



RugbyConnect User Guide for Assigning Access to an Account

Irish Rugby Football Union

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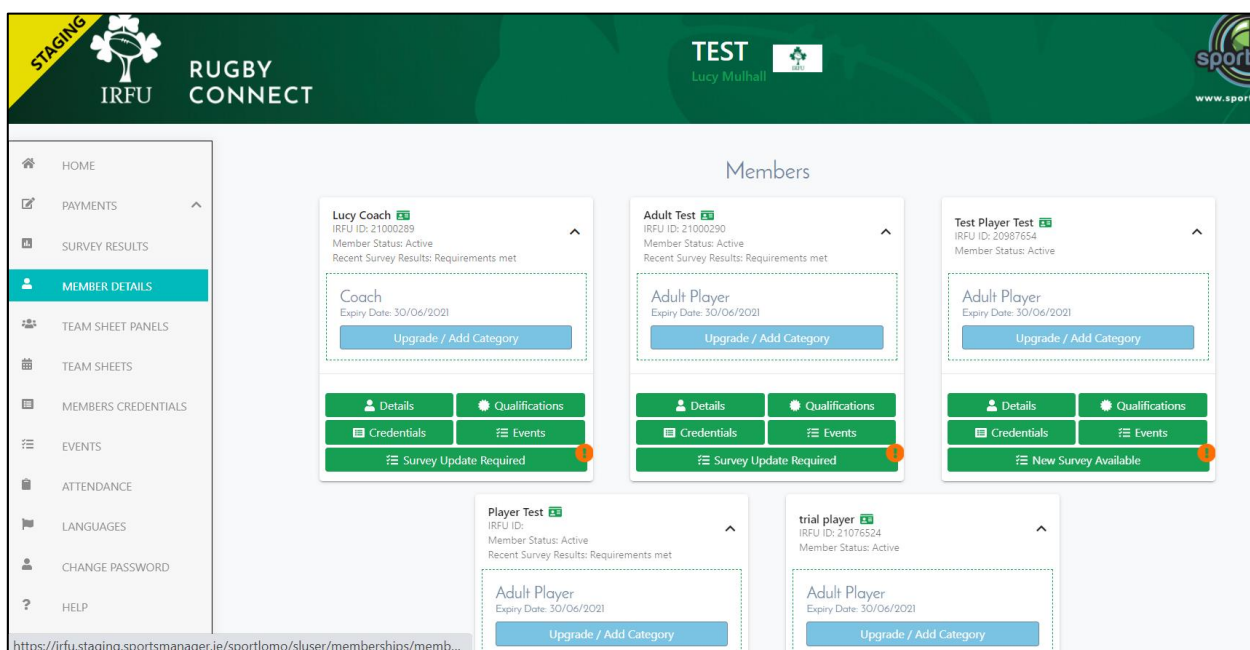
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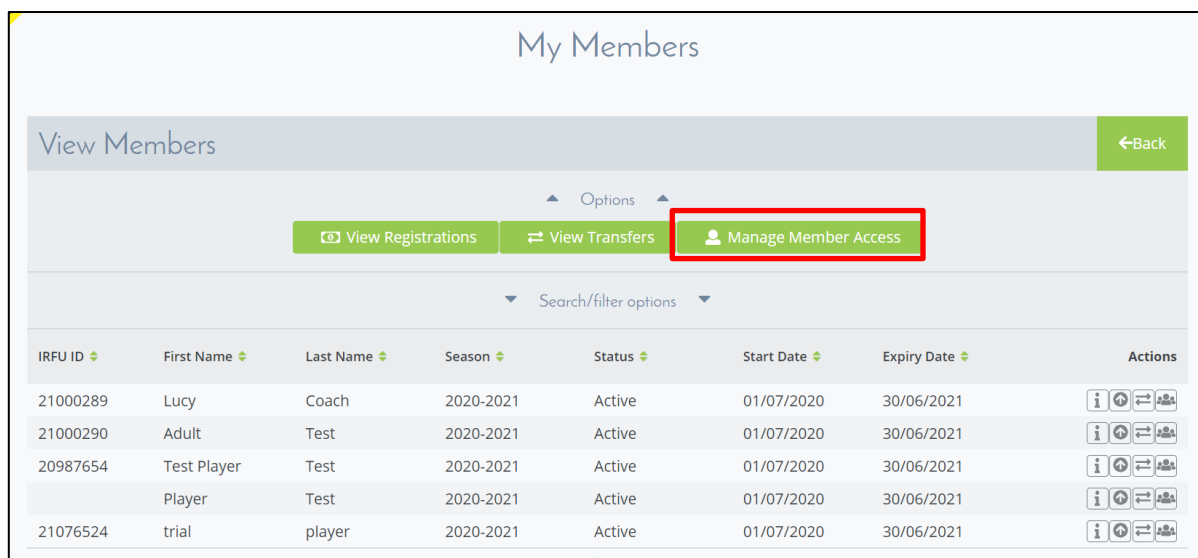


