



***RugbyConnect* Registration Sign-Up User Guide  
(For Players / Parents / Guardians / Coaches / Club  
Members)**

**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)   



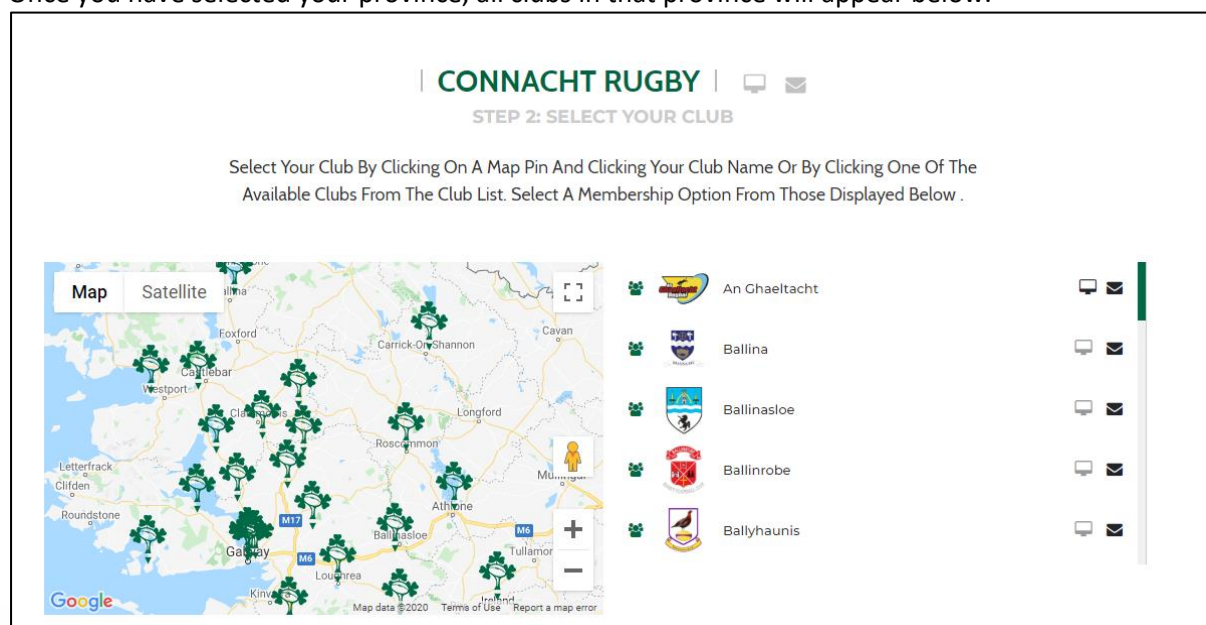
### Registering through *RugbyConnect.irfu.ie*:

There are 2 ways to register with your club. The first is by using this link and finding the club you wish to register with from the IRFU Registration Portal – <https://RugbyConnect.irfu.ie/>

The first step on the portal is to choose the Province in which your club is based.



Once you have selected your province, all clubs in that province will appear below.



### Irish Rugby Football Union

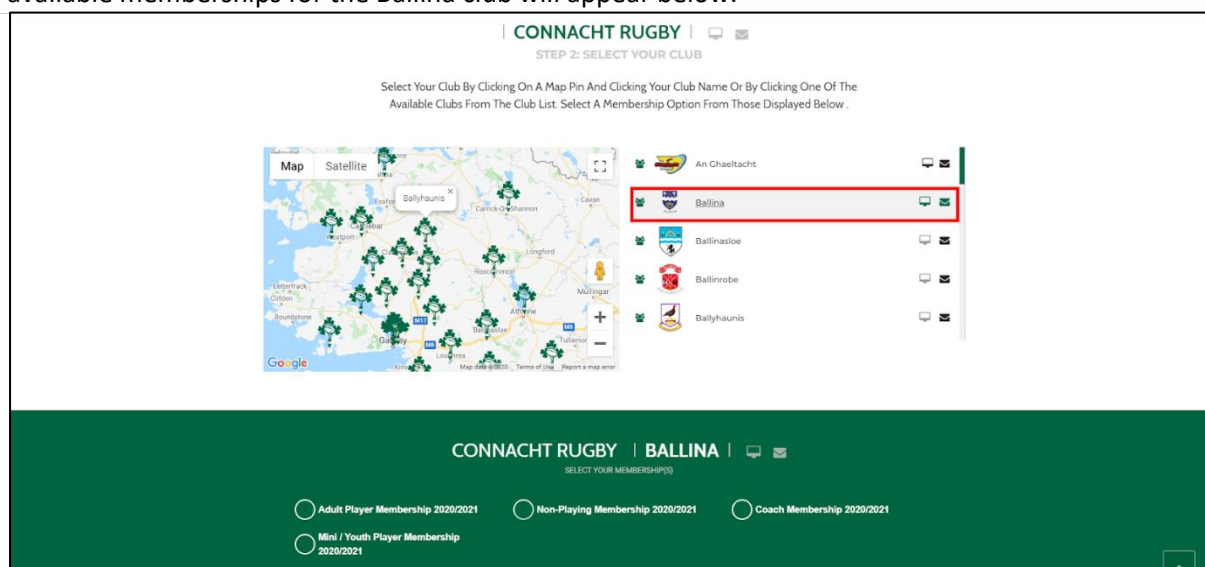
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You can choose to click your club name on the right hand side, or click the map pin on the left hand side to choose the club you want to register with. For example, if I choose Ballina here a list of available memberships for the Ballina club will appear below.



