



RugbyConnect School Registrar User Guide

Irish Rugby Football Union

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Introduction

- All School players need to be renewed on RugbyConnect each season.
- Make sure to use the bulk renew to renew school players who you have registered previously.
- Please ensure you do not renew players who have left your school.
- When registering a new player, please search for them to see if they have an existing school record.
- Please read through this guide before commencing registration and look at the video and frequently asked questions on: <https://www.irishrugby.ie/running-your-club/rugbyconnect/>

Getting set up on RugbyConnect

If your school is yet to be set up on RugbyConnect your School Registrar will have to contact your provincial representative requesting 'Registrar' / 'Data Officer' access for you. Your provincial representative will provide you with your username and password and a link for the school's registration page.

- **Connacht:** Zoe Langsdale – zoe.langsdale@connachtrugby.ie
- **Leinster:** Dermot O Mahony - Dermot.OMahony@leinsterrugby.ie and Carol Maybury – carol.maybury@leinsterrugby.ie
- **Munster:** James Neville – james.neville@munsterrugby.ie
- **Ulster:** rugbyconnect@ulsterrugby.com

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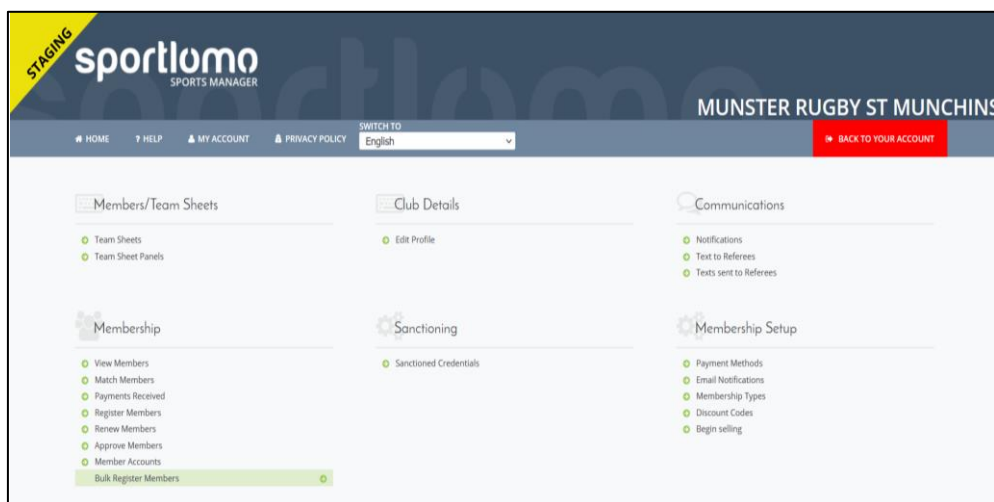
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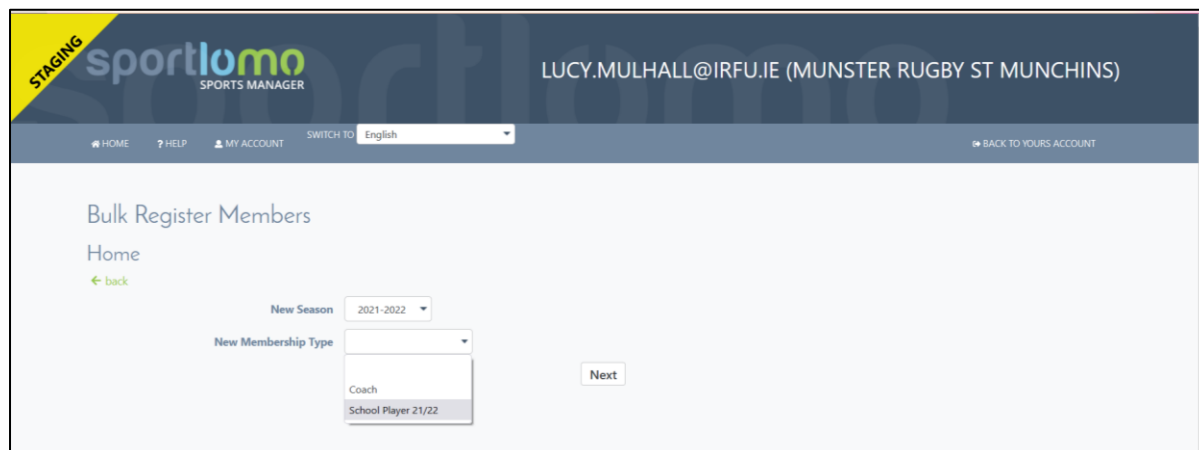
Step 1: Renewing existing members

****Please note: All new school's players must be registered individually (Step 2)***

The school administrator/Registrar must firstly login to the school's homepage in RugbyConnect. You will see the page below with a **Renew Members** and **Bulk Register Members** links below the Membership heading. The **Renew Members** link is where you can individually renew members but the **Bulk Register Members** is where you can renew all expired members at once.



