



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.
- We have also added a new form called 'Pre' Minis, this is for clubs who are taking payments through Sportlomo and have a pre-mini offering in their club. Please note this form is much like the mini form in that ID is required (this is so in subsequent years when renewing, their ID will already have been verified)

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.

All players who have ID verified in the system previously will now have a PDF placeholder in the ID Copy field stating '*ID Previously Uploaded and Verified by Branch*'

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.

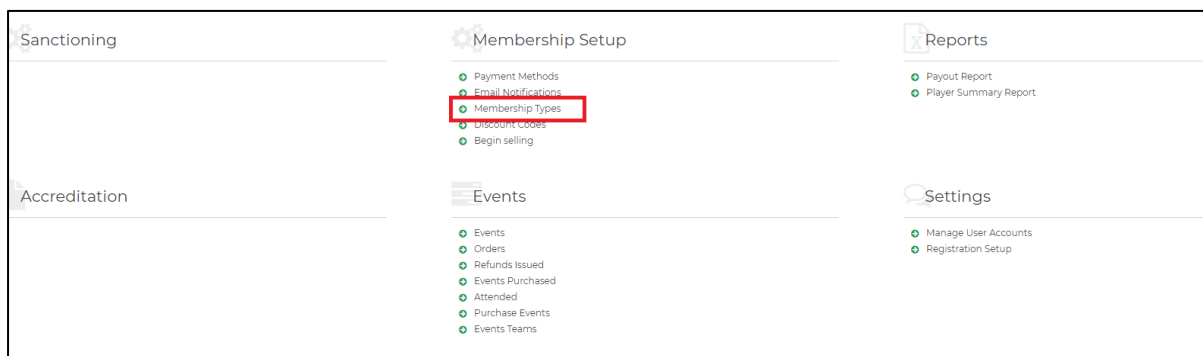
- **Connacht:** Fraser Gow – fraser.gow@connachtrugby.ie
- **Leinster:** Dermot O Mahony Dermot.OMahony@leinsterrugby.ie and Carol Maybury – carol.maybury@leinsterrugby.ie
- **Munster:** Aidan Cleary – aidan.cleary@munsterrugby.ie
- **Ulster:** rugbyconnect@ulsterrugby.com

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

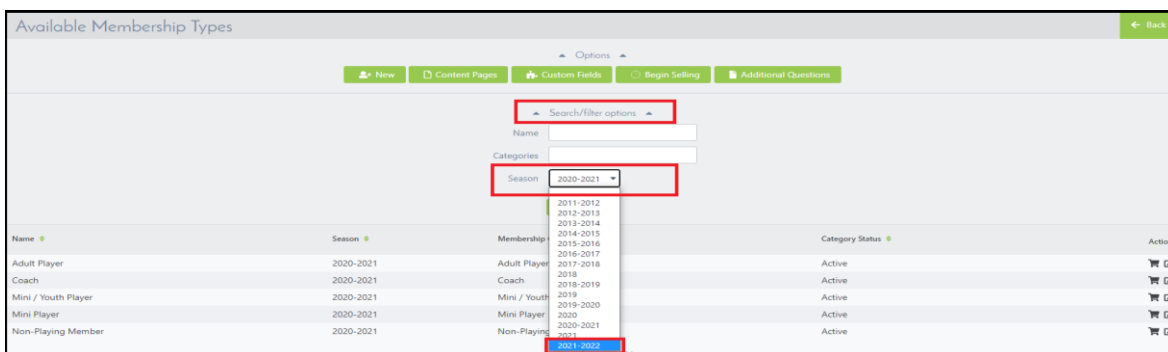
****however please note the earliest date you can make your memberships available is from July 1st 2021.**

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.

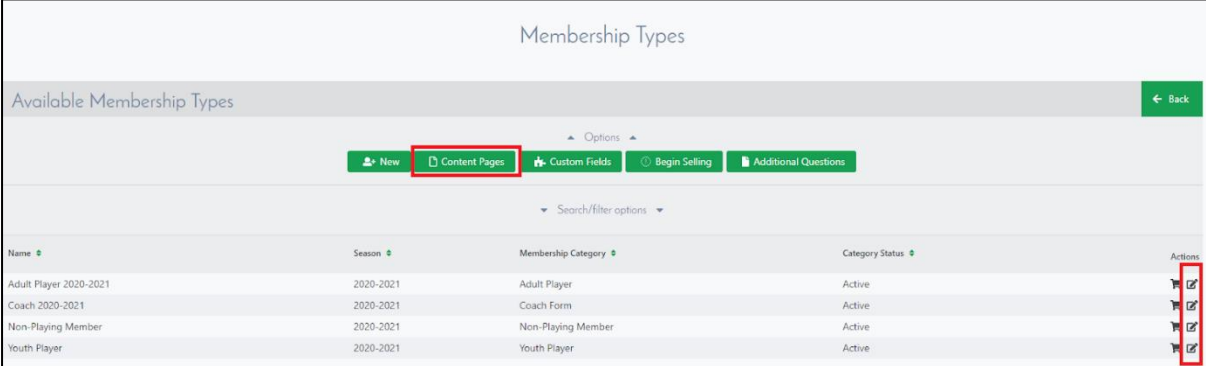
To view this years membership types you will need to enter in the 2021-22 in the Season drop down.



