

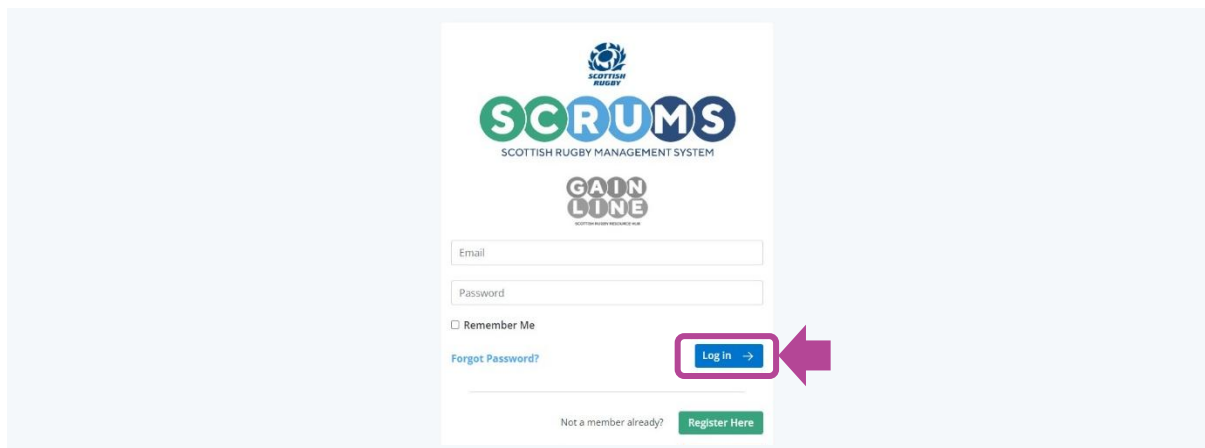


## CREATE A ROLE PROFILE

This guide will detail how to create a Role Profile on **SCRUMS**, the Scottish Rugby User Management System.

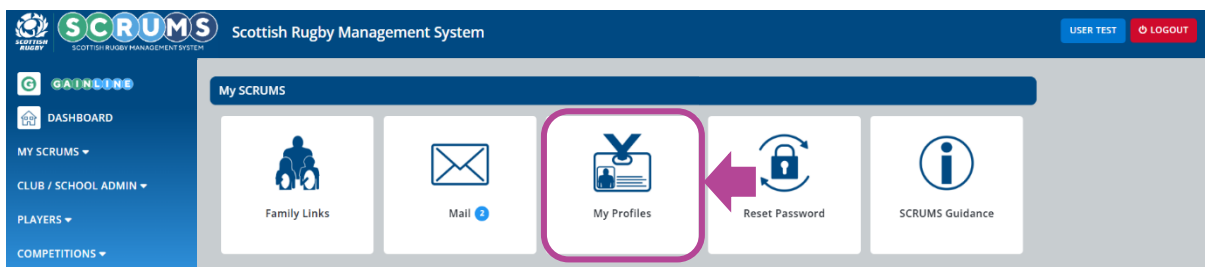
### STEP 1

To create a **Role Profile**, please [login to your own SCRUMS Account](#) from the **SCRUMS** main login page [HERE!](#)



