

IRFU User manual

This guide will walk you through how to:

1. Input club details.
2. Input data regarding your board members (Profiles)
3. How to set your home venue and also other venues you will be playing in.
4. Create sub - user accounts for members of you club.

Club Details:

Here is where you can enter all your contact details for you club's main point of contact. You can also add your clubs social media accounts, contact number, web address, E-Mail address, Club Logo, Home & Away colours and your clubs location either by postal code or by GPS coordinates.

Options

Profiles Venues

Club Details

Name Blackrock College RFC

Alternate Name

Alternate Name 2

Description

Web Address

Email

Phone No

Club Logo

Latitude

Longitude

Postal Code

Country

Facebook

Twitter

Snapchat

Instagram

Home Colours

Alternate Colours

Save

Club Profiles:

This is where you can fill in your Board Members details. You will find there are already 7 profiles set by the IRFU. To add your Presidents, secretaries details etc, click on the plus icon beside the position you wish to update.

President	⊘	+
Secretary	⊘	+
Vice President	⊘	+
Treasurer	⊘	+
Child welfare officer	⊘	+
Registrar	⊘	+
PRO	⊘	+

When you've selected a profile, you will be greeted with this screen.

Club Profile Type

Description

Member

First Name

Surname

Email Address

Address 1

Address 2

Address 3

Address 4

Postcode

Mobile No

Home Phone

Work Phone

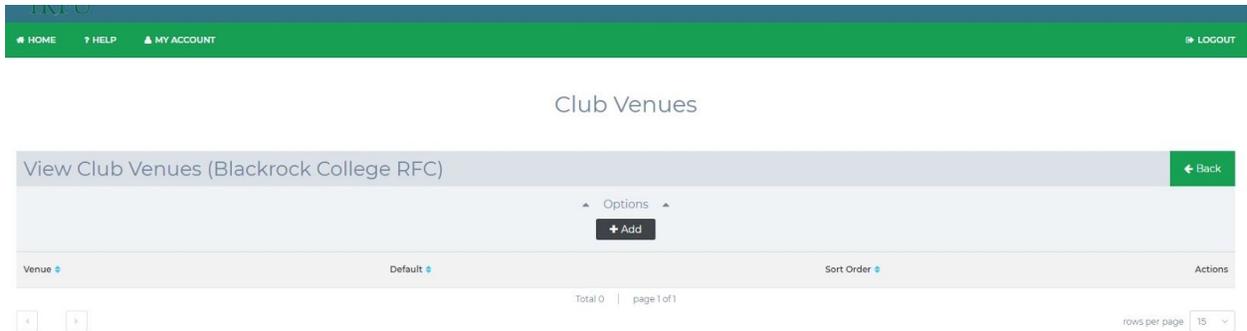
Daytime Phone

Make Public

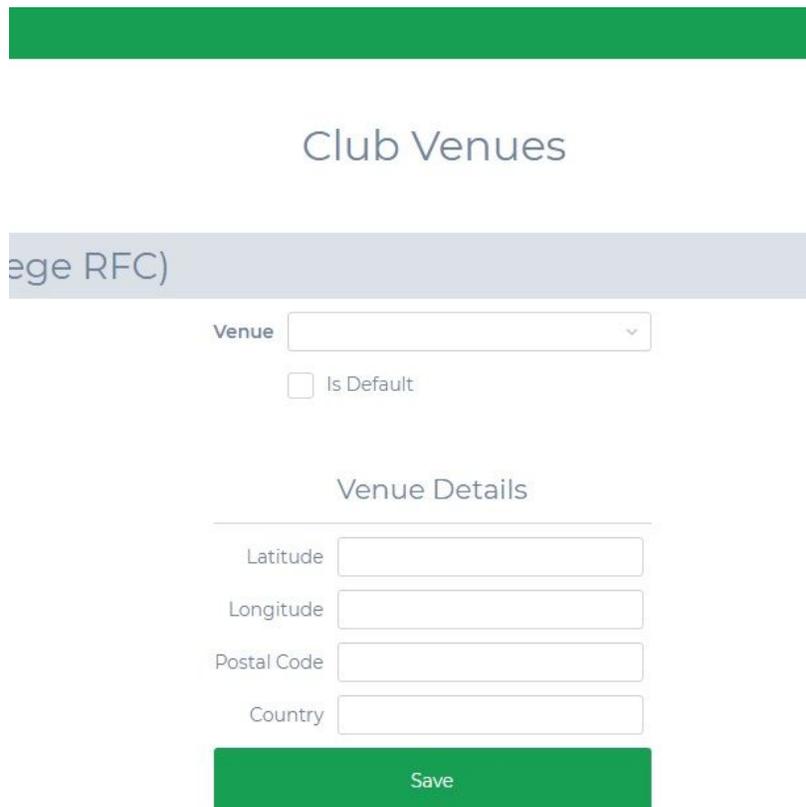
Here is where you can enter your presidents Information. Bear in mind if the tick box at the bottom is checked, this data will appear on the public website so it's recommended not to use your personal contact details.