Click on the **Bulk Register Members** link.



You will see the screen above. Select **School Player 23/24** from the dropdown next to **New Membership Type**. Ensure that the New Season is set as 2023-2024.

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STAGING

Membership Renewal Emails

View Membership Renewal Emails ← Back

Options

Search/filter options

Member ID	First Name	Last Name	dob	Last Season	Member Status	Select
115151001	James	McDonnell	20/11/2000	2020-2021	Expired	<input type="checkbox"/>
115151002	James	McDonnell	20/11/2000	2020-2021	Expired	<input type="checkbox"/>
115151003	James	McDonnell	20/11/2000	2020-2021	Expired	<input type="checkbox"/>
115151004	James	McDonnell	20/11/2000	2020-2021	Expired	<input checked="" type="checkbox"/>
115151005	James	McDonnell	20/11/2000	2020-2021	Expired	<input type="checkbox"/>
115151006	James	McDonnell	20/11/2000	2020-2021	Expired	<input checked="" type="checkbox"/>

https://staging-station.sportmanager.ie/forecast/manager/bulk-renewal-members/select-members/115151001/190#

You will see a list of your expired members from last season listing their IRFU ID, First Name, Last Name & DOB. As shown above you can select to renew a member by clicking in the white box next to their name under “select”. Selected members will have a green box with a tick inside.

STAGING

115151001	James	McDonnell	20/11/2000	2020-2021	Expired	<input type="checkbox"/>
115151002	James	McDonnell	20/11/2000	2020-2021	Expired	<input type="checkbox"/>
115151003	James	McDonnell	20/11/2000	2020-2021	Expired	<input type="checkbox"/>
115151004	James	McDonnell	20/11/2000	2020-2021	Expired	<input type="checkbox"/>
115151005	James	McDonnell	20/11/2000	2020-2021	Expired	<input checked="" type="checkbox"/>
115151006	James	McDonnell	20/11/2000	2020-2021	Expired	<input type="checkbox"/>
115151007	James	McDonnell	20/11/2000	2020-2021	Expired	<input type="checkbox"/>
115151008	James	McDonnell	20/11/2000	2020-2021	Expired	<input type="checkbox"/>

Renew

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rows per page 15

At the bottom of the page there is a **Green Renew** button as shown above. When you have selected all members you wish to renew, press the green Renew button to complete their registration.

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Bulk Register Members								
Import Result								
User	Message	Import Date	Status	Rows Added	Rows Updated	Errors	Start	Finish
munster rugby St Munchins	Starting Import	01/09/2021 11:00	Started	0	3	0	01/09/2021 11:00	

Result	Member ID	Description	Import Data
Complete		Updated	{"first_name":"scott","last_name":"connolly","member_id":1,"gender":1,"dob":1990-01-01,"email":"scott.connolly@munster.ie"}
Complete		Updated	{"first_name":"rian","last_name":"burke","member_id":2,"gender":1,"dob":1990-01-01,"email":"rian.burke@munster.ie"}
Complete		Updated	{"first_name":"Adam","last_name":"y","member_id":3,"gender":1,"dob":1990-01-01,"email":"adam.y@munster.ie"}

Total 3 | page 1 of 1

rows per page 15

This will bring you to the page above. The top line under **Import Result** you will see a summary of the number of members you have selected to renew. Below that there will be a list of each member with a summary of their data and **Complete** under the result column to show that their renewal was successful. The bulk renewal is now complete. Select View Members on your homepage under Membership and these members will be listed as active under the 2023/24 season.