CONNACHT RUGBY | **STEP 2: SELECT YOUR CLUB**

Select Your Club By Clicking On A Map Pin And Clicking Your Club Name Or By Clicking One Of The Available Clubs From The Club List. Select A Membership Option From Those Displayed Below.

Map Satellite

Ballina

Ballinasloe

Ballinrobe

Ballyhaunis

CONNACHT RUGBY | **BALLINA** | **SELECT YOUR MEMBERSHIP(S)**

☒ Adult Player Membership 2020/2021

☐ Non-Playing Membership 2020/2021

☐ Coach Membership 2020/2021

☐ Mini / Youth Player Membership 2020/2021

☐ Life Membership 2020/2021

Choose the membership package you wish to register with by checking the box next to it, before clicking Register.



CONNACHT RUGBY | **BALLINA** | **SELECT YOUR MEMBERSHIP(S)**

☒ Adult Player Membership 2020/2021

☐ Non-Playing Membership 2020/2021

☐ Coach Membership 2020/2021

☐ Mini / Youth Player Membership 2020/2021

☐ Life Membership 2020/2021

**REGISTER**

Alternatively your club may have sent you a club link to use to register – please click on this link and the steps are the same from this point:

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You need to login or create a SportLoMo account to continue registration with Ballina



[Sign Up](#) [Log In](#)

### Create Account

Please create a Sportlomo User Account.

E-Mail  
This field is required.

Confirm E-Mail

Password  
This field is required.

First Name

Last Name

Languages

☐ Terms and Conditions Accept terms and conditions

[Register](#)

[Already have an account? Log in here](#)

You will be brought to the Sportlomo registration screen where you must create a Sportlomo account, or if you already have a Sportlomo account from a previous registration, simply log in.

You will be sent an activation email you must complete in order to activate the account.

The next step after logging in or registering is to choose the number of packages you require. Type in a number next to each package that you wish to register with. If you want just 1 registration, enter 1. If you want to register for multiples of the same package, enter the amount in the field, i.e. if you have 3 children you might be selecting 2 youth, and 1 mini.

To Renew or create a New Membership please select the package below

Name	Price	Quantity	Total (EUR)
2020-2021			
Adult (18+)	100.00	<input type="text"/>	0.00
Mini (5-11)	0.00	<input type="text"/>	0.00
Youth (12-17)	150.00	<input type="text"/>	0.00
Senior (18+)	100.00	<input type="text"/>	0.00
Family (2 Adults + 2 Children)	0.00	<input type="text"/>	0.00
Student (18+)	250.00	<input type="text"/>	0.00
Corporate (18+)	0.00	<input type="text"/>	0.00
<b>Total Cost</b>			<b>0.00</b>

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Once you have chosen your package, the next step is to fill out the registration form. You will be presented with a number of fields to be filled in as per below. Fields with **Bold** headings are required fields. Those in regular font are not mandatory but are useful to fill in.

The screenshot shows the 'Member Registration' form for 'Mini Player 2022-23'. The form is titled 'Enter your details' and has a 'Next' button in the top right corner. On the left, there is a 'Selected Membership' sidebar with options for 'YOUTH PLAYER 2022-23' and 'MINI PLAYER 2022-23'. The main form area is divided into two columns. The left column contains fields for 'Personal Data' including 'Parent / Guardian First Name', 'Address Line 1', 'Town / City', 'Postcode / Eircode', 'Parent / Guardian Phone number (in case of emergency)', 'Additional Parent / Guardian Last Name', 'Player First Name', 'Player DOB', 'I am signing the player up for', 'I have a', 'New to Rugby? Please Upload Proof of Age (Passport or Birth Certificate)', 'IRFU ID (if known)', and 'What school did you / are you attending?'. The right column contains fields for 'Parent / Guardian Last Name', 'Address Line 2', 'County', 'Parent / Guardian Email', 'Additional Parent / Guardian First Name', 'Additional Parent / Guardian Phone Number (in case of emergency)', 'Player Last Name', and 'The player identifies as'. There are also checkboxes for 'Autofill same field' and 'Did this person play Rugby in this club last season?'. A 'REGISTER' button is located at the bottom right of the form.