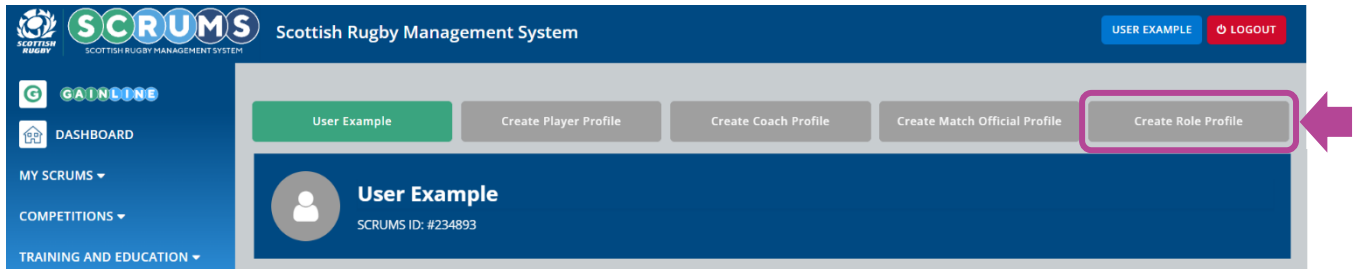
### STEP 2

Once logged into your account, from the **SCRUMS Main Dashboard** Click the **My Profiles** tile.



## STEP 3

To create a **Role Profile**, click on the **Create Role Profile** tab.

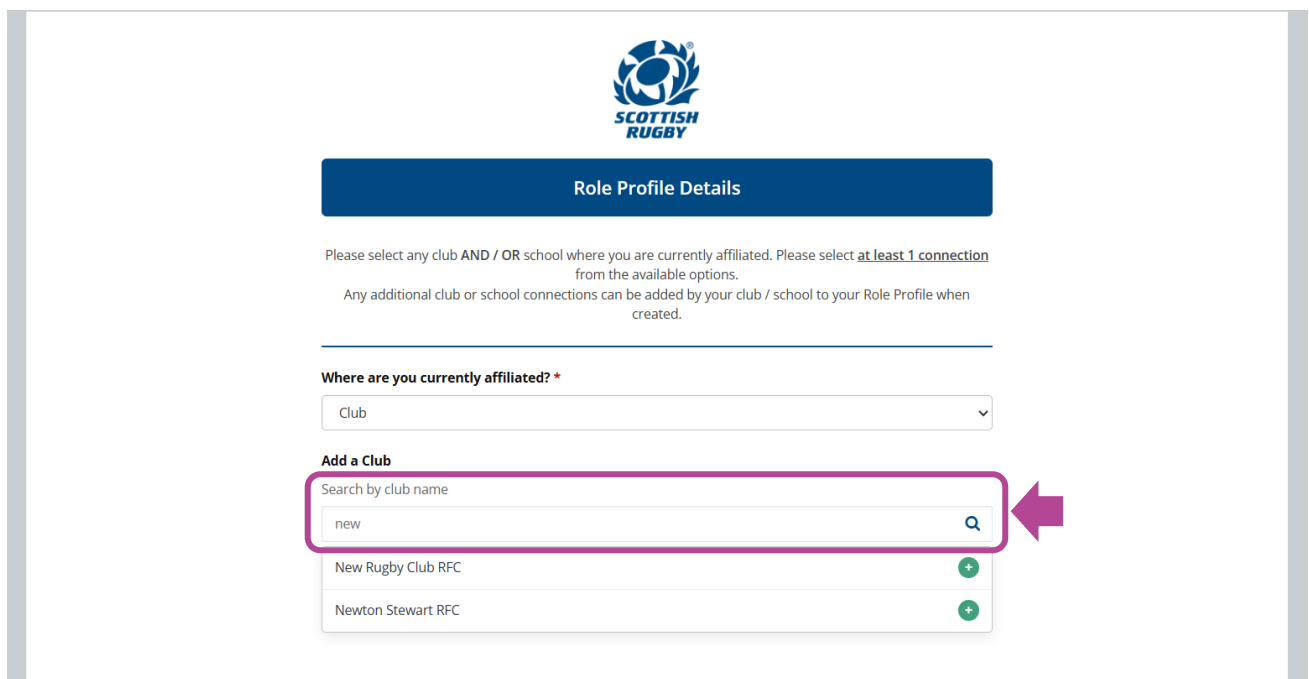


## STEP 4

This will open the **Role Registration Form** which contains **4 Sections**.

**SECTION 1: Role Club Details:** Please select your club and / or school where you are actively affiliated. You can add up to 2 connections from this section.