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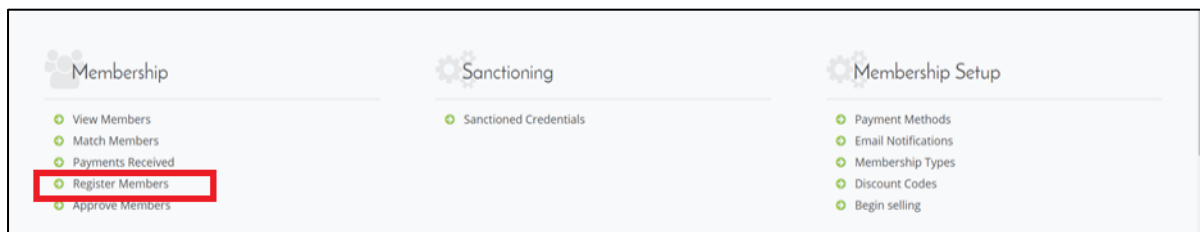
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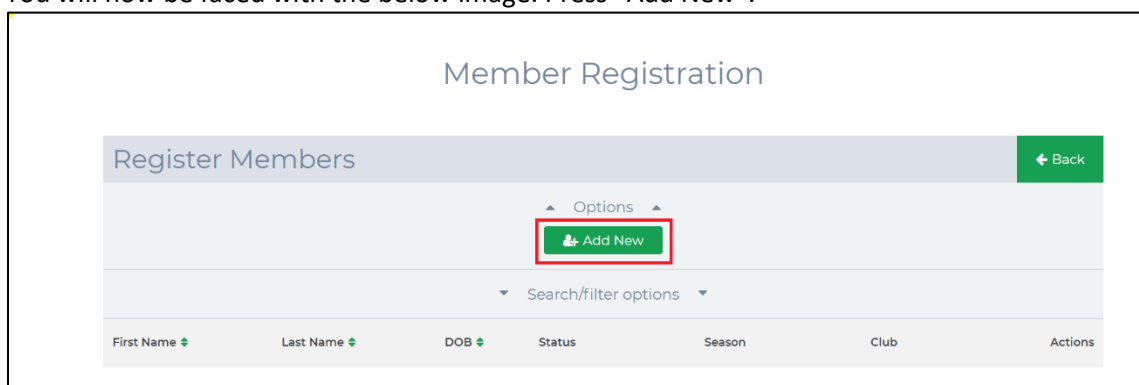


Step 2: New player/ First Year Registration

You may now begin to Register new players in your school. Click on the “Register Members” link on your home page as outlined below.



You will now be faced with the below image. Press “Add New”.



This next page searches for a player in the system. The only mandatory field on this page is Date of Birth and you can fill in first or second name or both also if you wish. You will have two slightly different registration processes depending on whether a player plays with a rugby club outside of school or not.

A screenshot of the 'Member Registration' form. The form has a header 'Member Registration' and a 'Register' button. Below the header, there is a section titled 'Please provide member Details'. This section contains three input fields: 'First Name', 'Last Name', and 'Dob'. The 'Dob' field is highlighted with a red box. Below the input fields, there is a 'Continue' button.

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1. **If a player is already registered with a club** the system will find that player, using their date of birth, from active players within that province. Please see my example below. Once you identify the correct player click the right arrow.

Member Registration

Register ← Back

Member ID	First Name	Last Name	DOB	Status	Season	Club	Actions
798003	Youth	Mulhall	03/03/2003	Active	2020-2021	Highfield	→

← Back To Search Add New

The players full name should fill in automatically as below and their payment method to “Manual”, Member status as “Active” and Season “2023-2024”.

All you need to do is click the “Schools Player” Option under the drop down for “Package” as shown in the screenshot.
Then click “Continue”.

Register ← Back

Select Package for Member

Full Name

Payment Method

Member Status

Season

Package

Schools Player

Testing Schools

Irish Rugby Football Union

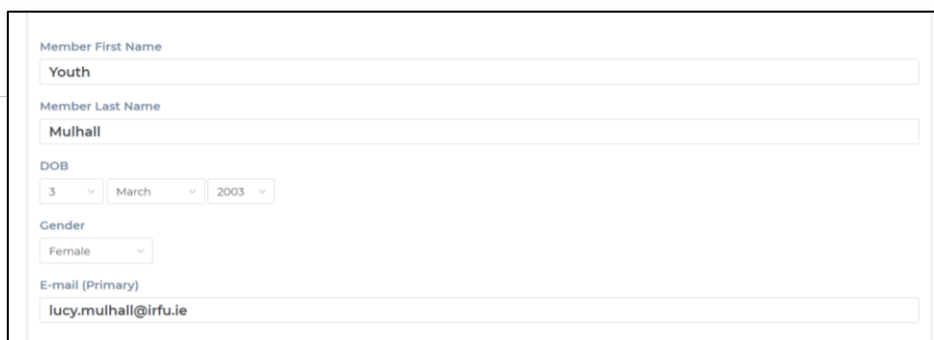
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The player's details from their club registration will be automatically filled in on the next page. Ensure that all the details match. Fill in the confirmation email address, **leaving their primary email and copying this into where a confirmation email is being sent to.**