Club Venues:

When you want to assign venues to your club, you will find this option in "Edit Profile" also. Click on venues. You'll see a box with a plus symbol on it. Note, your club venues will be empty until you select them from the drop down menu.



To add a venue, click "+Add". From the drop down select your venue.

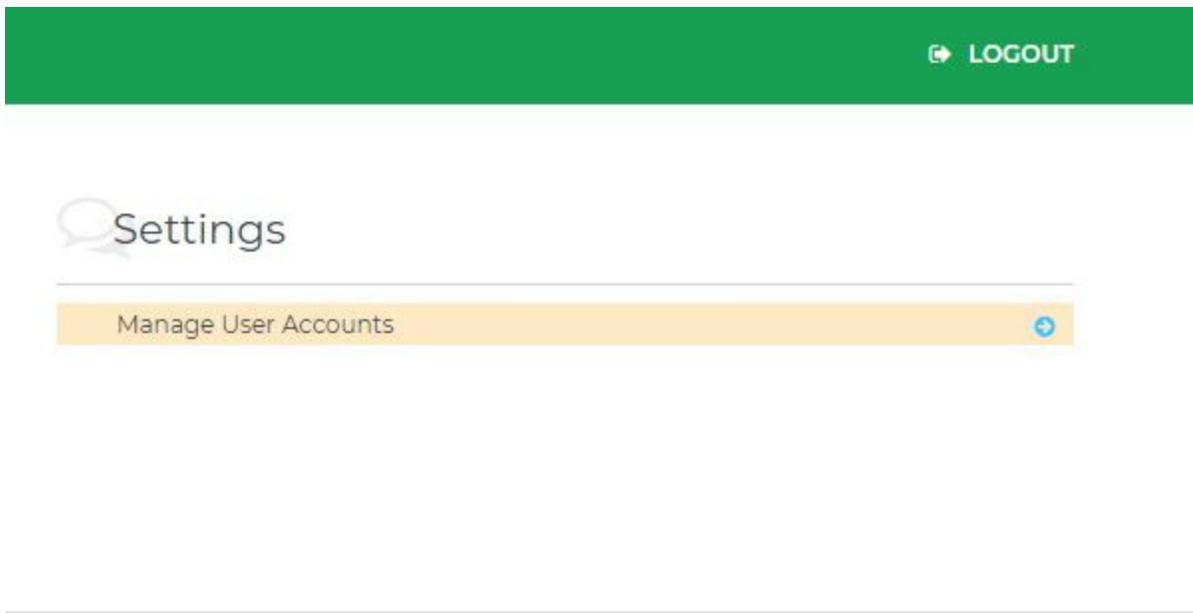


When you have found your venue, you will see the data fields below will auto populate. If the venue you are choosing is your home venue, you will need to click on the make default box.

Manage user Accounts:

Manage user accounts is where you can create accounts for other users to come in and be able to make changes. These are fully configurable and gives you the ability to select what permissions a user has. Note, it is advised you use email addresses for user names. This will make the retrieval of lost passwords easier.

