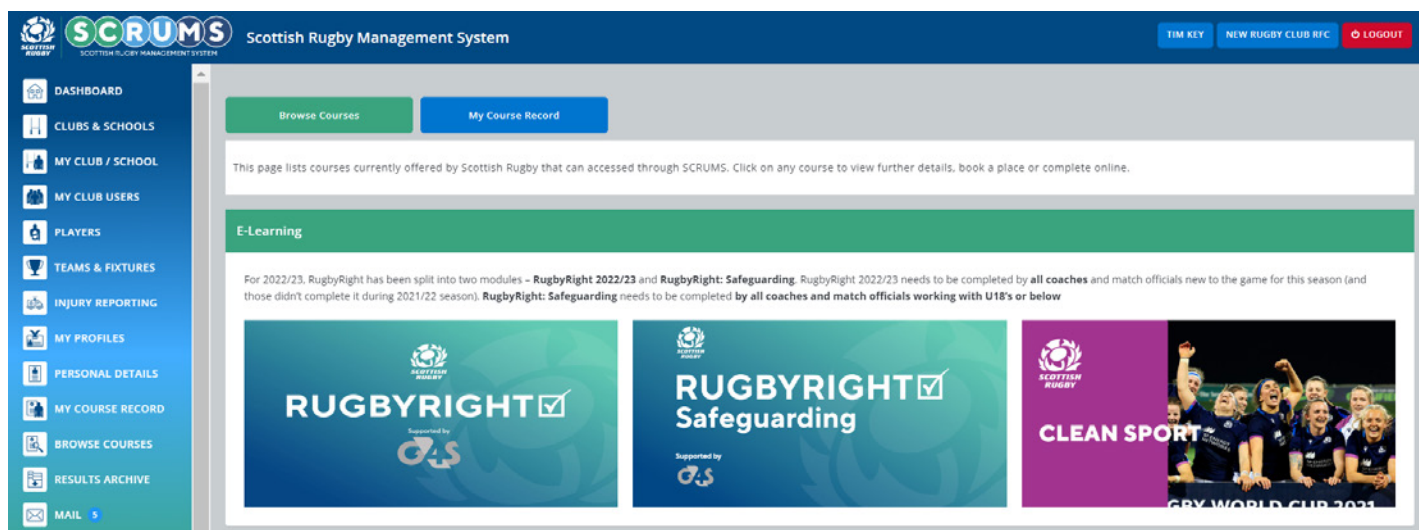
STEP 2

On this page you can view all courses currently offered by Scottish Rugby that can be completed online or booked through SCRUMS.

Under the E-Learning section, there are two Rugby Right Courses to choose from; Rugby Right and Rugby Right: Safeguarding.

- Rugby Right must be completed by all coaches and match officials
- Rugby Right: Safeguarding must be completed by those working with players under the age of 18

Click on each course to view further details.