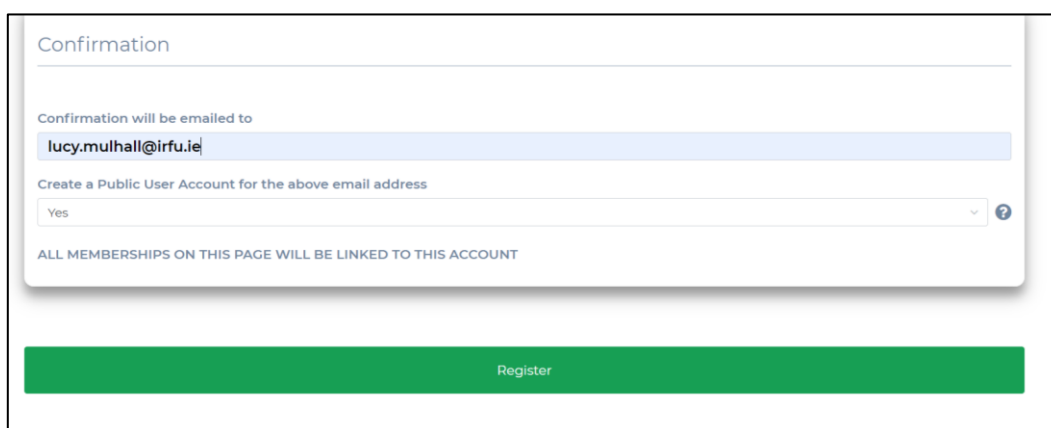
Member First Name
Youth

Member Last Name
Mulhall

DOB
3 March 2003

Gender
Female

E-mail (Primary)
lucy.mulhall@irfu.ie



Confirmation

Confirmation will be emailed to
lucy.mulhall@irfu.ie

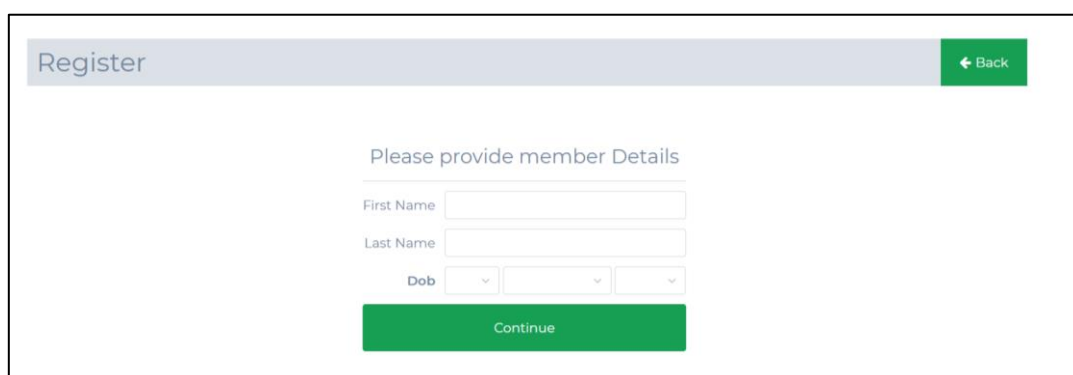
Create a Public User Account for the above email address
Yes

ALL MEMBERSHIPS ON THIS PAGE WILL BE LINKED TO THIS ACCOUNT

Register

This player will now be registered as a dual player and will appear on team sheets for both their club and the school.

Alternatively, **if a player is not registered with a club**, we follow a slightly different process. Click Register Member, click Add New and then fill in their D.O.B. as previously shown.



Register

Please provide member Details

First Name

Last Name

Dob

Continue

Press "Continue" and since the player is not registered with a club the system won't find a suitable match. Click the "Add New" option.

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Member Registration

Register
← Back

Member ID	First Name	Last Name	DOB	Status	Season	Club	Actions

← Back To Search
Add New

Ensure the “Manual”, “Active” and 2023-2024 options are selected and then select “Schools Player” from the dropdown for Package as shown below.

Press Continue.

Member Registration

Register
← Back

Select Package for Member

Payment Method Manual

Member Status Active

Season 2020-2021

Package Please Select

Schools Player
Testing Schools

Fill out the form with the players details and a relevant email address, you can use their email address if you have it, if not use the schools email address. **You can enter the school's email address here as well as for their confirmation email address, however ensure the 'Create a Public User account for the above email address REMAINS AT NO.** Then click register and the player will be registered under the school.

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Schools Player

Personal Data

Member First Name

Member Last Name

DOB
Day... Month... Year...

Gender
Please Select...