To set up a user account, first click on “Manage User Accounts”

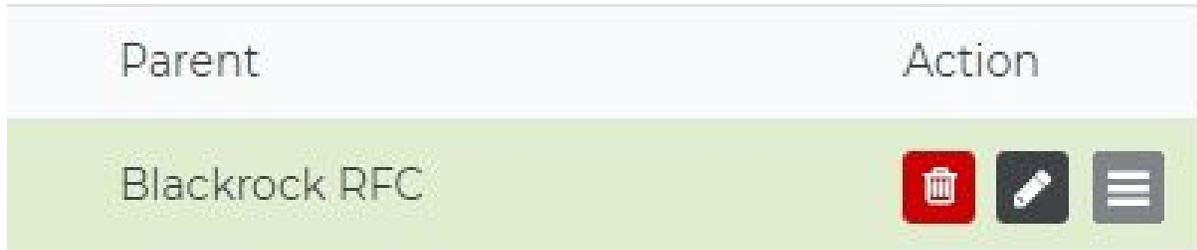


After you enter “Manage User Accounts” you will see this screen

Create new user			
Name	Password	Password re-typed	Parent
<input type="text" value="sample@blackrockrfc.com"/>	<input type="password" value="123456789"/>	<input type="password" value="123456789"/>	Blackrock RFC
			<input type="button" value="Update"/>
id	Name	Parent	

When you've filled in your information here, press update.

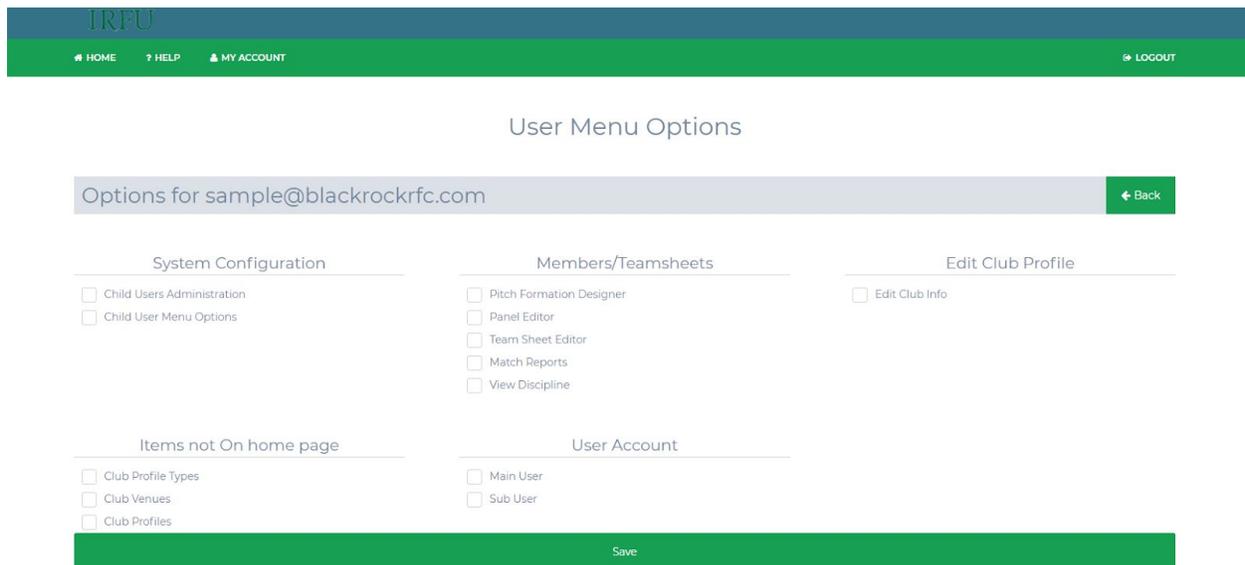
You will see the new user account you created below. On the right of the User's name you'll see 3 icons.



Icons:

1. Bin, this is to delete the user you've created.
2. The pen, this is to edit the users password
3. 3 lines. This is for editing the permissions of the users account.

To edit what a user can see/do, click the box showing 3 vertical lines. You will see this page.



Note, If you do not tick any options then the user will have access to all items here. If you tick 1 option then the user will only have the one option. If you want the user to have access to everything then you don't need to click anything. To specify exactly what a user can do, tick the boxes you would like them to be able to use.

In this case the user has full access of the account.