



**RugbyConnect Club Administrators  
Member Renewal and Registration Guide  
For the 2021 / 22 season**



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## Approving Renewing Members to your club RugbyConnect Renewal Process for members who registered on RugbyConnect previously

Any member renewing their membership in RugbyConnect (i.e. they registered in the 20/21 season on RugbyConnect) will get a renewal email reminder. When they click on the link here it will bring them to where they log in with their existing RugbyConnect details and click to renew. (they can also use the membership link you send them, or find their club on the IRFU Portal:

<https://rugbyconnect.irfu.ie/>

To gain direct access to their existing account they should use the link:

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

Members click 'Register/ Renew' and they select again the membership they wish to renew 'youth', 'mini' 'coach' etc. The system will complete the form with previously entered information, and the member can simply fill in any outstanding information, i.e. the consents for the 21/22 season. They can also update any of their personal information on file in the system at this time. There is a guide for members also on the website.

Please note renewing members will be required to complete consents for the 21/22 season, along with any new questions added.

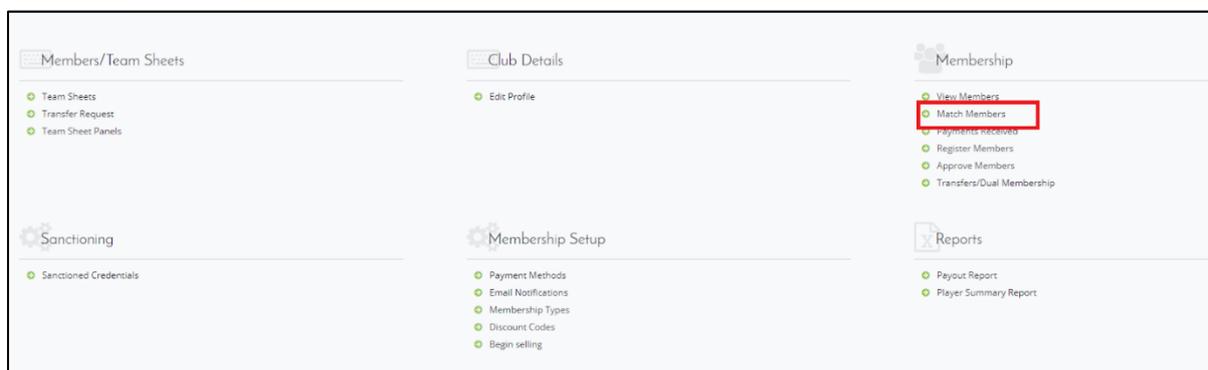
Youths are also required to upload a recent headshot style photograph this will be used in eteamsheets for the 21/22 season.

All renewing members will automatically go to 'Active' in your club, except for youths. Club administrators need to approve the youth photo ensuring it is a good quality 'headshot' suitable for an eteamsheet.

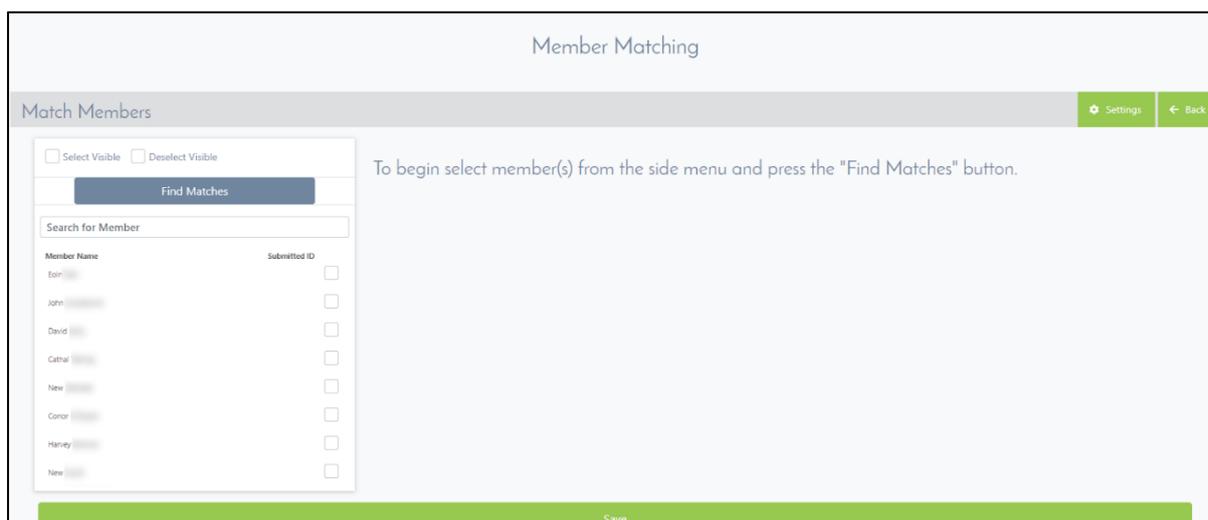
## Approving New Members to your club RugbyConnect Registration Process for any members not registered on RugbyConnect Previously (Matching and Approving Members)