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 1st 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'.



Membership Types

Available Membership Types ← Back

New **Content Pages** Custom Fields Begin Selling Additional Questions

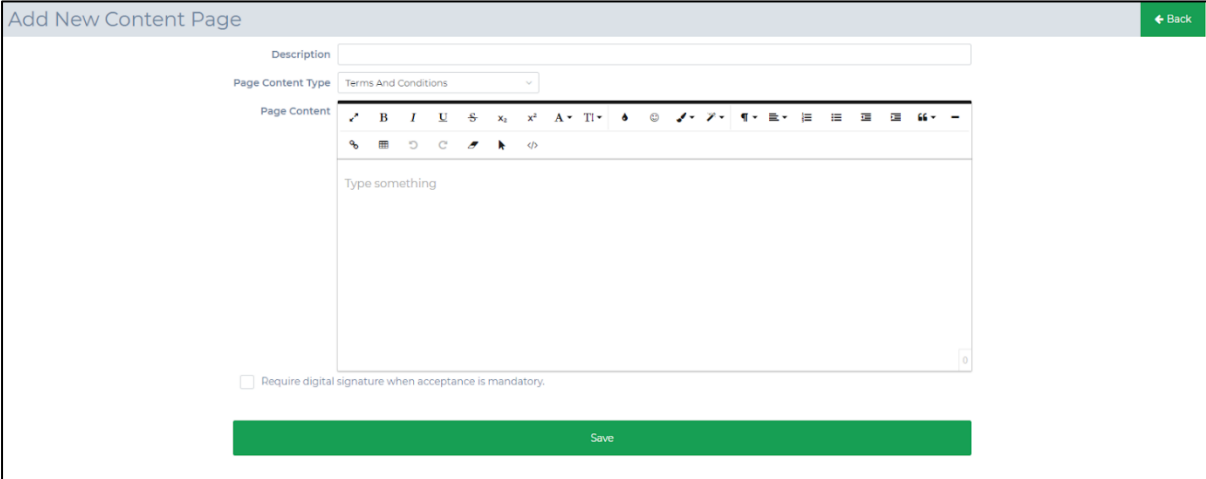
Options

Search/filter options

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, 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.



Add New Content Page ← Back

Description

Page Content Type Terms And Conditions

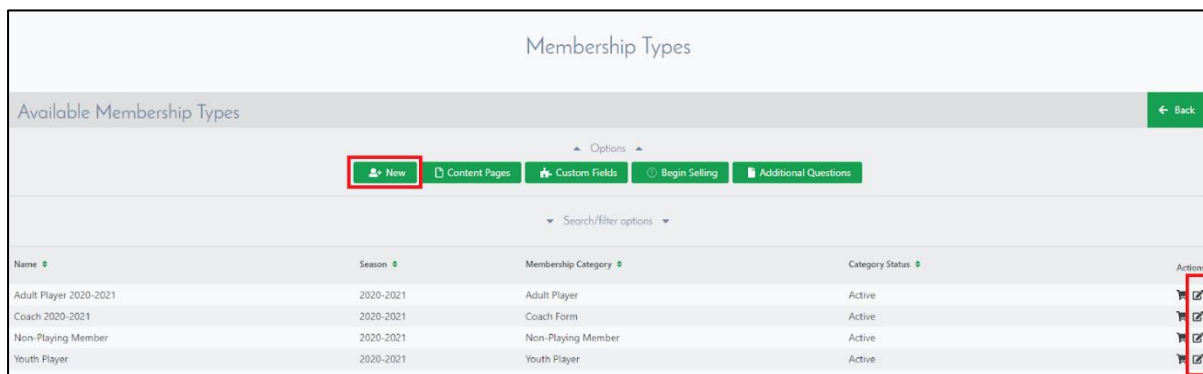
Page Content

Require digital signature when acceptance is mandatory.

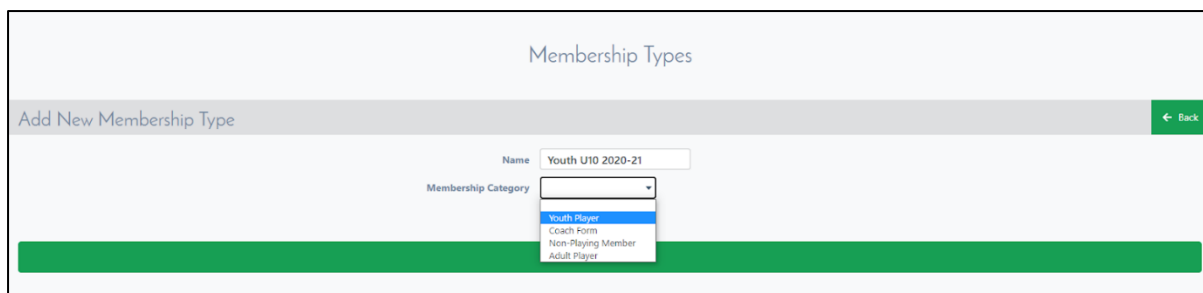
Save

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.