Assigning access to an account in RugbyConnect

It is now possible to add multiple emails to an account, assigning them 'view only' or 'edit' access. This can be used by two parent's to share access to their children's schedule and membership through their own accounts/ emails. This may be completed by logging in to the RugbyConnect account. The process is described below:



Log in as shown. On the left side of the screen select the "Member Details" link from the list of tabs. The page below will show. Next, you will select "Manage Member Access" as shown below.



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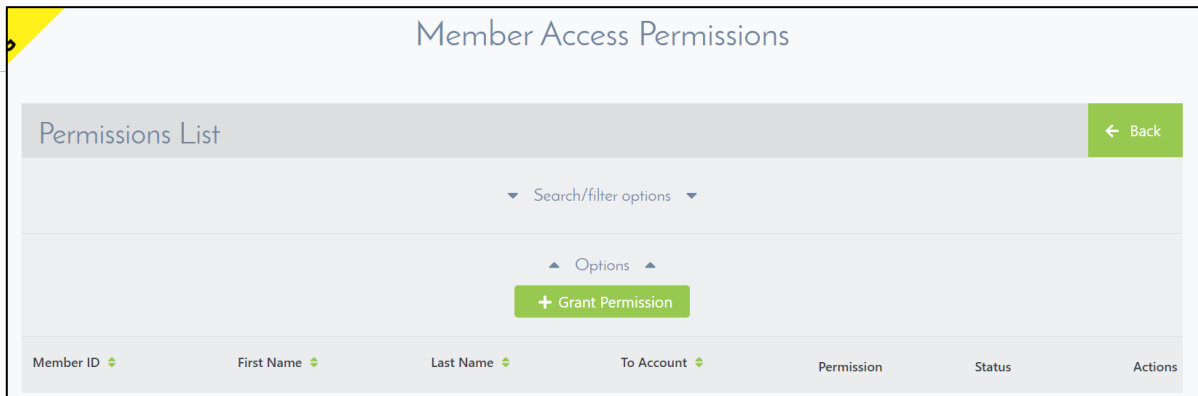
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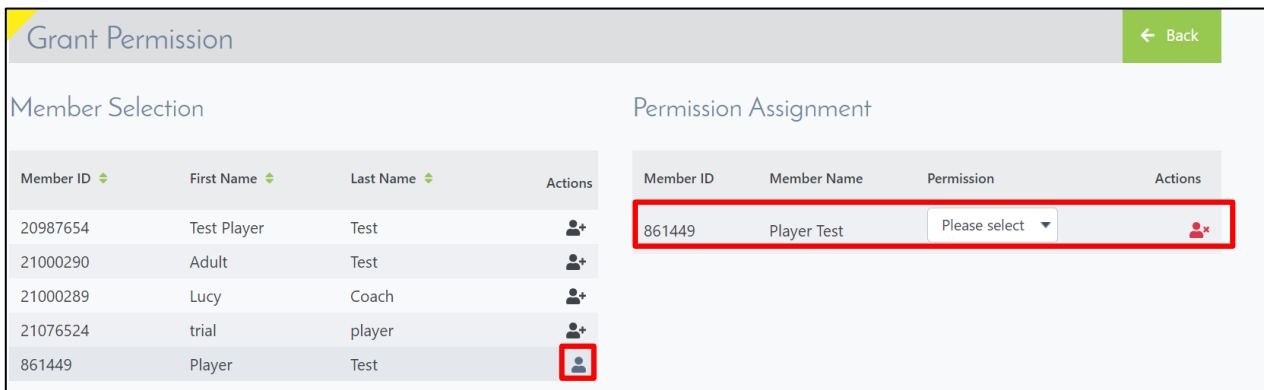
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Select "+ Grant Permission".