E-mail (Primary)

E-mail (Primary)

Confirmation

Confirmation will be emailed to

Create a Public User Account for the above email address
Yes ?

ALL MEMBERSHIPS ON THIS PAGE WILL BE LINKED TO THIS ACCOUNT

Register

Step 3: Coach Registration

****Please note that all coaches must register themselves by creating a public user account. The registrar must send the coach the school's link to register. This link is only to be used by coaches and officials and NOT to register players. To access this link, click on the Registration Setup link under Settings as shown below.**

Settings

- Member Credentials
- Qualification Types
- Qualifications
- Member Qualifications
- Tutor/Coaches

- Refunds Issued
- Events Purchased
- Attended
- Purchase Events
- Events Teams

• Registration Setup

You will then see the School's profile and you click on the information button as shown below.

View Associations ← Back

Options

Search/Filter options

Parent Name	Name	Default Membership Status	Country	Timezone	Is Active	Allow Transfers	Actions
Munster Rugby	Glenstal Abbey	Active	Ireland	Europe/Dublin	⊕	⊕	i

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There are two links in this page. Copy the Registration link as shown below and send it to the coach you wish to get registered.

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Associations

view
← Back

Options

Name	Glenstal Abbey
Registration Link	https://irfu.staging.sportsmanager.ie/sportlomo/registration/member-registration/club/2510
Events Portal Link	https://irfu.staging.sportsmanager.ie/sportlomo/registration/event-registration/index/2510
Default Membership Status	Active
Currency	Euro (EUR)
Country	Ireland
Timezone	Europe/Dublin
Is Active	inActive
Refund Days	0
Refund Check Teamsheets	

When the coach opens this link, they will see the page below from which they may now begin to register as a public user. Should they need some help completing this there are guidelines on <https://www.irishrugby.ie/running-your-club/rugbyconnect/> that can walk them through the process. As described above you can then add the coach to a panel, and they can begin to add to their panel and add sessions.

Member Registration Portal
for
Glenstal Abbey

Available Membership(s)
Please select the membership(s) you wish to purchase

Register

Step 4: Team Sheets

To create team sheet panels for your school, click on the Team Sheets

Members/Team Sheets

- Team Sheets
- Team Sheet Panels**

Club Details

- Edit Profile

Communications

- Notifications
- Text to Referees
- Texts sent to Referees

Membership

- View Members
- Match Members
- Payments Received
- Register Members

Safeguarding

- Safeguarding Credentials

Membership Setup

- Payment Methods
- Email Notifications
- Membership Types
- Discount Codes

You then click "Add"

Panels List
← Back

Options

+ Add

Search/filter options

Club	Team	Age	Gender	Panel	Players	Team Officials	Events	Actions
------	------	-----	--------	-------	---------	----------------	--------	---------

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You can begin to add players or add coaches to the panel by clicking on the options highlighted in the screenshot below. If you add Officials to the panels you will allow them access to the panels through their public account and they can then add players to the panel and set it up themselves.

Panel Name

Season
2020-2021

Team / Age Grade
17s / Schools U17

Gender
Male

Players on Panel:
0

Officials on Panel:
0

Registered Events

Panel

Players

Officials

Once you identify the coach or official you wish to assign to the team click on the “Add Person” Icon as highlighted in the screenshot below. That coach is now assigned to the team and can add players to the panel through their own account

Panel Details

Team Officials

Member ID Official Name

No Officials added

Add

Select Officials

Member ID	Member Name	DOB	Club
797869	Eoin Carney	04/05/1966	Glenstal Abbey
797870	Eoin New Reg Carney	01/01/2007	Glenstal Abbey
797865	Youth Player Two Carney	04/08/2007	Glenstal Abbey

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rows per page 15

Panel

Players

Officials

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Your Panels should look something like below.

Team Sheet Panels

Panels List [← Back](#)

Options [+ Add](#)

Search/filter options

Club	Team	Age	Gender	Panel	Players	Team Officials	Events	Actions
Glenstal Abbey		Schools U16	Male	Glenstal Abbey	0	0	0	Add Edit Delete
Glenstal Abbey		Schools U19	Male		0	1	0	Add Edit Delete
Glenstal Abbey		Schools U17	Male		0	0	0	Add Edit Delete
Glenstal Abbey	B	Schools U17	Male		0	0	0	Add Edit Delete

Total 4 | page 1 of 1

rows per page 15

*** Please note that when a player leaves the school and if they were not dual with a club they will not have a public user account (email) linked to their membership. To do so they must contact their provincial officer (below) with their email and their DOB and request a public user account to be set up for them.

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