Search for the club or school by typing into the **Search Box**. This will open a drop down for related clubs / schools. Select your club / school by clicking on it.



The screenshot shows the 'Role Profile Details' form. At the top is the Scottish Rugby logo. Below it is a blue header bar with the text 'Role Profile Details'. The main content area contains instructions: 'Please select any club AND / OR school where you are currently affiliated. Please select at least 1 connection from the available options. Any additional club or school connections can be added by your club / school to your Role Profile when created.' Below this is a section titled 'Where are you currently affiliated? \*' with a dropdown menu showing 'Club'. Underneath is a section titled 'Add a Club' with a search box labeled 'Search by club name'. The search box contains the text 'new' and has a magnifying glass icon. A red box highlights the search box, and a red arrow points to it from the right. Below the search box is a list of search results: 'New Rugby Club RFC' and 'Newton Stewart RFC', each with a green plus icon to its right.



Your Connections will be highlighted.

You can either confirm the selections by **Continuing** to **SECTION 2** or **Remove** a selection and replace it with another using the same process.

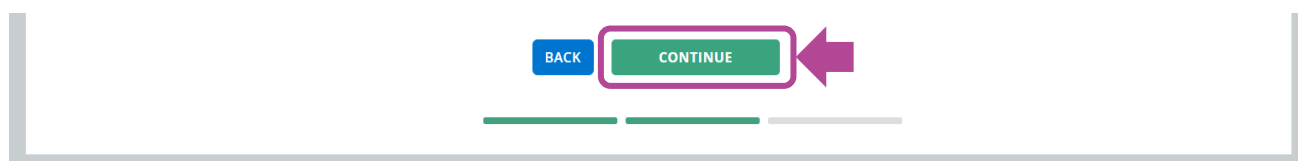
**SECTION 2: Role Demographic Information:** Please complete your demographic information. Each question contains a 'Prefer not to say' option if you would like to opt out of providing this data.

**PLEASE NOTE:** If you have already completed **Demographic Information** from a previous **Profile** set up (Player / Coach / Match Official) you will not be asked to complete it again here.



**Why Provide Demographic Data?** As a National Governing Body, Scottish Rugby collects demographic data to monitor inclusion across the game. We are committed to developing processes, practices and plans to ensure rugby is open to all. To monitor our progress in this area, we collect demographic data.

Press **CONTINUE** to progress to **SECTION 3**



**SECTION 3: Medical Conditions / Emergency Contact:** Please enter any relevant medical conditions and a **1<sup>st</sup> Emergency Contact**.

You can update your **Medical Conditions** or add a **2<sup>nd</sup> Emergency Contact** from your **Role Profile** once created.

**PLEASE NOTE:** If you have already completed **Medical Conditions / Emergency Contact** from a previous **Profile** set up (Player / Coach / Match Official) you will not be asked to complete it again.