New members can now begin registering into your club. Once registered, members will automatically be set a status of 'pre-Approval'. The Registration process now kicks off for the club; Outlined below is each step, however as a rule of thumb, please go to 'Membership' on your home page and 'Match Members' first and then into 'Approve Members'. Outlined below is the process for Adult members followed by Youth Members.

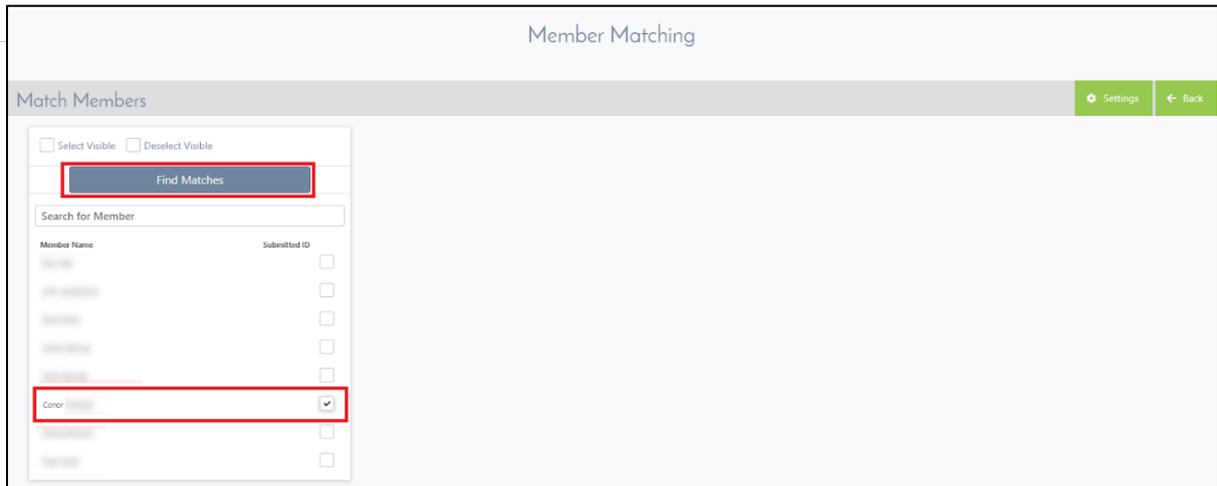
'Match Members' allows you to see if the form filled in by the member has found any matches in the system. Matching will be based on they played on a team sheet in the club previously and Date of Birth. To Begin click 'Match Members'.



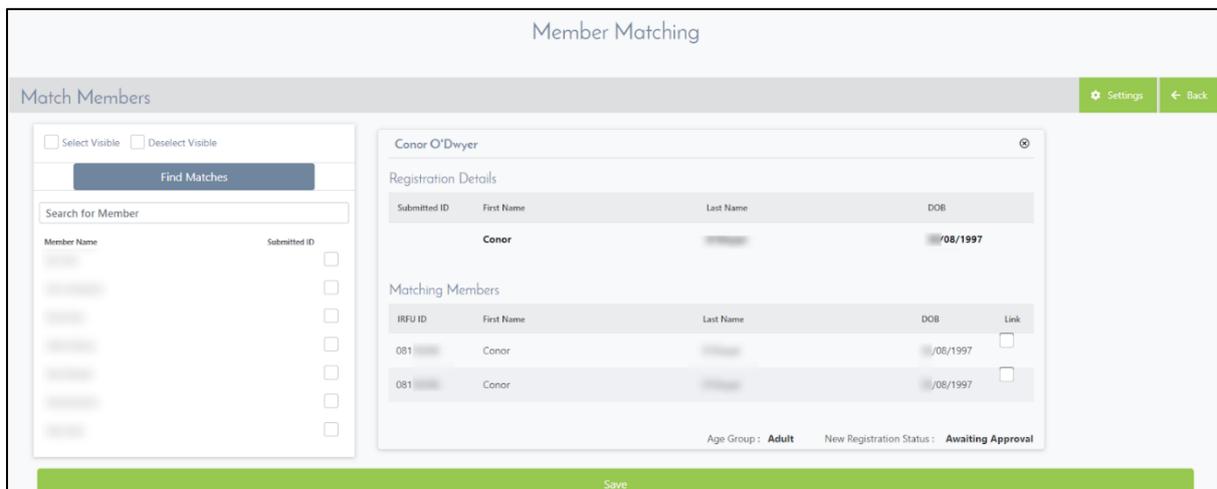
By clicking the Match Members link, you will be brought to the Member Matching page. Here you will see a list of members on the left-hand side who have registered using the forms and are available to you to match to existing records.



