



***RugbyConnect* Renewal User Guide  
(For players / Parents / Guardians / Coaches / Club  
Members)**

**Irish Rugby Football Union**

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

**T** +353 01 6473800 | **F** +353 01 6473801

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## Introduction

*RugbyConnect* was introduced in the 20/21 season. All players were required to register last season, and now as the season ends and we move into the 21/22 season, you must renew.

The renewal process allows you an opportunity to update your personal information in *RugbyConnect*, and agree to the consents for the 21/22 along with any additional questions that may have been added.

\*Please note your club may not have published their membership forms for the 2021/22 season yet, but will be doing so in the coming weeks, you can check back using the link above.

Renewing your registration has no effect on your current safeguarding status within the system.

If there is a youth currently registered on your account which needs to be updated to an adult registration and therefore have their own account created, please see guide *RugbyConnect* User Guide for Parent's Reassigning Account Access as Youth Turns 18 on: <https://www.irishrugby.ie/running-your-club/rugbyconnect/>

**All youths renewing will be required to upload a recent headshot style photograph this will be used in eteamsheets for the 21/22 season. This phot will be approved by a club administrator.**

This guide is for players, parents, guardians, coaches and non-playing members who are renewing their *RugbyConnect* registration. I.e. you signed up during the 20/21 season.

### 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)

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## How to renew in RugbyConnect:

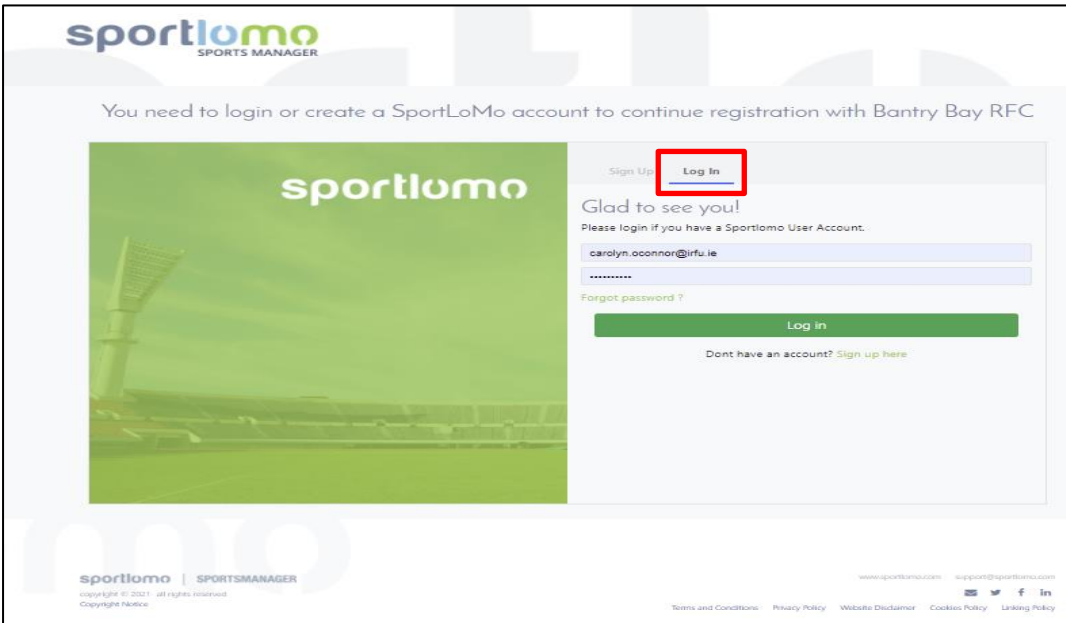
You will either have received an email renewal reminder from Sportlomo or your club may be in touch to remind you to renew your membership.

Please do this by clicking on the following link:

<https://irfu.sportsmanager.ie/sportlomo/users/login>

You will be brought to the Sportlomo registration screen where you must use the details you previously used to create your account. **I.e. the email address the renewal notice went to.**

**Do not create a new account – this will cause a duplicate in the system and make you complete the full registration process as opposed to a condensed renewal process.**



The screenshot displays the Sportlomo login interface. At the top, it says "You need to login or create a SportLoMo account to continue registration with Bantry Bay RFC". Below this is a large green banner with the Sportlomo logo. To the right, there is a login form with a "Log In" button highlighted in red. The form includes a "Sign Up" link, a "Log In" button, and a "Sign up here" link for new users. The email field contains "carolyn.oconnor@irfu.ie" and the password field is masked with dots. There is also a "Forgot password?" link and a "Log in" button.