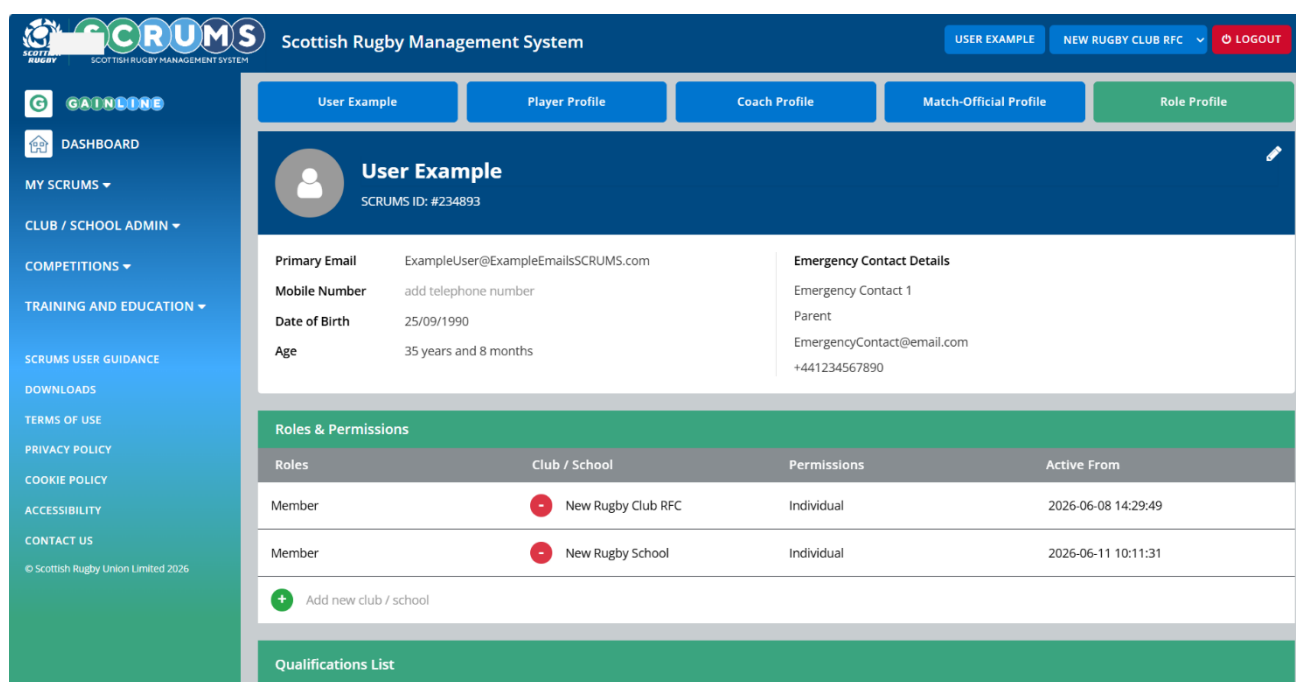
## CREATE YOUR ROLE PROFILE

Then, once you are happy with the information you have provided, click the **Create Role Profile** button to add your **Role Profile** to **SCRUMS**.



## YOUR ROLE PROFILE

Your **Role Profile** will be created automatically. You can access it at any time from the **My Profiles** section.



The screenshot shows the SCRUMS interface. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and buttons for 'USER EXAMPLE', 'NEW RUGBY CLUB RFC', and 'LOGOUT'. The left sidebar contains a menu with options like 'GAINLINE', 'DASHBOARD', 'MY SCRUMS', 'CLUB / SCHOOL ADMIN', 'COMPETITIONS', 'TRAINING AND EDUCATION', 'SCRUMS USER GUIDANCE', 'DOWNLOADS', 'TERMS OF USE', 'PRIVACY POLICY', 'COOKIE POLICY', 'ACCESSIBILITY', and 'CONTACT US'. The main content area is titled 'User Example' with a profile picture and 'SCRUMS ID: #234893'. Below this, there are sections for 'Primary Email', 'Mobile Number', 'Date of Birth', 'Age', and 'Emergency Contact Details'. The 'Roles & Permissions' section shows a table with columns for Roles, Club / School, Permissions, and Active From. The table lists two roles: 'Member' for 'New Rugby Club RFC' and 'Member' for 'New Rugby School'. Below the table is a button to 'Add new club / school'. The 'Qualifications List' section is also visible.

| Roles  | Club / School      | Permissions | Active From         |
|--------|--------------------|-------------|---------------------|
| Member | New Rugby Club RFC | Individual  | 2026-06-08 14:29:49 |
| Member | New Rugby School   | Individual  | 2026-06-11 10:11:31 |

From your **Role Profile** you can:

- [Edit](#) Role Profile Details
- [Add or Remove](#) Clubs / Schools
- [Edit](#) Medical Details and Emergency Contact Information
- [View](#) your Qualifications List

You can also view any other related information based on your participation.

Guidance on **Managing your Role Profile** can be found from the **SCRUMS Guidance** section [HERE!](#)