



## **RugbyConnect User Guide for Parent's Reassigning Account Access as Youth Turns 18**

### **Irish Rugby Football Union**

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

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

[www.irishrugby.com](http://www.irishrugby.com)   



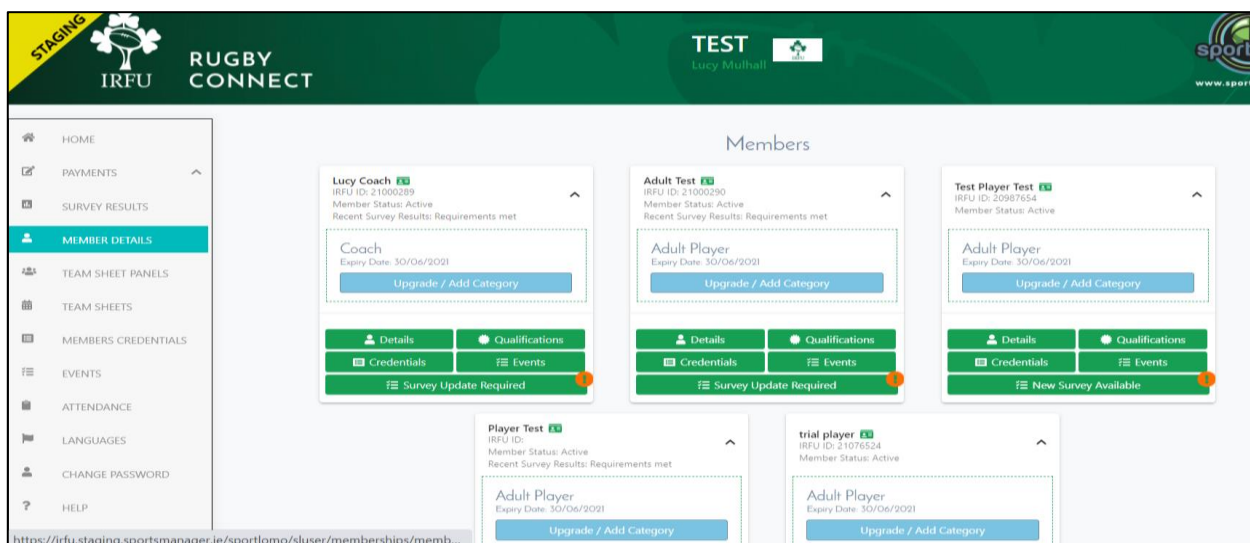
## Assigning an account over in RugbyConnect

When a youth player turns 18 their parent/guardian can now change ownership of the youth player's account so that the youth (now adult) can access their own account using their own email.

This can be completed by logging in to the parent/guardian's account:

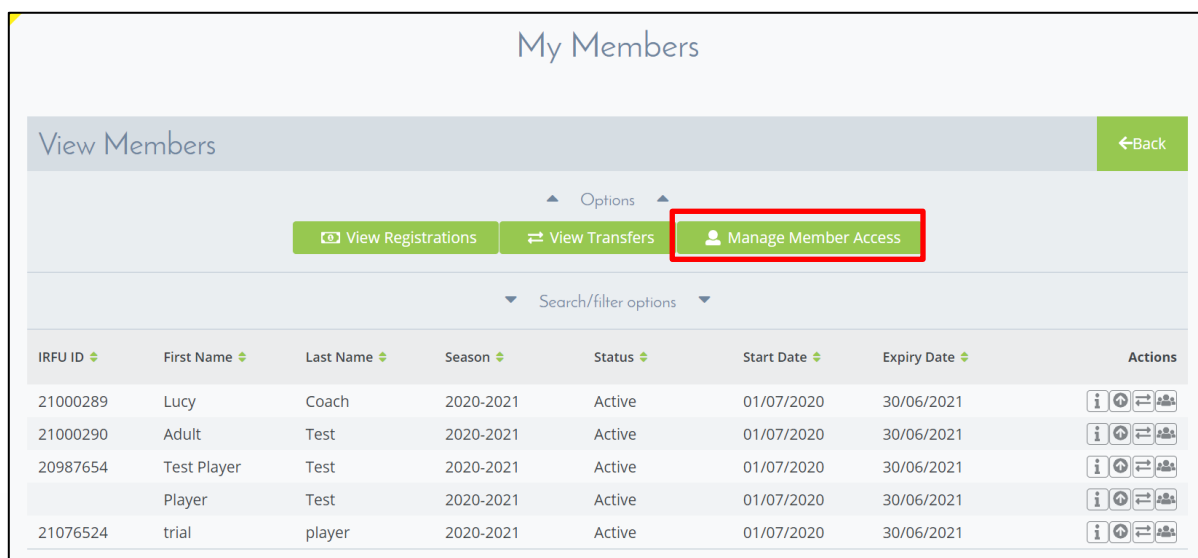
<https://sportsmanager.ie/sportlomo/users/login>

The process is described below:



On the left side of the screen select the “Member Details” link from the list of tabs.

The page below will appear, which shows all members on the current account. Select “Manage Member Access” as shown below.



### Irish Rugby Football Union

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

T +353 01 6473800 | F +353 01 6473801

[www.irishrugby.com](http://www.irishrugby.com) [Facebook] [Twitter] [YouTube]



Select “+ Grant Permission”.