You can begin the matching process by ticking the box next to any player record and clicking the Find Matches button above.

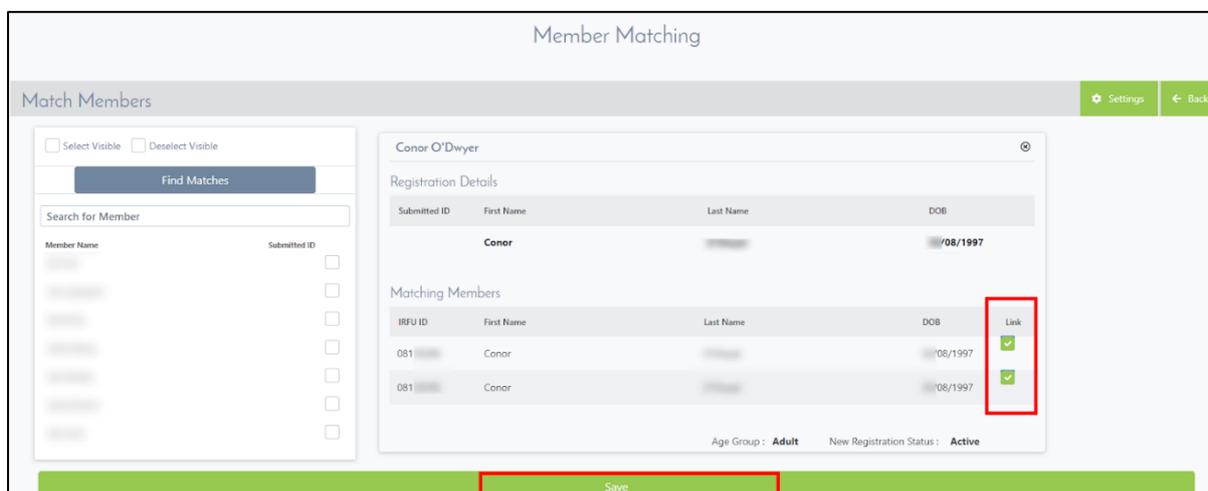


After ticking the box next to a player and clicking the Find Matches button, none, one or a number of records of that same member will appear, provided a record of this member already exists in the database.

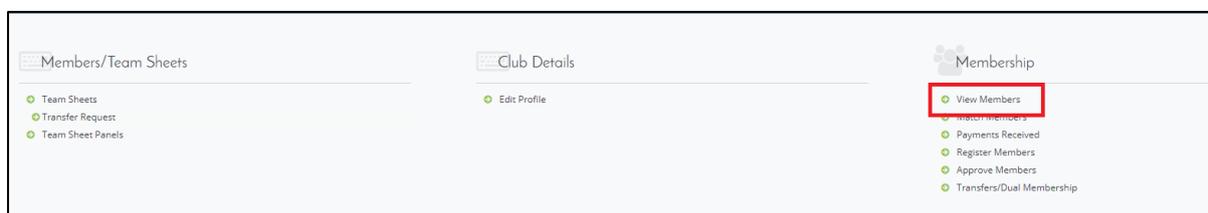


As mentioned matches are found based on the submitted DOB by the member when they register, and are matched to any existing records within your club who share the same DOB. If multiple matches are found which are all the same person, please click on all the records, this will link in all the history to the member, and use the oldest IRFU ID available.

