



## RugbyConnect Registration Form Setup for the 2021 / 22 season

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## Introduction

RugbyConnect will continue to be the sole platform for all aspects game and competition management. It features a wide range of paperless functionalities to help volunteers manage areas such as player registration, safeguarding and club membership.

**All players will be required to renew or register (if they did not register in the 2020/21 season) themselves individually on the system in order to participate in the 2021/22 season.**

### Changes to the forms for the 2020/21 season:

- For the 2021/22 season please note there is a separate mini and separate youth form.
- The mini form we will no longer require a photograph.

Only players registering for the first time on RugbyConnect will be prompted to complete the entire form (including proof of age when required), all previously registered players will go through a much shorter renewal process. (Documentation on how to register and how to renew will be available from July 1<sup>st</sup>)

The system is also designed to play its part in COVID-19 risk management and includes a paperless version of the IRFU's Pre-Rugby Personal Assessment Form should your club wish to use this module. This guide will take you through section by section the various modules currently available. We also will have a number of these modules available in short videos for you to coming weeks on <https://www.irishrugby.ie/running-your-club/rugbyconnect/>

## How to set up the IRFU forms for RugbyConnect

If this is your first season being an administrator in your club your Honorary Secretary will have to contact your provincial representative requesting 'Registrar' / 'Data Officer' access for you.

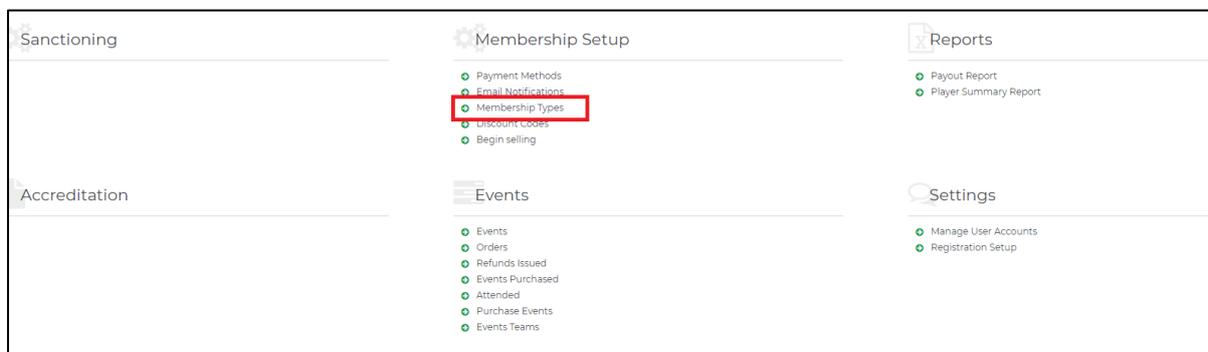
- **Connacht:** Fraser Gow – [fraser.gow@connachtrugby.ie](mailto:fraser.gow@connachtrugby.ie)
- **Leinster:** Dermot O Mahony [Dermot.OMahony@leinsterrugby.ie](mailto:Dermot.OMahony@leinsterrugby.ie) and Carol Maybury – [carol.maybury@leinsterrugby.ie](mailto:carol.maybury@leinsterrugby.ie)
- **Munster:** Aidan Cleary – [aidan.cleary@munsterrugby.ie](mailto:aidan.cleary@munsterrugby.ie)
- **Ulster:** [rugbyconnect@ulsterrugby.com](mailto:rugbyconnect@ulsterrugby.com)

In turn your provincial representative will provide you with your username and password. If you are not new you can continue to use the login details granted to you last season. You can now log into <https://irfu.sportsmanager.ie/maint.php> and get started.

