



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

Irish Rugby Football Union

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

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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.

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 photo 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

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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How to renew in RugbyConnect:

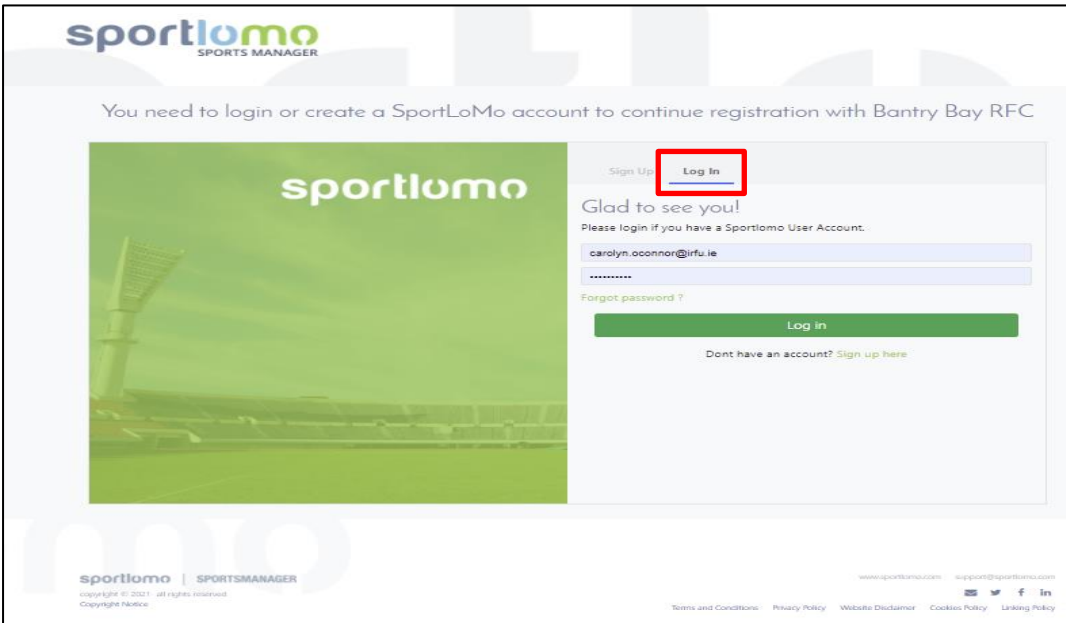
You will either have received an email renewal reminder from Sportlomo or your club may be in touch to remind you to renew your membership.

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 shows the Sportlomo login interface. At the top, it says "sportlomo SPORTS MANAGER". Below that, a message reads: "You need to login or create a SportLoMo account to continue registration with Bantry Bay RFC". The main content area is split into two sections. On the left is a green banner with the Sportlomo logo and a background image of a stadium. On the right is the login form. It has a "Sign Up" link and a "Log In" button (highlighted with a red box). Below that, it says "Glad to see you!" and "Please login if you have a Sportlomo User Account." There are two input fields: one for the email address "carolyn.oconnor@irfu.ie" and one for the password. Below the password field is a "Forgot password?" link. A green "Log in" button is positioned below the password field. At the bottom of the form, it says "Don't have an account? Sign up here". The footer contains the Sportlomo logo, copyright information, and various policy links.