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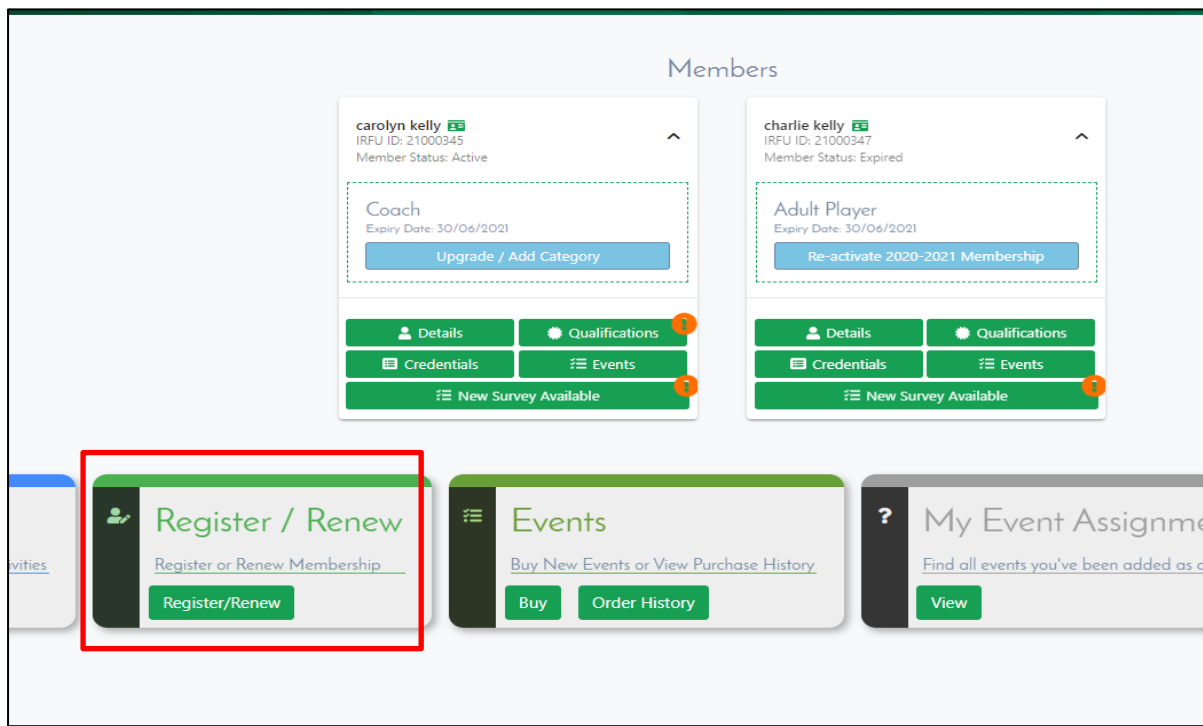
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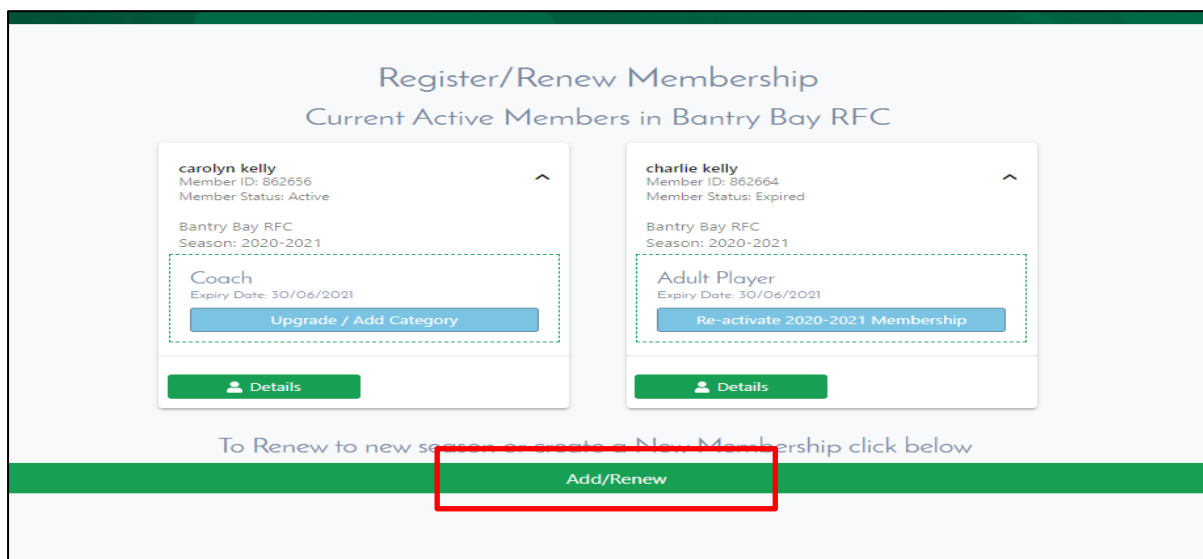
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When you login – you will see all the members on the account and you will see members that have expired and need to be renewed. Click on the 'register / renew' button.