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.



4. 'Begin Selling' your memberships

The following steps can only be completed on or after July 1st.

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	Begin Selling
Coach 2020-2021	2020-2021	Coach Form	Active	Begin Selling
Non-Playing Member	2020-2021	Non-Playing Member	Active	Begin Selling
Youth Player	2020-2021	Youth Player	Active	Begin Selling

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.

Fill in package details

Name: Adult Player 2020-2021

Description: Optional short description - include any program dates

Season: 2020-2021

Featured

Selling From: 2020-07-21

Selling To:

Select membership types to add

- + Youth Player
- + Coach 2020-2021
- + Non-Playing Member
- + Adult Player 2020-2021
- + Youth U10 2020-21

Membership(s) in Package

Membership types included in this package

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

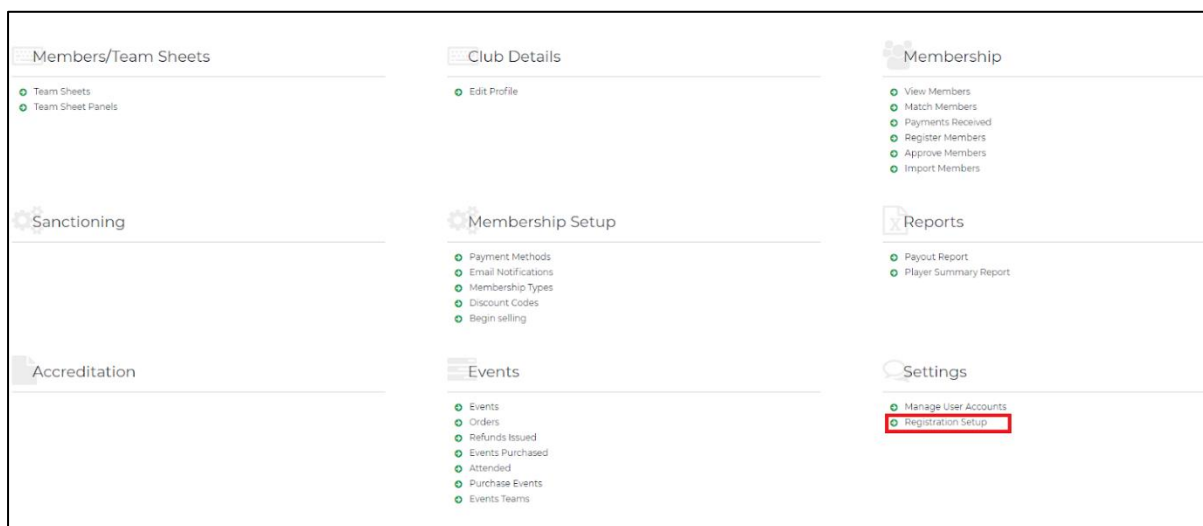
Save

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

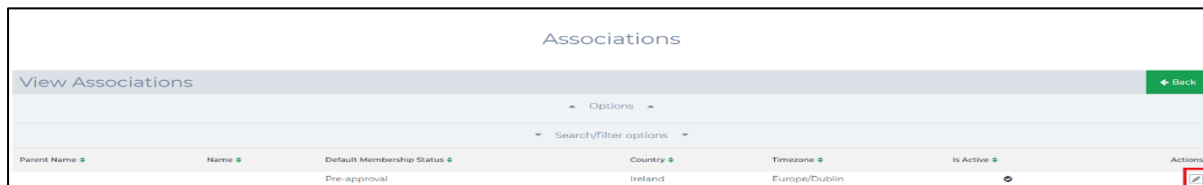
If you wish to accept membership payments through the Sportlomo system, please contact Eoin Carney in Sportlomo directly on eoin.carney@sportlomo.com

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.

Edit ← Back

Options

Edit Club Profile

Name

Registration Link (highlighted with a red box)

Events Portal Link

Default Membership Status

Currency

Country

Timezone

Is Active

Price Group

Save

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.

Members/Team Sheets

- Team Sheets
- Team Sheet Panels

Sanctioning

Club Details

- Edit Profile** (highlighted with a red box)

Membership Setup

Membership

- View Members
- Match Members
- Payments Received
- Register Members
- Approve Members
- Import Members

Reports

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.

Update Club Details ← Back

Options

+ Profiles
• Registration Config

Club Details

Name **Ashbourne**

Alternate Name

Alternate Name 2

Description

Web Address

Email

Phone No

Club Logo

Latitude

Longitude

Postcode & City

Country

Facebook

Twitter

Snapchat

Instagram

Home Colours

Alternate Colours

Save

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

Club Profiles

Club Profiles (Ashbourne) ← Back

+ Add

Profile Type	Description	First Name	Last Name	Email Address	Mobile No	Make Public	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
- **Leinster:** Carol Maybury – carol.maybury@leinsterrugby.ie
- **Munster:** Bernadette Linnane – Bernadettelinnane@munsterrugby.ie
- **Ulster:** Matthew Holmes – rugbyconnect@ulsterrugby.com
- **IRFU:** rugbyconnect@irfu.ie