Note for new mini's and youth, you need to upload proof of age identification, and a passport style headshot picture for youths only.

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'.

The screenshot shows the 'Receipt' section of the registration form. It includes a 'Signature' field with a placeholder 'Type name here' and a 'Confirmation will be emailed to' field with the email 'kellycandyn96@gmail.com'. There is a 'REGISTER' button at the bottom right. Above the signature field, there are two checkboxes: 'By ticking this box, you give permission for the IRFU to contact you from time to time as we seek to gain more awareness on current player opinions that will form the basis of how we do things. This contact could take the form of a questionnaire or survey / View' and 'I would like to subscribe to the IRFU newsletter and other IRFU email marketing communications. I am aware I can unsubscribe at any time.'.

If you are signing up more than one person, at the end of the first form, you will click next and proceed to the next persons form.

The screenshot shows the 'Privacy Policy' and 'Consent' section of the registration form. It includes a 'Privacy Policy' section with a link to 'https://www.irishrugby.ie/privacy/'. There are two checkboxes: 'I accept' and 'I do not accept'. Below this, there is a section for 'Consent' with a checkbox 'I am aware that the Player's photograph or video image may be taken whilst attending or participating in games or activities connected with Irish Rugby / View'. There are also two checkboxes: 'By ticking this box, you give permission for the IRFU to contact you from time to time as we seek to gain more awareness on current player opinions that will form the basis of how we do things. This contact could take the form of a questionnaire or survey / View' and 'I would like to subscribe to the IRFU newsletter and other IRFU email marketing communications. I am aware I can unsubscribe at any time.'.

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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
		0

#### Memberships

Membership ID	Name	Membership Type	Status
		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:

#### Payment Summary

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

#### 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
	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 SportLomo or your Club.

Please enter your card details

Card Number

Expiry

CVV

What is my CVV code?

Powered by **stripe**

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="button" value="Apply"/>
<b>Total</b>		<b>50.00</b>

### Confirm Payment

Description	Amount
Registration Fee	50
<b>Total charge to card</b>	<b>50</b>

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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
XXXXXX@XXXXXX.COM	2020-01-01	50.00

Memberships


Membership ID	Name	Membership Type	Status
XXXXXX	XXXXXX	Adult Player	Pre-approval

### Registering through your club's direct link

The second way to register will be if your club distributes a direct registration link to their members and asks them to sign up using it. The link will look something like this:

<https://reg.sportlomo.com/club/IRFU/province/club>

Once accessed, this link will bring you to your club registration portal and you will be presented with the available membership packages within your club. Choose a package and click Register.

<h3>Member Registration Portal</h3> <p>for</p> 	<h3>Available Membership(s)</h3> <p>Please select the membership(s) you wish to purchase</p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Adult Player</b> €50.00 per annum</li><li><input type="checkbox"/> <b>Adult Player</b> €50.00 per annum</li><li><input type="checkbox"/> <b>Adult Player</b> €50.00 per annum</li></ul>
<div>Register</div>	

After clicking Register, you can repeat the steps from above to complete the registration.

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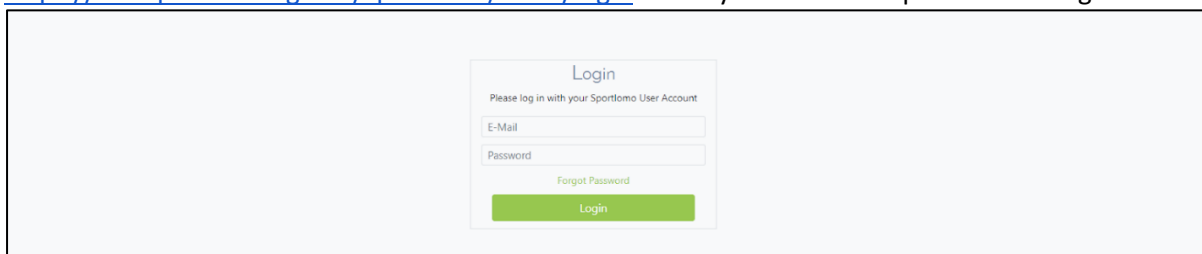
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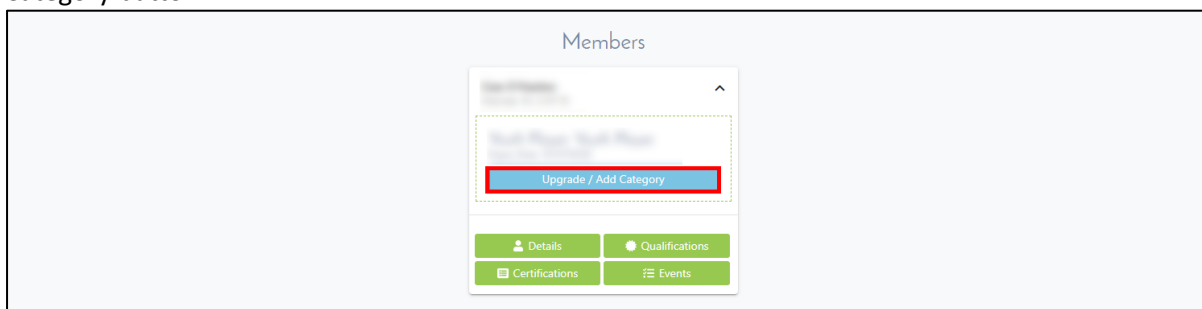