## 1. How to create your forms for the 2021/22 season

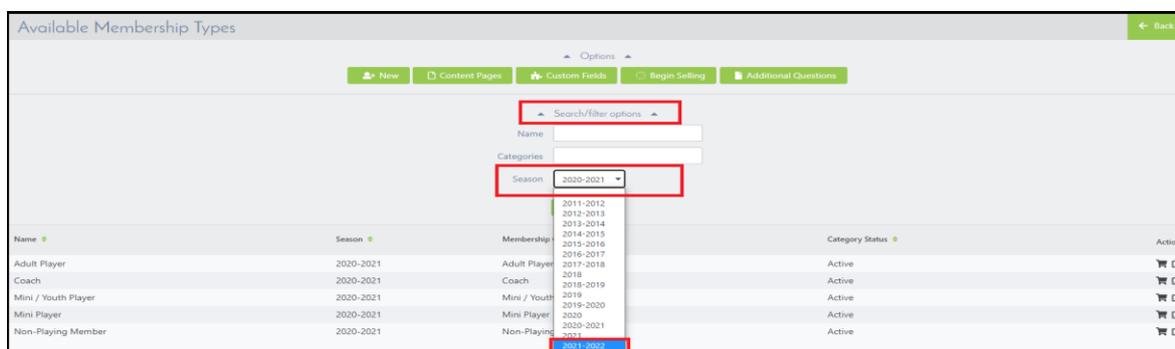
**\*\*however please note the earliest date you can make your memberships available is from July 1<sup>st</sup> 2021.**

Once you have your access, upon logging in, you will be focusing on the 'Membership Setup' to get started. You can access these by clicking Membership Setup > Membership Types.



You will be presented with a list of pre-created membership types the IRFU have created, that contain all the information and terms and conditions we need the relevant members of your club to input / consent to.

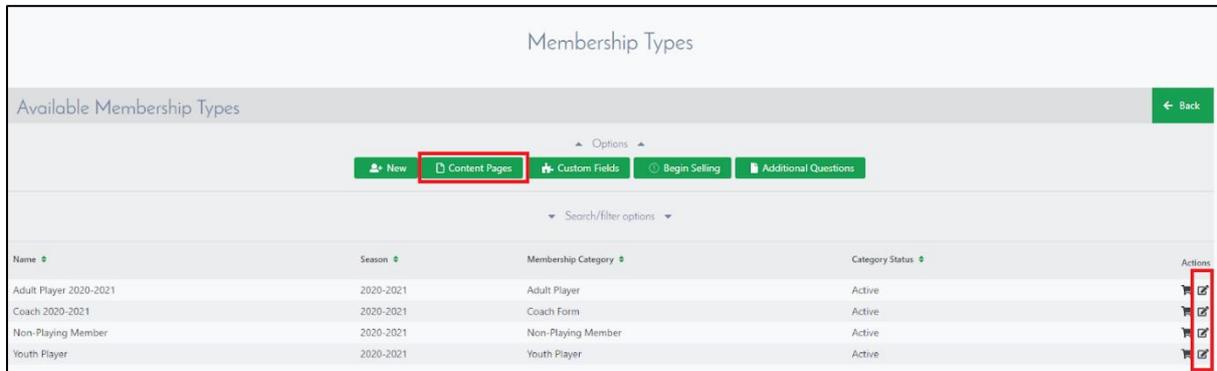
**To view this years membership types you will need to enter in the 2021-22 in the Season drop down.**



Steps to add club specific terms or if your club wants to make age specific forms the steps to do so our outlined below in section 2 and 3. If not, you are ready to 'begin selling' your memberships any date from July 1<sup>st</sup> 2021 onwards outlined in section 4.