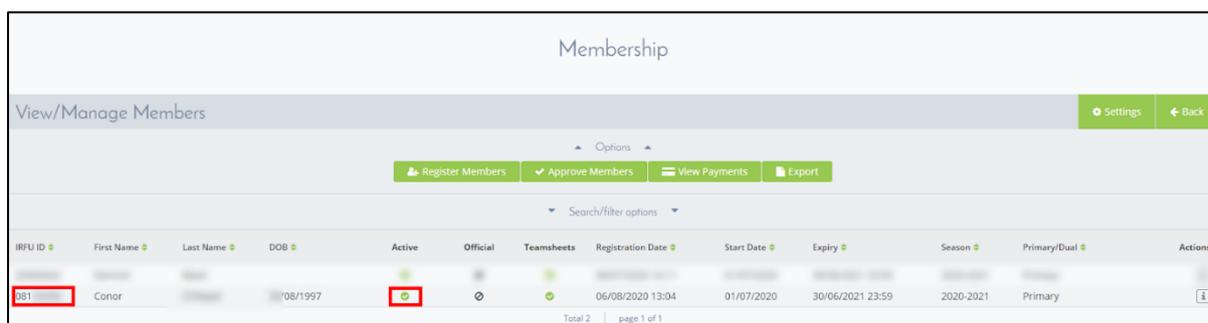
If the information in the Registration Details field matches that in the Matching Members field, you should tick the Link box next to each matched record and click Save. You can do a number of these at a time if you wish.



If you have successfully matched the member with an existing record, they will become Active within your club and will retain the oldest version of their IRFU ID which exists on our system. To confirm that your member is active within your club, you can view their record from the Membership > View Members link on the home page.



Your member will be displayed with their existing IRFU ID and will have a tick in the Active column to indicate that their membership is Active.



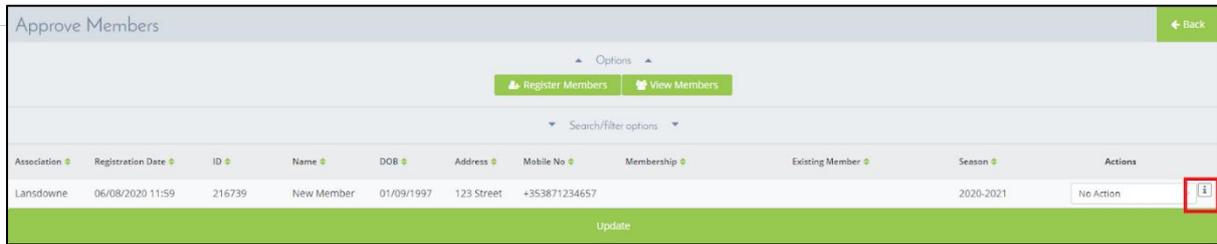
Not all the members who register for your club will have an existing record to match to. However, they must still go through the matching process. After repeating the steps above, a player with no found matches will produce a result like that illustrated below.

If no matches are found, you can still save your new member by clicking save. However, the member does not become active in your club yet. They will need to have their application approved. To approve, click on the Approve Members link from the admin panel. An unmatched adult member will only need to be approved at club level.

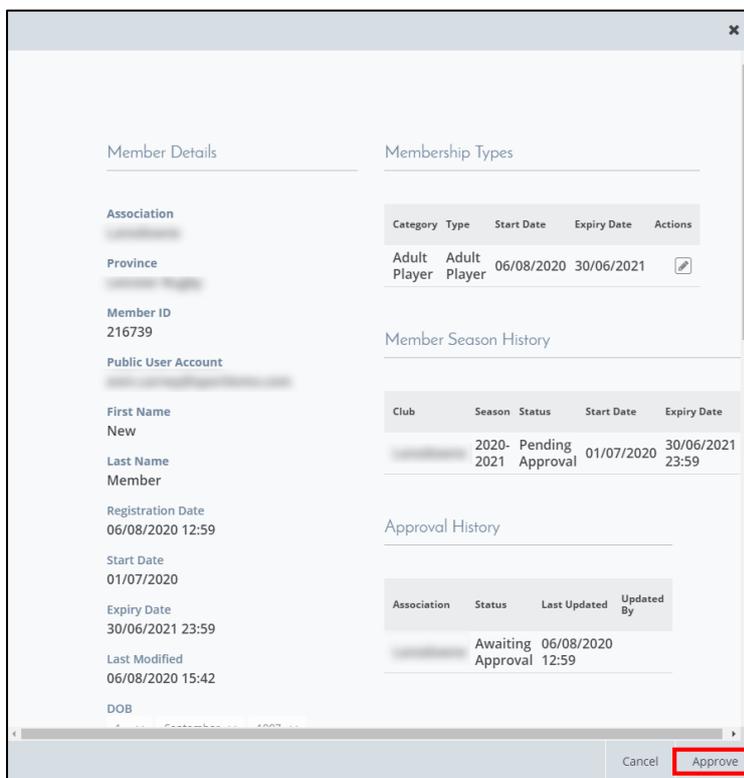
To approve a member, there are 2 options. You can select the Approve New Member option from the dropdown list in the Actions column and click the Update button to immediately approve.