Member Access Permissions

Permissions List

Search/filter options

Options

+ Grant Permission

Member ID	First Name	Last Name	To Account	Permission	Status	Actions
-----------	------------	-----------	------------	------------	--------	---------

Next, select the member you wish to ‘remove’ from your account. In this case I am selecting to remove ‘Player Test’ from my account. Click the icon and the player will show on the right side of the screen under “Permission Assignment”.

Grant Permission

Member Selection

Member ID	First Name	Last Name	Actions
20987654	Test Player	Test	
21000290	Adult	Test	
21000289	Lucy	Coach	
21076524	trial	player	
861449	Player	Test	

Permission Assignment

Member ID	Member Name	Permission	Actions
861449	Player Test	Please select	

Select ‘Assign Over’ from the Permission dropdown options. This will allow you to ‘remove’ the selected member from your account and reassign to another email.

Grant Permission

Member Selection

Member ID	First Name	Last Name	Actions
20987654	Test Player	Test	
21000290	Adult	Test	
21000289	Lucy	Coach	
21076524	trial	player	
861449	Player	Test	

Permission Assignment

Member ID	Member Name	Permission	Actions
861449	Player Test	Please select	

Please select

Please select

View

Edit

Assign Over

## Irish Rugby Football Union

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

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com



Member ID	First Name	Last Name	Actions	Member ID	Member Name	Permission	Actions
20987654	Test Player	Test		861449	Player Test	Assign Over	
21000290	Adult	Test					
21000289	Lucy	Coach					
21076524	trial	player					
861449	Player	Test					

Total 5 | page 1 of 1

rows per page 15

Account that will be granted access to selected members

E-mail address of an account

**Grant Permissions**

When you have selected '**Assign**' from the dropdown 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 reassignment will show on the next page.

### Member Access Permissions

Permissions List [← Back](#)

Search/filter options

Options

**+ Grant Permission**

Member ID	First Name	Last Name	To Account	Permission	Status	Actions
861449	Player	Test	testmulhall166@gmail.com	Assign Over	Awaiting Acceptance	

The member will receive an email inviting them to create a public user account under this email to accept the assignment. The email will be from a no-reply SportLomo account.

☐ ☆ noreply

**Activate SportLomo Account** - sportlomo SportLomo Account Activation Welcome to S...

11:24 AM

+

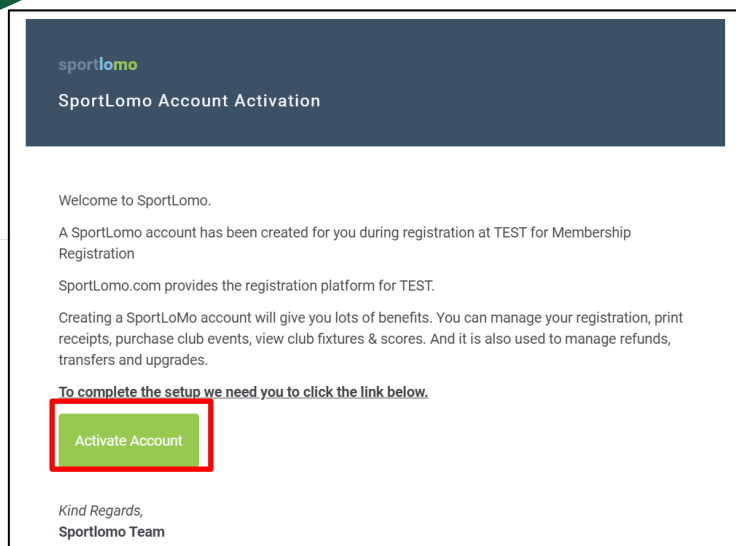
#### Irish Rugby Football Union

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

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com

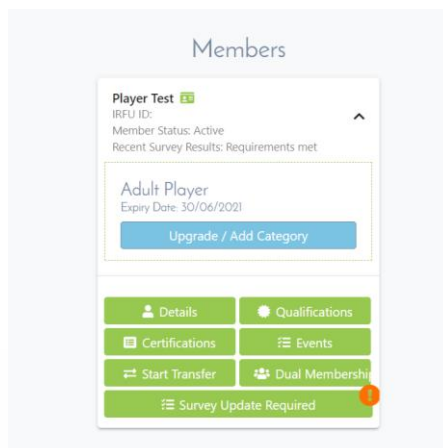




Click to 'Active Account'. This will bring you to the RugbyConnect page where you will fill in your details in the boxes shown below. You must also accept the Terms and Conditions.

Click on the green Activate button to complete.

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



## Irish Rugby Football Union

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

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com



Please note there is another guide available on <https://www.irishrugby.ie/running-your-club/rugbyconnect/> where you can see details of how to add permissions to another email address/account to access and/or edit your account and memberships. This may be useful for parents with two playing/coaching accounts to view and share their child's membership and schedule details.

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

Please contact your Club Support Officer:

- **Connacht:** Zoe Langsdale – [zoe.langsdale@connachtrugby.ie](mailto:zoe.langsdale@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)

#### **Irish Rugby Football Union**

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

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

[www.irishrugby.com](http://www.irishrugby.com)   