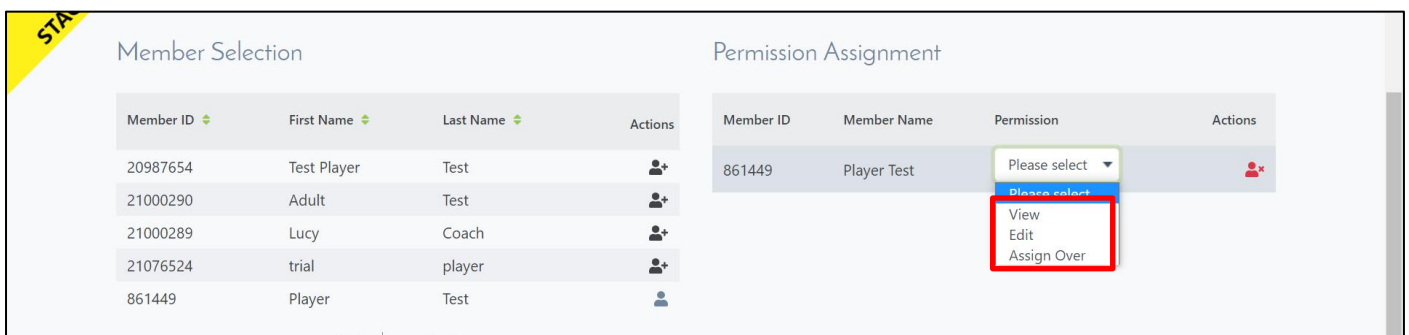


Next, select the member you wish to add access to. In this case I am selecting to add access to the 'Player Test' membership from my account. Click the  icon and the player will show on the right side of the screen under "Permission Assignment".



From the Permissions Dropdown options select '**View**' if you want to assign view only access or '**Edit**' if you wish for the account to have access to edit member details also. This will allow you to share the selected member from your account so that when the other account logs in they will see the member's details and schedule also.

****If you select 'Assign Over' you will REMOVE this membership from your account and ASSIGN OVER ALL access to the email provided below. This is used for the reassignment of a youth account from their parent's account as they turn 18.**



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Member ID	First Name	Last Name	Actions
861449	Player	Test	

Total 1 | page 1 of 1

rows per page 15

Member ID	Member Name	Permission	Actions
861449	Player Test	Please select	

Account that will be granted access to selected members

E-mail address of an account

When you have selected 'View' or 'EDIT' from the dropdown (I will select view in this case) fill in the email you wish to assign the account/membership over to. **DOUBLE CHECK** the email is correct and click 'Grant Permissions' as shown in the red boxes above.

The confirmation of the access assignment will show on the next page. If the email provided is already linked with an account in RugbyConnect this will be fully Granted and complete. When the account holder logs in they will see the member in their homepage. The account holder will also receive an email informing them of this additional access.

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You have been given access to manage Details for the following member(s) via your SportLoMo Account

Player Test

To log in to manage the associated data go to [Login Page](#)

When logging into your SportLoMo account, please use the email address on this email notification lucy.mulhall@irfu.ie

SportLoMo is the software platform used by TEST and its subsidiaries to manage member data.