Association	Registration Date	ID	Name	DOB	Address	Mobile No	Membership	Existing Member	Season	Actions
Lansdowne	06/08/2020 11:59	216739	New Member	01/09/1997	123 Street	+353871234657			2020-2021	Approve New Member

The second option when approving a new member allows you to view the information submitted by the member. To view this information, click the “i” information icon related to the member.



Once clicked, a popup will appear showing all of the information which has been submitted by the member. If all of the information provided is satisfactory, you can approve the member by clicking Approve.



**Please do not Reject!**

Contact the club or person to upload the correct details, then you can approve. Currently the reject button does not work. Sportlomo are looking into a fix for this.

## Matching and Approving Youths

The process of matching a youth member to an existing record is exactly the same as matching an adult to an existing record.

Looking at a slightly different scenario here, our youth member has matched with 2 different records in the club who share the same DOB.

The screenshot shows the 'Match Members' interface for a youth member named Harvey Browne. The interface includes a search bar, a list of members to match, and a detailed view of the member's registration details and matching members.

**Match Members** [Settings] [Back]

Select Visible [ ] Deselect Visible [ ]

Find Matches

Search for Member

Member Name	Submitted ID	
[Redacted]	[Redacted]	<input type="checkbox"/>

**Harvey Browne** [Close]

Registration Details

Submitted ID	First Name	Last Name	DOB
[Redacted]	Harvey	[Redacted]	[Redacted]/10/2005

Matching Members

IRFU ID	First Name	Last Name	DOB	Link
13	Lucas	[Redacted]	[Redacted]/10/2005	<input type="checkbox"/>
14	Harvey	[Redacted]	[Redacted]/10/2005	<input type="checkbox"/>

Age Group: Youth New Registration Status: Awaiting Approval

Save

We know that Harvey (name redacted) matches with the Matching Members version of Harvey and not Lucas. In this case, just tick the box to Link Harvey before clicking Save. Harvey will retain their old IRFU ID, however you will still need to approve them. **This is so you can check the quality of the photograph uploaded before fully approving the member.**

The screenshot shows the 'Match Members' interface for the same youth member, Harvey Browne. The interface is identical to the previous screenshot, but the 'Link' checkbox for the matching member Harvey is now checked.

**Match Members** [Settings] [Back]

Select Visible [ ] Deselect Visible [ ]

Find Matches

Search for Member

Member Name	Submitted ID	
[Redacted]	[Redacted]	<input type="checkbox"/>

**Harvey Browne** [Close]

Registration Details

Submitted ID	First Name	Last Name	DOB
[Redacted]	Harvey	[Redacted]	[Redacted]/10/2005

Matching Members

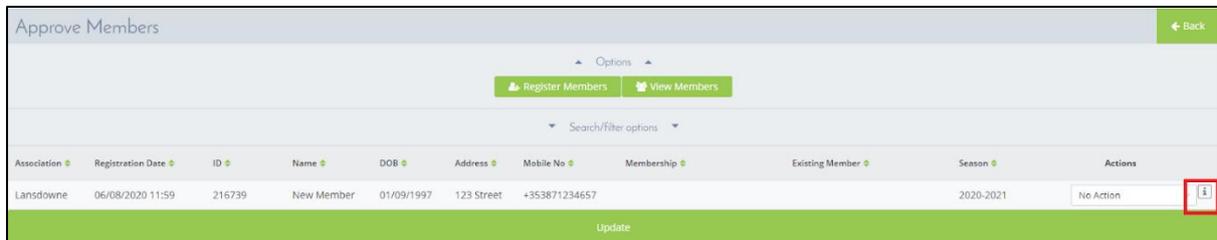
IRFU ID	First Name	Last Name	DOB	Link
13	Lucas	[Redacted]	[Redacted]/10/2005	<input type="checkbox"/>
14	Harvey	[Redacted]	[Redacted]/10/2005	<input checked="" type="checkbox"/>

