

CREATE A COACH PROFILE

This guide will detail how to create a Coach Profile on **SCRUMS**, the Scottish Rugby User Management System.

STEP 1

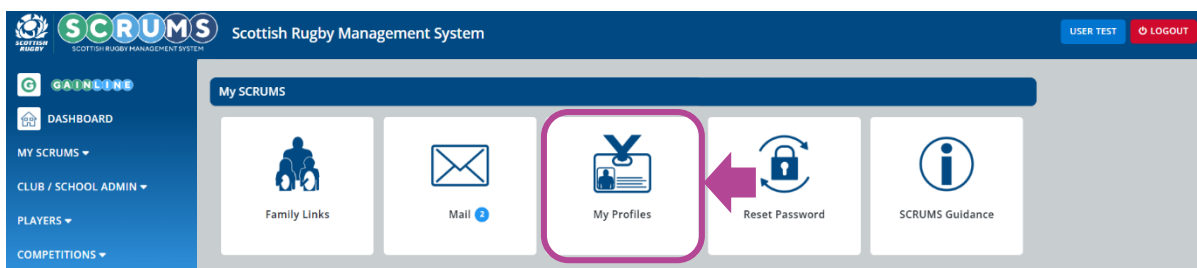
To create a **Coach Profile**, please [login to your own SCRUMS Account](#) from the **SCRUMS** main login page [HERE!](#)



The screenshot shows the SCRUMS login page. At the top is the SCRUMS logo and the text 'SCOTTISH RUGBY MANAGEMENT SYSTEM'. Below this is the 'GAIN LINE' logo. The login form includes fields for 'Email' and 'Password', a 'Remember Me' checkbox, and a 'Forgot Password?' link. A blue 'Log In' button with a right arrow is highlighted with a pink box and a pink arrow pointing to it from the right. Below the login fields is a link 'Not a member already?' and a green 'Register Here' button.

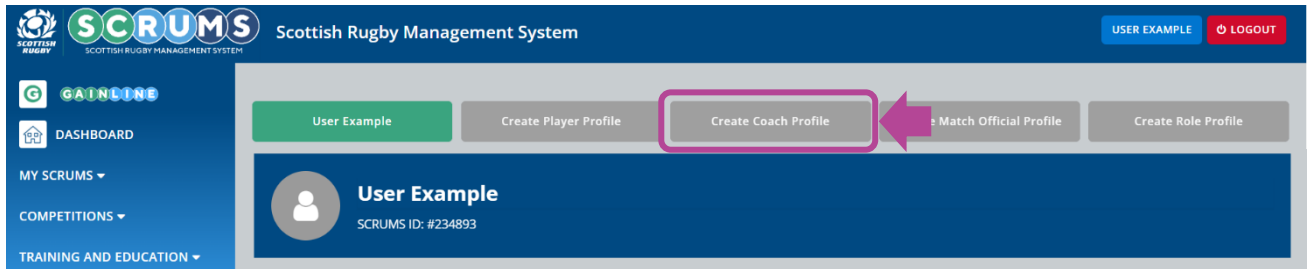
STEP 2

Once logged into your account, from the **SCRUMS Main Dashboard** Click the **My Profiles** tile.



STEP 3

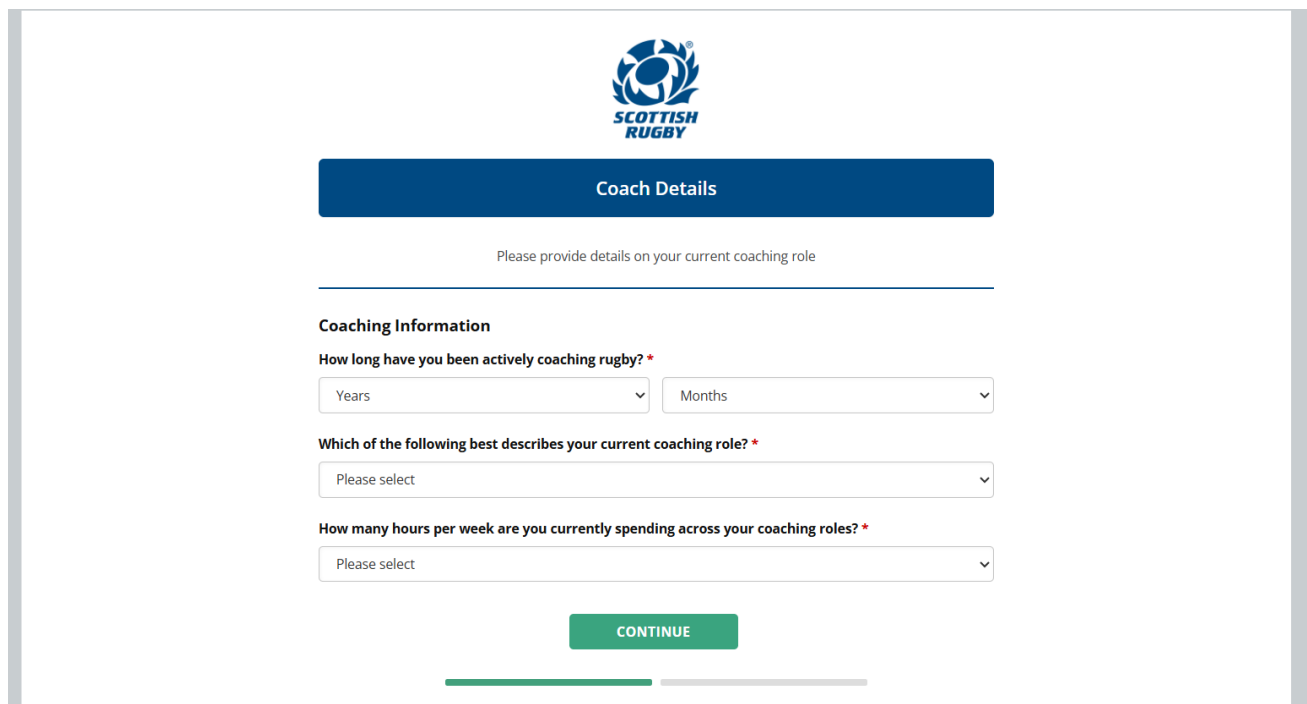
To create a **Coach Profile**, click on the **Create Coach Profile** tab.