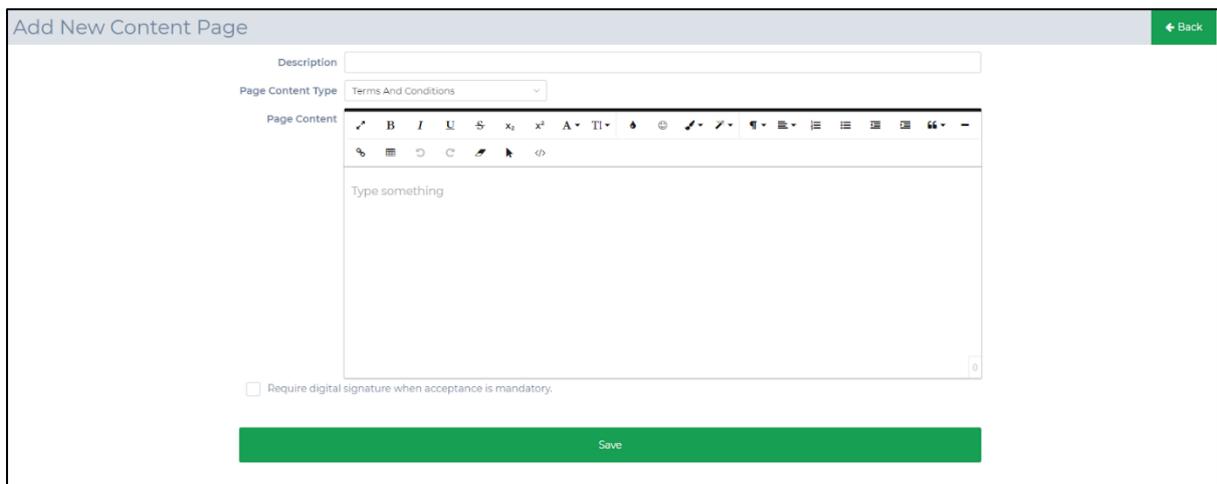
## 2. How to add club-specific Terms and Conditions to your form:

You may want to add club-specific Terms and Conditions to your forms. To create your club terms and conditions, click on 'Content Pages'.



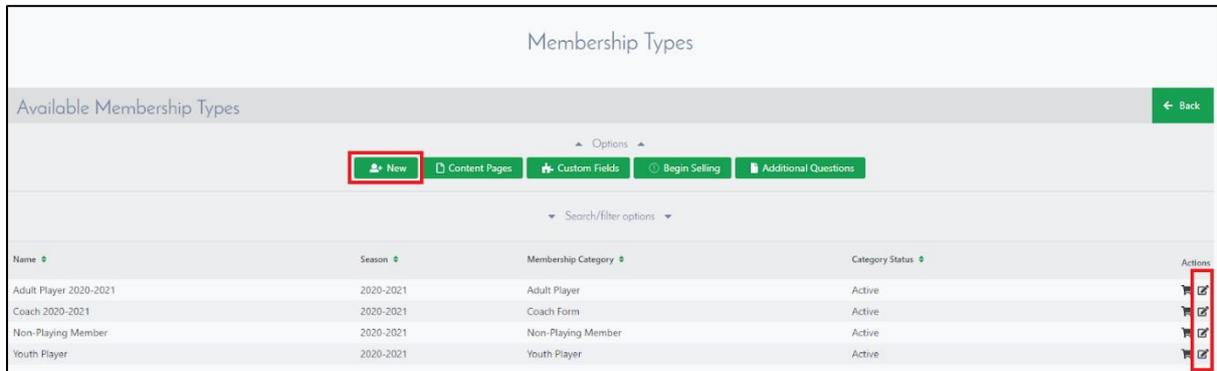
On the resulting page, click Add to create new terms.

Next, simply give your terms a title, leave the content type as the default Terms and Conditions and type or copy & paste your club terms and conditions into the text box field. Click Save when finished.