Age Group: Youth New Registration Status: Active

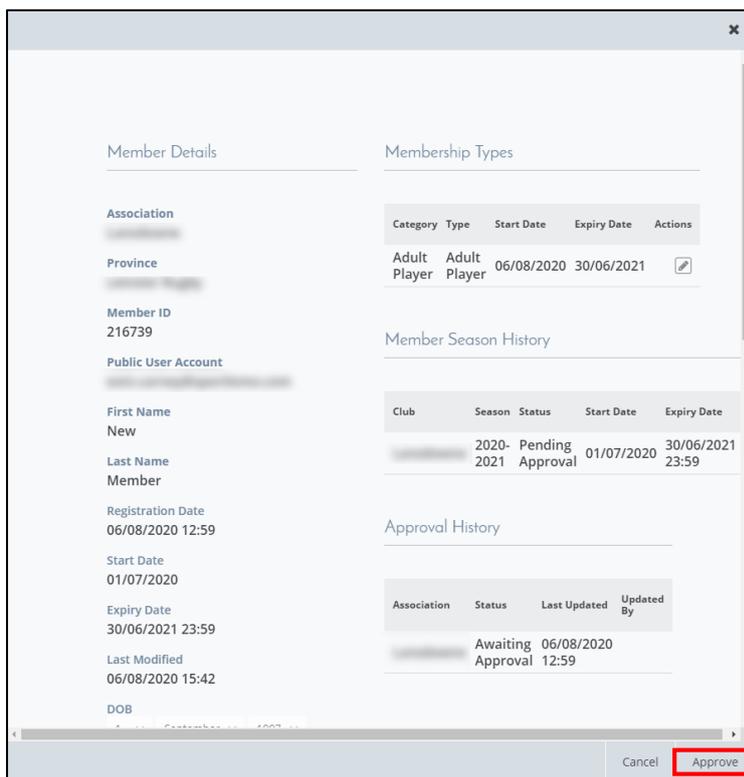
Save

The process for matching a youth member when no existing record is found exactly the same as per an adult, however this time, once the club has approved it will be automatically sent to the provincial branch for approval if the record was not matched. After you approve the member in your club, they will not become Active until they have also been approved by your province. You will however want to use Option 2 to approve members (i.e. click on the 'i' button)

The second option when approving a new member allows you to view the information submitted by the member. To view this information, click the “i” information icon related to the member.



Once clicked, you will be able to see if the photo uploaded by the youth is satisfactory, and if they have attached the correct proof of age identification. If all of the information provided is satisfactory, you can approve the member by clicking Approve. It will now automatically be sent to the provincial branch for approval.



If you are not happy with the quality of the photo or the proof of age identification is incorrect you must ask the parent or guardian to go into their account and add the updated documentation. Similarly, if there are details they have incorrectly entered you must ask the member themselves to correct it. Dates of Birth and IRFU ID numbers can only be edited through your Provincial Branch.

When they go through to the branch for approval it will now read 'Waiting Additional Approval'

The screenshot shows a web interface titled 'Membership Approval'. At the top, there is a 'Back' button. Below it, there are 'Options' and 'View Members' buttons. A search/filter options dropdown is also present. The main content is a table with the following columns: Association, Registration Date, ID, Name, Deb, Season, and Last Active Season. The table contains five rows of data for 'UL Bohemian' members. The 'Actions' column for each row contains a set of icons: a green circle with a white checkmark, a red circle with a white 'X', a blue circle with a white 'i', and a blue circle with a white 'd'. A red box highlights the 'Actions' column for the first two rows. The first row's status is 'Waiting Additional Approval'.

Association	Registration Date	ID	Name	Deb	Season	Last Active Season	Actions
UL Bohemian	13/08/2020 08:57	261639			2020-2021		 Waiting Additional Approval
UL Bohemian	13/08/2020 08:57	261640		16/02/2012	2020-2021		
UL Bohemian	13/08/2020 10:07	261829			2020-2021		
UL Bohemian	14/08/2020 20:40	267261		01/02/1995	2020-2021		
UL Bohemian	18/08/2020 14:32	285289			2020-2021		

### 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)