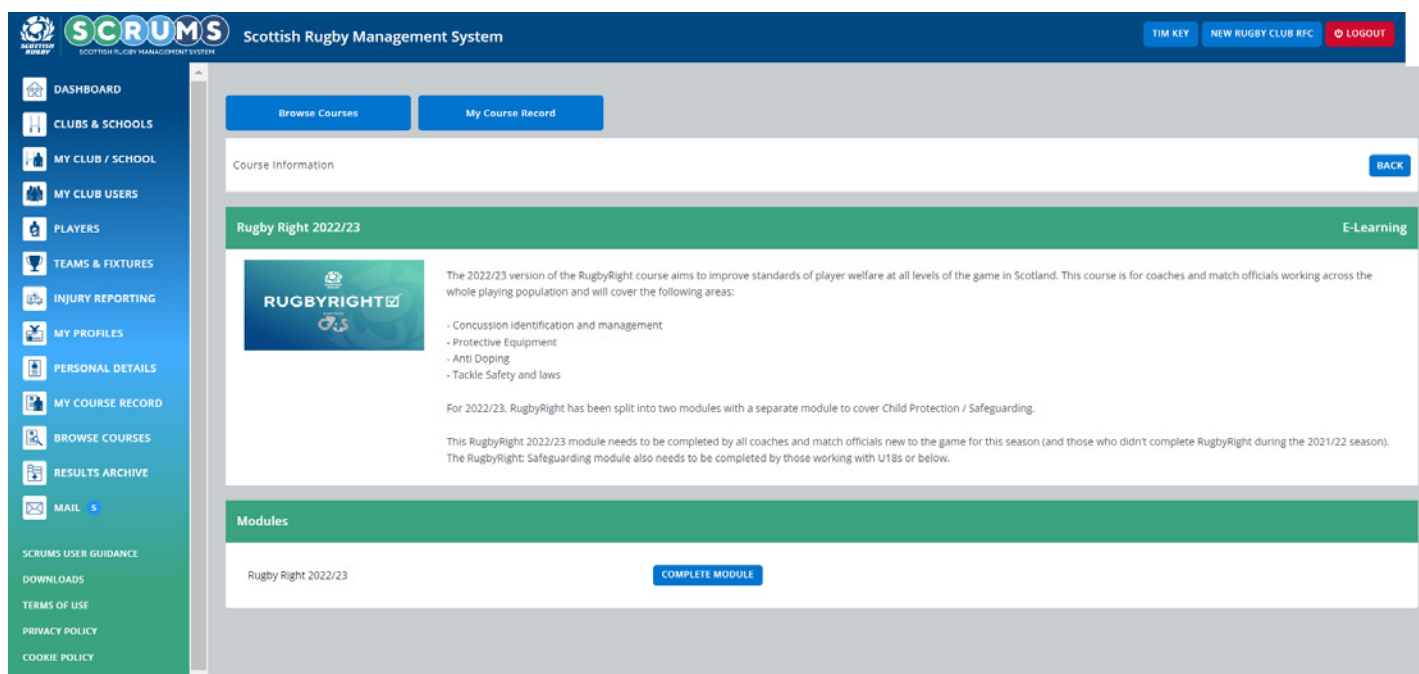


The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and buttons for 'TIM KEY', 'NEW RUGBY CLUB RFC', and 'LOGOUT'. A left-hand sidebar contains a menu with items: DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY CLUB USERS, PLAYERS, TEAMS & FIXTURES, INJURY REPORTING, MY PROFILES, PERSONAL DETAILS, MY COURSE RECORD, BROWSE COURSES, RESULTS ARCHIVE, and MAIL (5). The main content area has two buttons: 'Browse Courses' and 'My Course Record'. Below these is a text box stating: 'This page lists courses currently offered by Scottish Rugby that can accessed through SCRUMS. Click on any course to view further details, book a place or complete online.' The 'E-Learning' section is highlighted in green and contains a text box: 'For 2022/23, RugbyRight has been split into two modules - RugbyRight 2022/23 and RugbyRight: Safeguarding. RugbyRight 2022/23 needs to be completed by all coaches and match officials new to the game for this season (and those didn't complete it during 2021/22 season). RugbyRight: Safeguarding needs to be completed by all coaches and match officials working with U18's or below'. Below this text are three course cards: 'RUGBYRIGHT' (with a checkmark icon and 'Supported by OS'), 'RUGBYRIGHT Safeguarding' (with a checkmark icon and 'Supported by OS'), and 'CLEAN SPORT' (with a photo of a rugby team and 'RUGBY WORLD CUP 2023' text).

ACCESSING RUGBY RIGHT THROUGH SCRUMS

STEP 3

At the bottom of the course information screen, you will see a **‘Complete Module’** button. When you click this button, you will be redirected to the Rugby Right Course content, which is hosted on an external platform.



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 buttons for 'TIM KEY', 'NEW RUGBY CLUB RFC', and 'LOGOUT'. A left-hand sidebar menu lists various system functions such as 'DASHBOARD', 'CLUBS & SCHOOLS', 'MY CLUB / SCHOOL', 'MY CLUB USERS', 'PLAYERS', 'TEAMS & FIXTURES', 'INJURY REPORTING', 'MY PROFILES', 'PERSONAL DETAILS', 'MY COURSE RECORD', 'BROWSE COURSES', 'RESULTS ARCHIVE', 'MAIL', 'SCRUMS USER GUIDANCE', 'DOWNLOADS', 'TERMS OF USE', 'PRIVACY POLICY', and 'COOKIE POLICY'. The main content area shows a 'Course Information' section for 'Rugby Right 2022/23' with an 'E-Learning' label. The course description states: 'The 2022/23 version of the RugbyRight course aims to improve standards of player welfare at all levels of the game in Scotland. This course is for coaches and match officials working across the whole playing population and will cover the following areas:'. A list of topics includes: '- Concussion identification and management', '- Protective Equipment', '- Anti Doping', and '- Tackle Safety and laws'. Below this, it notes: 'For 2022/23, RugbyRight has been split into two modules with a separate module to cover Child Protection / Safeguarding.' and 'This RugbyRight 2022/23 module needs to be completed by all coaches and match officials new to the game for this season (and those who didn't complete RugbyRight during the 2021/22 season). The RugbyRight: Safeguarding module also needs to be completed by those working with U18s or below.' At the bottom of the course information, there is a 'Modules' section listing 'Rugby Right 2022/23' with a prominent blue 'COMPLETE MODULE' button.