(www.Sportlomo.com)

powered by **sportlomo**

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Sportlomo Limited.
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Member Access Permissions

[← Back](#)

Search/filter options

Options

[+ Grant Permission](#)

Member ID	First Name	Last Name	To Account	Permission	Status	Actions
861449	Player	Test	lucy.mulhall@irfu.ie	View	Granted	View Delete

Should the email provided not have an existing account they will receive an email asking them to activate an account under this email.

The email will be from a no-reply SportLomo account.

noreply
Activate SportLomo Account - sportlomo SportLomo Account Activation Welcome to S...
11:24 AM [+](#)

sportlomo

SportLomo Account Activation

Welcome to SportLomo.

A SportLomo account has been created for you during registration at TEST for Membership Registration

SportLomo.com provides the registration platform for TEST.

Creating a SportLoMo account will give you lots of benefits. You can manage your registration, print receipts, purchase club events, view club fixtures & scores. And it is also used to manage refunds, transfers and upgrades.

To complete the setup we need you to click the link below.

[Activate Account](#)

Kind Regards,
Sportlomo Team

Click to 'Active Account'.

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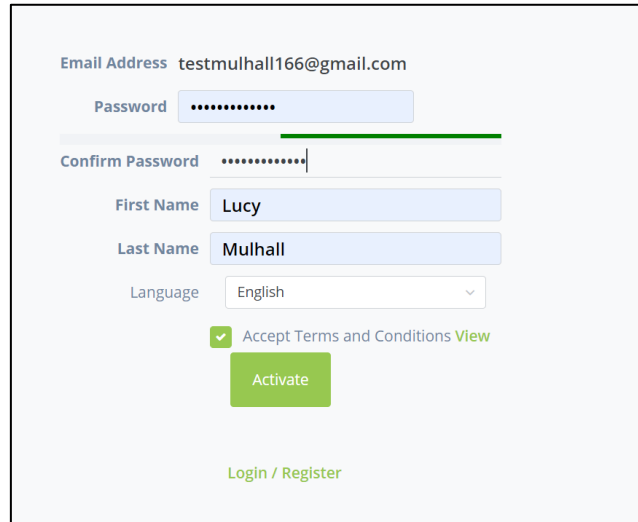
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This will bring you to the RugbyConnect page where you will fill in your details in the boxes shown below. You must input their First Name, Last Name, Password, Language and accept the Terms and Conditions.

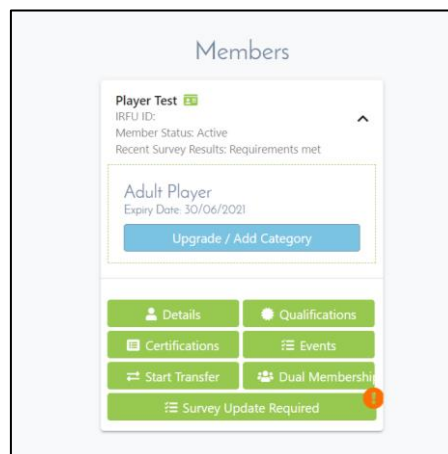


The screenshot shows a registration form with the following fields and options:

- Email Address: testmulhall166@gmail.com
- Password: [Redacted]
- Confirm Password: [Redacted]
- First Name: Lucy
- Last Name: Mulhall
- Language: English (dropdown menu)
- Accept Terms and Conditions [View](#)
-
- [Login / Register](#)

Click on the green Activate button to complete.

Select Login on the confirmation page and fill in your email and password as created. You will then see the member details page under your new RugbyConnect account.



The screenshot shows the 'Members' page with the following details:

- Player Test ES
- IRFU ID: [Redacted]
- Member Status: Active
- Recent Survey Results: Requirements met
- Adult Player
- Expiry Date: 30/06/2021
-
- Navigation menu:
 - Details
 - Qualifications
 - Certifications
 - Events
 - Start Transfer
 - Dual Membership
 - Survey Update Required 1

Please note there is another guide available on <https://www.irishrugby.ie/running-your-club/rugbyconnect/> where you can see details of how to reassign an account to a different email address/account holder. This is used when a youth turns 18 and is released from their parent's account.

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

Please contact your Club Support Officer:

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

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