Then click on Add/Renew



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You will then be presented with the memberships your club offers (your club may take payments through the system – if not memberships are set at 0)

Add the memberships you wish to renew but putting how many of each you require (1 adult ), and then click continue.

To Renew or create a New Membership please select the package below

2020-2021

Name	Price	Quantity	Total (EUR)
Full Time Player	100.00	<input type="text"/>	0.00
Non-Full Time Player	0.00	<input type="text"/>	0.00
Non-Full Time Player	150.00	<input type="text"/>	0.00
Non-Full Time Player	100.00	<input type="text"/>	0.00
Non-Full Time Player	0.00	<input type="text"/>	0.00
Non-Full Time Player	250.00	<input type="text"/>	0.00
Non-Full Time Player	0.00	<input type="text"/>	0.00
<b>Total Cost</b>			<b>0.00</b>

Once you have chosen your package, the next step is to fill out the registration form. This will be prepopulated with information you completed last season, so you will only have to update your information.

Personal Data

Parent / Guardian First Name

Parent / Guardian Last Name

Address Line 1  
31 Ashleigh Green

Address Line 2

Town / City  
Blanchardstown

County  
Carlow

Postcode / Eircode  
D15 N5WX

Parent / Guardian Email

There will be a number of Notices / Statements and Consents to accept at the end of the form before you add your signature and click Register.

Confirmation

Signature  
Type name here

Confirmation will be emailed to

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If your club is not accepting payments, you will have completed registration and will receive a notification that your registration is complete.

### Registration Complete

Your registration has been successful, please see details of this below.

Membership Details		
Email Address	Registration Date	Total Fee charged
		0

Memberships			
Membership ID	Name	Membership Type	Status
		Adult Player	Pre-approval

If you are making payment through your club, you will be redirected to the payment page after clicking the Register button on the form. Enter your card details and click Continue.

### Purchase Summary

Receipt: [xxxxxx@xxxxxx](#)

#### Payment Summary

Item	Quantity	Price
Adult Player 2020-21	1	50.00
Discount Code <input type="text"/>		<input type="button" value="Apply"/>
<b>Total</b>		<b>50.00</b>

#### Payment Breakdown

Association	Category	Price	Additional Fees	Discount	Amount Due
IRFU	Adult Player	0.00		0.00	<b>0.00</b>
Connacht Rugby	Adult Player	0.00		0.00	<b>0.00</b>
	Adult Player	50.00			<b>50.00</b>

#### Card Details

You will have an opportunity to review and confirm your payment before payment is taken. Your payment will be processed using Stripe, one of the world's leading Payment Processors. No financial information is disclosed to SportLomo or your Club.

Please enter your card details

Card Number

Expiry

CVV

What is my CVV code?

Powered by stripe

You will be asked to confirm your payment. Depending on how your club has set this up, you may be charged a small additional fee here. Click Make payment to confirm payment.

#### Payment Summary

Item	Quantity	Price
Adult Player 2020-21	1	50.00
Discount Code <input type="text"/>		<input type="button" value="Apply"/>
<b>Total</b>		<b>50.00</b>

#### Confirm Payment

Description	Amount
Registration Fee	50
<b>Total charge to card</b>	<b>50</b>

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Once payment is complete, you will receive a payment success confirmation as below.

Payment Success			
Your registration has been successful, please see details of this below.			
Membership Payments Received			
Email Address	Registration Date	Total Fee charged	
[REDACTED]	[REDACTED]	50.00	
Memberships			
Membership ID	Name	Membership Type	Status
[REDACTED]	[REDACTED]	Adult Player	Pre-approval

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