### 3. How to break your memberships down if your club wishes:

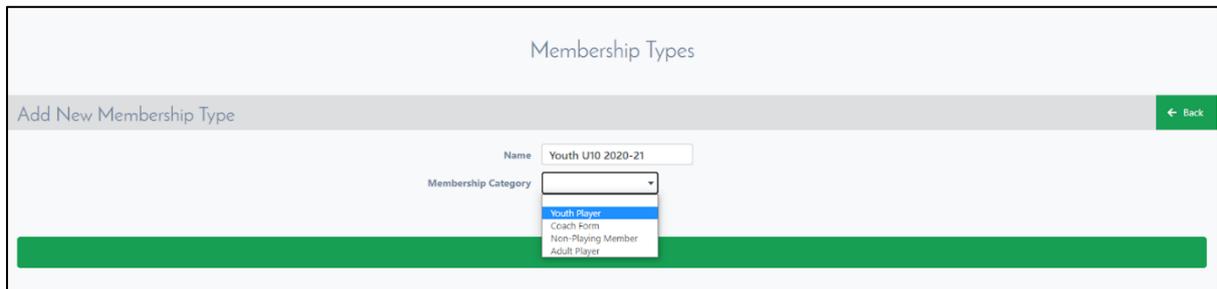
You can also create new membership types by returning to the Membership Types page and clicking 'new'. You may want to create new membership types so as your Youth membership is split into U8, U10, U12 etc.



The screenshot shows the 'Membership Types' page with a table of existing types. The 'New' button is highlighted in red. The table has columns for Name, Season, Membership Category, Category Status, and Actions.

Name	Season	Membership Category	Category Status	Actions
Adult Player 2020-2021	2020-2021	Adult Player	Active	✖️
Coach 2020-2021	2020-2021	Coach Form	Active	✖️
Non-Playing Member	2020-2021	Non-Playing Member	Active	✖️
Youth Player	2020-2021	Youth Player	Active	✖️

On the resulting page, give your new type a name and select the Category it is to be assigned to. In this case, if we were to create a new U10 Membership Type, we would assign it to the Youth Membership Category. Once selected, you can choose a DOB range to associate with the membership type.



The screenshot shows the 'Add New Membership Type' page. The 'Name' field contains 'Youth U10 2020-21' and the 'Membership Category' dropdown is set to 'Youth Player'.

#### 4. 'Begin Selling' your memberships

The following steps can only be completed on or after July 1<sup>st</sup>.

Once all Membership Types have been created, you can make them available for registration by clicking the Begin Selling (small trolley) link for each type.

Name	Season	Membership Category	Category Status	Actions
Adult Player 2020-2021	2020-2021	Adult Player	Active	
Coach 2020-2021	2020-2021	Coach Form	Active	
Non-Playing Member	2020-2021	Non-Playing Member	Active	
Youth Player	2020-2021	Youth Player	Active	

You can enter a description for the Membership Type if you feel it is necessary, but this is not required.

**You must enter selling from and selling to dates.**

Between these dates are when your registrations will be open to your members. (i.e. from today until end of June 2022 (30/06/2022))

**If you omit the 'selling to' date the form will expire in one day, please ensure you leave this until the end of the season.**

In the club price field, enter a price of 0 and click Save.

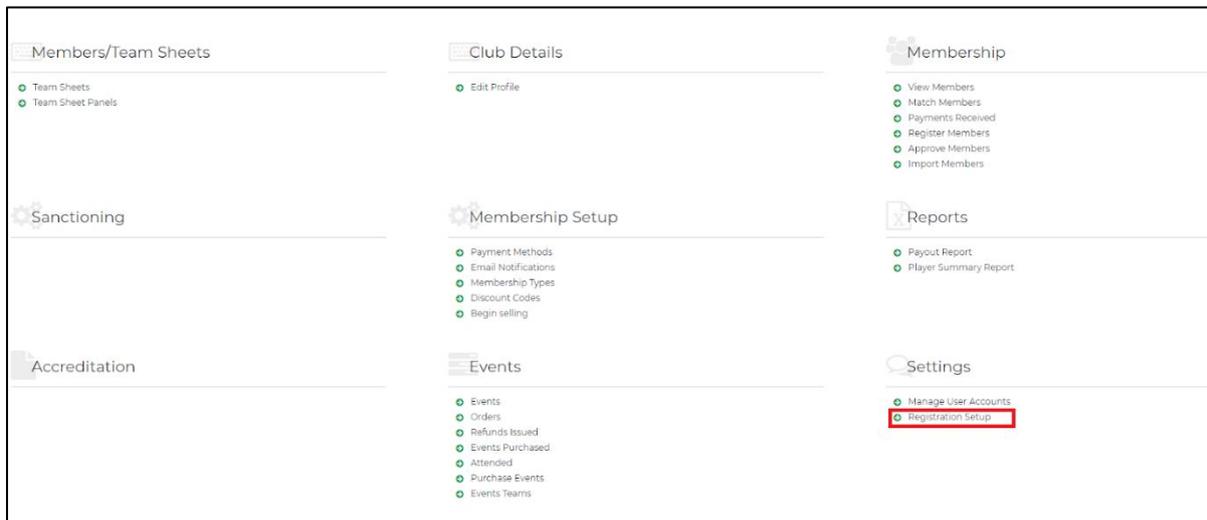
Type	Union Price	Club Price	Total	Fees	User Pays	Options
Adult Player 2020-2021	0	0	0	0	0	