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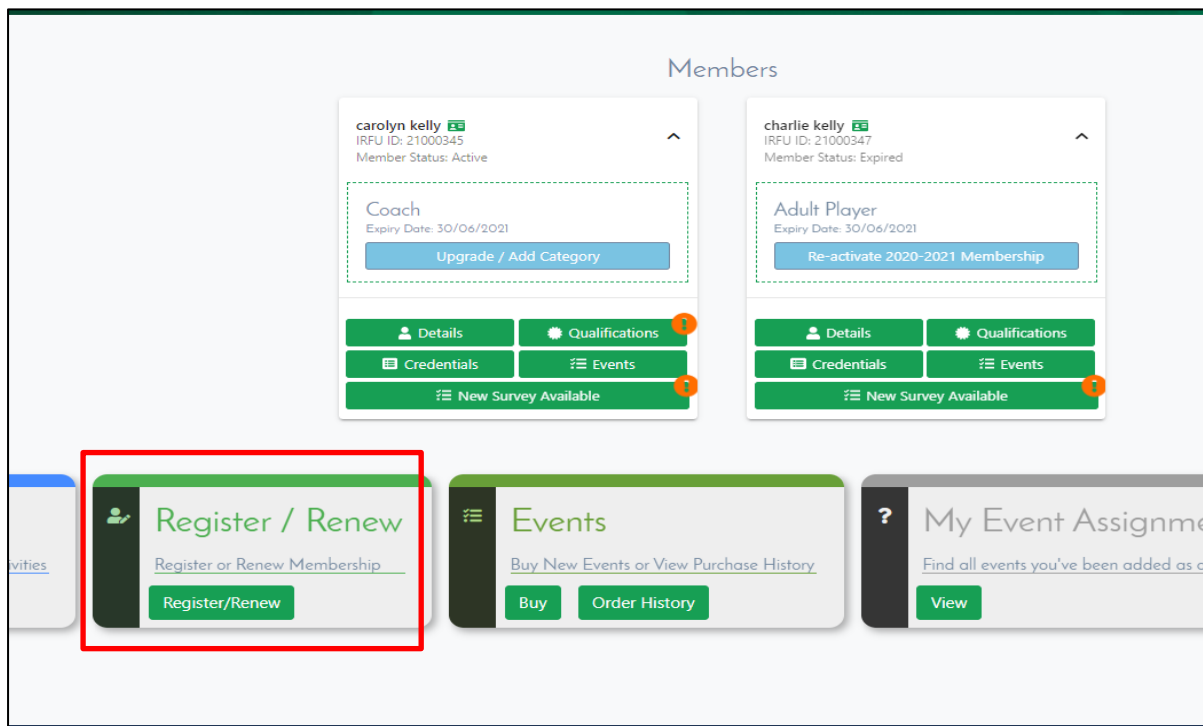
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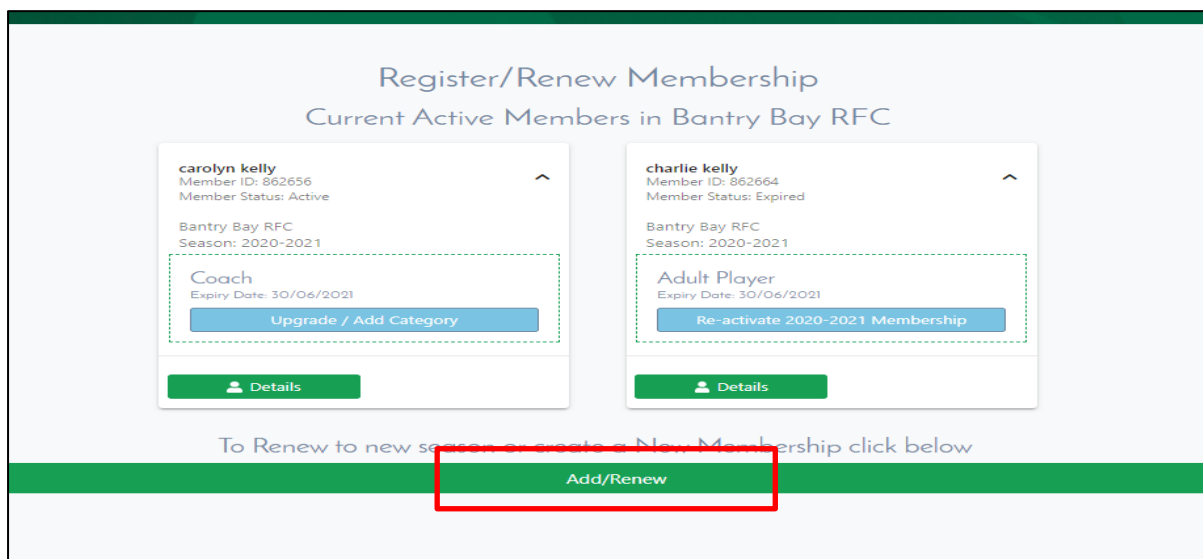
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When you login – you will see all the members on the account and you will see members that have expired and need to be renewed. Click on the 'register / renew' button.



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
Full Time Player (Student)	0.00	<input type="text"/>	0.00
Full Time Player (Youth)	150.00	<input type="text"/>	0.00
Part Time Player	100.00	<input type="text"/>	0.00
Part Time Player (Student)	0.00	<input type="text"/>	0.00
Part Time Player (Youth)	250.00	<input type="text"/>	0.00
Part Time Player (Youth)	0.00	<input type="text"/>	0.00
Total Cost			0.00

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

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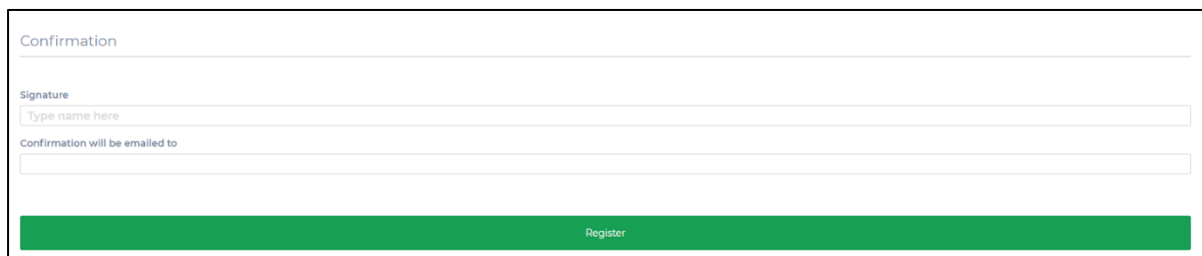
If you are a youth or mini renewing – you already submitted ID last season, this ID was verified in the branch and subsequently deleted for security purposes. To avoid you having to resubmit any ID you will not be presented with the below field where you are asked to use 'Existing Attachment', please tick on the check box.



We have deleted your previously verified ID, so the image here is just a pdf placeholder stating your ID was previously verified by the branch.



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.



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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
XXXXXXXXXXXX@XXXXXX.XXX	2020-01-01	0

Memberships

Membership ID	Name	Membership Type	Status
XXXXXX	XXXXXX	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: XXXXXXXX@XXXXXX.XXX

Payment Summary

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

Payment Breakdown

Association	Category	Price	Additional Fees	Discount	Amount Due
IRFU	Adult Player	0.00		0.00	0.00
Connacht Rugby	Adult Player	0.00		0.00	0.00
XXXXXX	Adult Player	50.00		0.00	50.00

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 SportLamo or your Club.

Please enter your card details

Card Number

Expiry /

CVV

What is my CVV code?

Powered by stripe

Continue

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"/>	Apply	
Total		50.00

Confirm Payment

Description	Amount
Registration Fee	50
Total charge to card	50

Make Payment

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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	
XXXXXXXXXXXX@XXXXXX.XX	12/12/2023	50.00	
Memberships			
Membership ID	Name	Membership Type	Status
XXXXXX	XXXXXXXXXX	Adult Player	Pre-approval

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