## Upgrade Your Membership

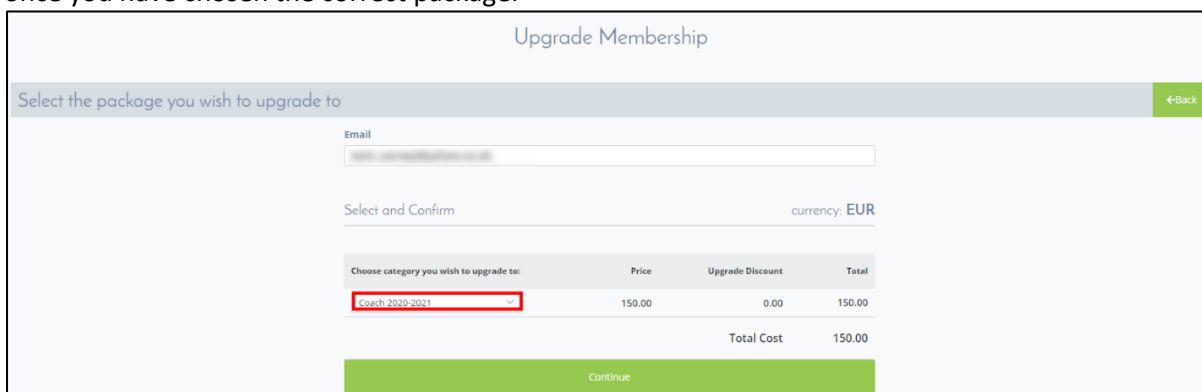
Some members may be required to upgrade their registration. This will be required in circumstances such as if a member who has registered as a player also needs to register as a coach. In order to upgrade, a member must login to their public user account. That can be done from this link: <https://irfu.sportsmanager.ie/sportlomo/users/login>. Enter your email and password to login.

A screenshot of the 'Login' page. The page has a light blue header with the word 'Login' in the center. Below the header, it says 'Please log in with your Sportlomo User Account'. There are two input fields: 'E-Mail' and 'Password'. Below these fields is a link that says 'Forgot Password'. At the bottom is a green button labeled 'Login'.

After logging in, you will see your member details. To upgrade membership, click the Upgrade / Add Category button.

A screenshot of the 'Members' page. The page has a light blue header with the word 'Members' in the center. Below the header, there is a profile card for a member. The card has a blue button labeled 'Upgrade / Add Category' which is highlighted with a red rectangle. Below the card are four green buttons: 'Details', 'Qualifications', 'Certifications', and 'Events'.

On the resulting screen, choose the membership package you wish to upgrade to. Click Continue once you have chosen the correct package.

A screenshot of the 'Upgrade Membership' page. The page has a light blue header with the text 'Upgrade Membership'. Below the header, there is a section titled 'Select the package you wish to upgrade to' with a green 'Back' button. Below this is an 'Email' input field. Then, there is a 'Select and Confirm' section with a 'currency: EUR' label. Below this is a table with the following structure:

Choose category you wish to upgrade to:	Price	Upgrade Discount	Total
<div>Coech 2020-2021</div>	150.00	0.00	150.00
Total Cost			150.00

A red rectangle highlights the 'Coech 2020-2021' option in the table. Below the table is a green button labeled 'Continue'.

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### Points to note:

To log into your account at anytime to amend or edit your details you can use the following link:

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

Some details can only be amended by your branch, such as Date of Birth and IRFU ID number.

All your details stored in our system is secure and follow the IRFU data provisions:

<https://www.irishrugby.ie/privacy/>

Proof of age identification documents stored in the system will be removed and deleted bi-annually (Mid and end of season)

Ideally the photograph should be similar to a photography you would submit for a passport application:

- Passport standard size where at all possible
- Shoulders and head where possible in shot
- White background
- No cap/hat/scarf, covid mask :)
- using the phone to register, it will allow to take and upload a selfie/rotate camera.

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