Your memberships will now be appearing on the Irish Rugby Website: <https://rugbyconnect.irfu.ie/>

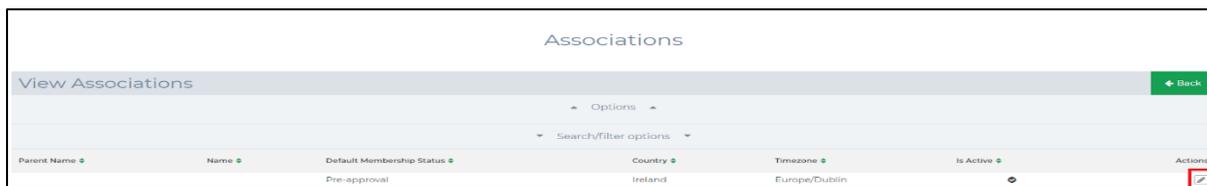
If you wish to accept membership payments through the Sportlomo system, please contact Eoin Carney in Sportlomo directly on [eoin.carney@sportlomo.com](mailto:eoin.carney@sportlomo.com)

## How to create a club-specific registration link

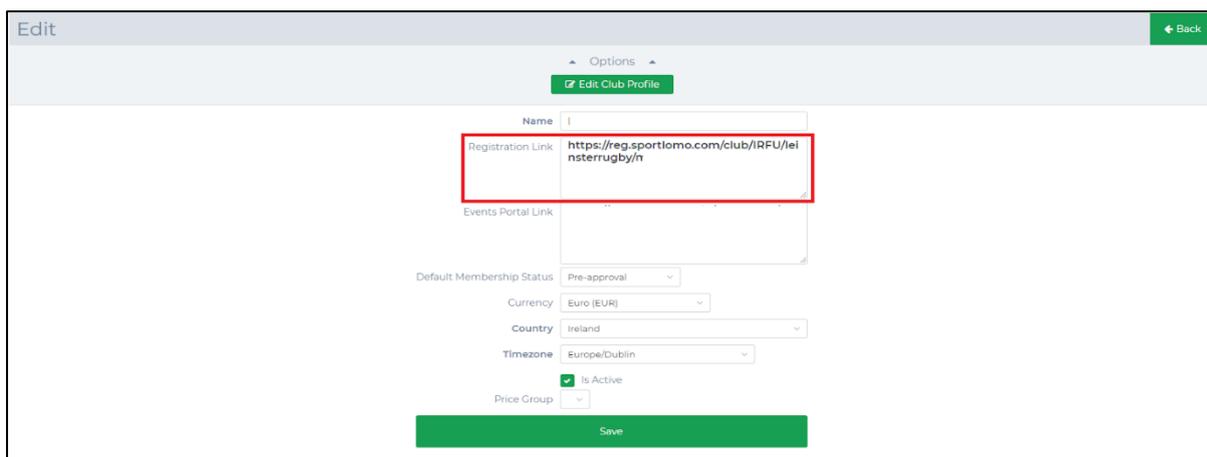
To allow members to begin registering, you can distribute a club-specific registration link to them. To access this registration link, click the 'Registration Setup' in 'Settings' on the home page.