ACCESSING RUGBY RIGHT THROUGH SCRUMS

STEP 4

You will be taken to the Rugby Right course page - click **'Start Course'** to begin.

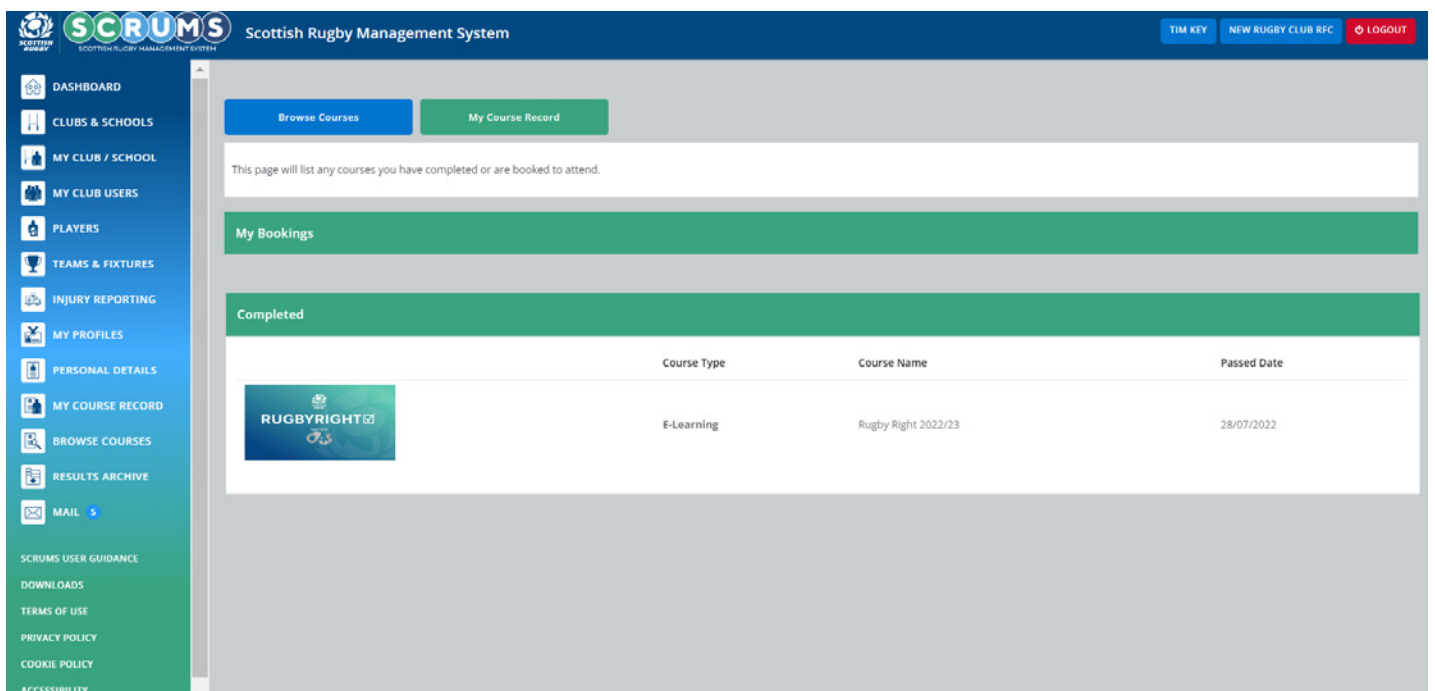


Follow the course instructions and complete each section of the course. When you reach the end of the course, you must click on the **'Complete Rugby Right'** button to record that you have completed the course. When you click on that, you will return to SCRUMS.

ACCESSING RUGBY RIGHT THROUGH SCRUMS

STEP 5

When you return to SCRUMS, you will see that your **'My Course Record'** page is showing that you have successfully completed the Rugby Right course.



The screenshot shows the SCRUMS interface. The top navigation bar includes 'SCRUMS Scottish Rugby Management System', 'TIM KEY', 'NEW RUGBY CLUB RFC', and 'LOGOUT'. The left sidebar lists various menu items, with 'MY COURSE RECORD' highlighted. The main content area has two buttons: 'Browse Courses' and 'My Course Record'. Below the buttons, a message states: 'This page will list any courses you have completed or are booked to attend.' There are two sections: 'My Bookings' (empty) and 'Completed'. The 'Completed' section contains a table with the following data:

Course Type	Course Name	Passed Date
E-Learning	Rugby Right 2022/23	28/07/2022