On the resulting page, click the pencil Edit icon next to your club details



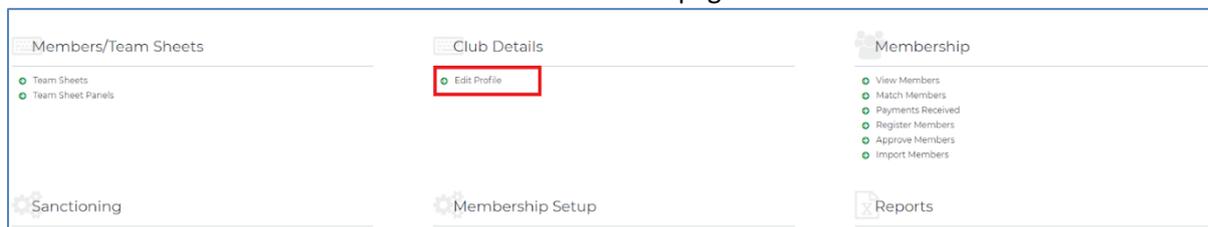
Copy the link from the Registration Link field and distribute this to your members to allow them to begin registration.



## Updating your Club Details

Please ensure you have filled in all your Clubs details on RugbyConnect.

To do this click Club Details > Edit Profile from the homepage.



On the resulting screen, fill in all relevant information. To ensure that your club displays correctly on the registration portal page, it is important that you include a club logo, latitude and longitude co-ordinates as well as your club website if available.

A screenshot of the 'Update Club Details' form in the RugbyConnect system. The form is titled 'Update Club Details' and has a 'Back' button in the top right corner. Below the title, there are two tabs: 'Profiles' (highlighted with a red box) and 'Registration Config'. The main content area is titled 'Club Details' and contains a form with the following fields: Name (Ashbourne), Alternate Name, Alternate Name 2, Description, Web Address (http://), Email, Phone No, Club Logo (ashbourne.png), Latitude (53.51182), Longitude (-6.38129), Postcode & City, Country, Facebook, Twitter, Snapchat, Instagram, Home Colours, and Alternate Colours. A green 'Save' button is located at the bottom of the form.

You can also select 'Profiles' to enter in details of various personnel positions in the club.

A screenshot of the 'Club Profiles' table in the RugbyConnect system. The table is titled 'Club Profiles' and has a 'Back' button in the top right corner. Below the title, there is a 'Club Profiles (Ashbourne)' header and a green '+ Add' button (highlighted with a red box). The table has the following columns: Profile Type, Description, First Name, Last Name, Email Address, Mobile No, Make Public, and Actions.

Click Add: Here you can select in the Club Profile Type the role (e.g. President, Covid-19 Compliance Officer, Treasurer etc) and add their details. You can easily select a member already in your database by clicking on member, and searching for the person, their details from the registration form they completed will populate in. Then click SAVE.

Club Profiles

Club Profile Type: President

Description

Member: --Select Members--

First Name

Surname

Email Address

Address 1

Address 2

Address 3

Address 4

Postcode

Mobile No

Home Phone

Work Phone

Daytime Phone

Make Public

Save

### Who can I contact for more information about the *RugbyConnect*?

Please contact your Club Support Officer:

- **Connacht:** Fraser Gow Email – [fraser.gow@connachtrugby.ie](mailto:fraser.gow@connachtrugby.ie)
- **Leinster:** Carol Maybury – [carol.maybury@leinsterrugby.ie](mailto:carol.maybury@leinsterrugby.ie)
- **Munster:** Bernadette Linnane – [Bernadettelinnane@munsterrugby.ie](mailto:Bernadettelinnane@munsterrugby.ie)
- **Ulster:** Matthew Holmes – [rugbyconnect@ulsterrugby.com](mailto:rugbyconnect@ulsterrugby.com)
- **IRFU:** [rugbyconnect@irfu.ie](mailto:rugbyconnect@irfu.ie)