STEP 4

This will open the **Coach Registration Form** which contains **4 Sections**.

SECTION 1: Coach Details: Please complete the questions about the nature of your role and current weekly time commitment.

The screenshot shows the 'Coach Details' registration form. At the top is the Scottish Rugby logo. Below it is a dark blue header with the text 'Coach Details'. Underneath, it says 'Please provide details on your current coaching role'. The form is titled 'Coaching Information' and contains three questions, each with a dropdown menu:

- 'How long have you been actively coaching rugby? *' with options for 'Years' and 'Months'.
- 'Which of the following best describes your current coaching role? *' with a 'Please select' dropdown.
- 'How many hours per week are you currently spending across your coaching roles? *' with a 'Please select' dropdown.

At the bottom of the form is a green 'CONTINUE' button. A progress bar at the very bottom shows the first section is completed.

SECTION 2: Coach Club Details: Please select your club and / or school where you are actively coaching. You can add up to 2 connections from this section.

Search for the club or school by typing into the **Search Box**. This will open a drop down for related clubs / schools. Select your club / school by clicking on it.



Where do you currently coach your rugby? *

Club

Add a Club

Search by club name

new

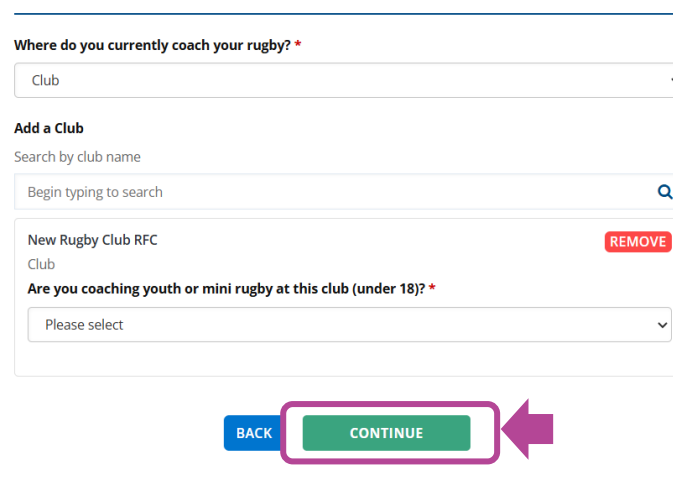
New Rugby Club RFC

Newton Stewart RFC

Your Connections will be highlighted.

For each club selected, you will be asked if you are involved in coaching youth or mini rugby at that club. For schools, we do not need to ask this question.

You can either confirm the selections by **Continuing** to **SECTION 3** or **Remove** a selection and replace it with another using the same process.



Where do you currently coach your rugby? *

Club

Add a Club

Search by club name

Begin typing to search

New Rugby Club RFC

Club

Are you coaching youth or mini rugby at this club (under 18)? *

Please select

BACK CONTINUE



SECTION 3: Coach Demographic Information: Please complete your demographic information. Each question contains a 'Prefer not to say' option if you would like to opt out of providing this data.

What is your sex? *

Female

Do you consider yourself to be trans, or have a trans history? *

Please select

Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months? *

Please select

How would you describe your sexual orientation? *

Please select

Religious belief *

Please select

Ethnicity *

Please select

Nationality *

Please select

PLEASE NOTE: If you have already completed **Demographic Information** from a previous **Profile** set up (Player / Match Official / Roles) you will not be asked to complete it again here.

Why Provide Demographic Data? As a National Governing Body, Scottish Rugby collects demographic data to monitor inclusion across the game. We are committed to developing processes, practices and plans to ensure rugby is open to all. To monitor our progress in this area, we collect demographic data.

Press **CONTINUE** to progress to **SECTION 4**

BACK

CONTINUE

SECTION 4: Medical Conditions / Emergency Contact: Please enter any relevant medical conditions and a **1st Emergency Contact**.

You can update your **Medical Conditions** or add a **2nd Emergency Contact** from your **Coach Profile** once created.

Medical conditions

Optional

Emergency contact

1st Emergency Contact Name *

Relation to Player *

Please select

1st Emergency Contact E-Mail *

1st Emergency Contact Mobile Number *

BACK

CREATE COACH PROFILE

PLEASE NOTE: If you have already completed **Medical Conditions / Emergency Contact** from a previous **Profile** set up (Player / Match Official / Roles) you will not be asked to complete it again.

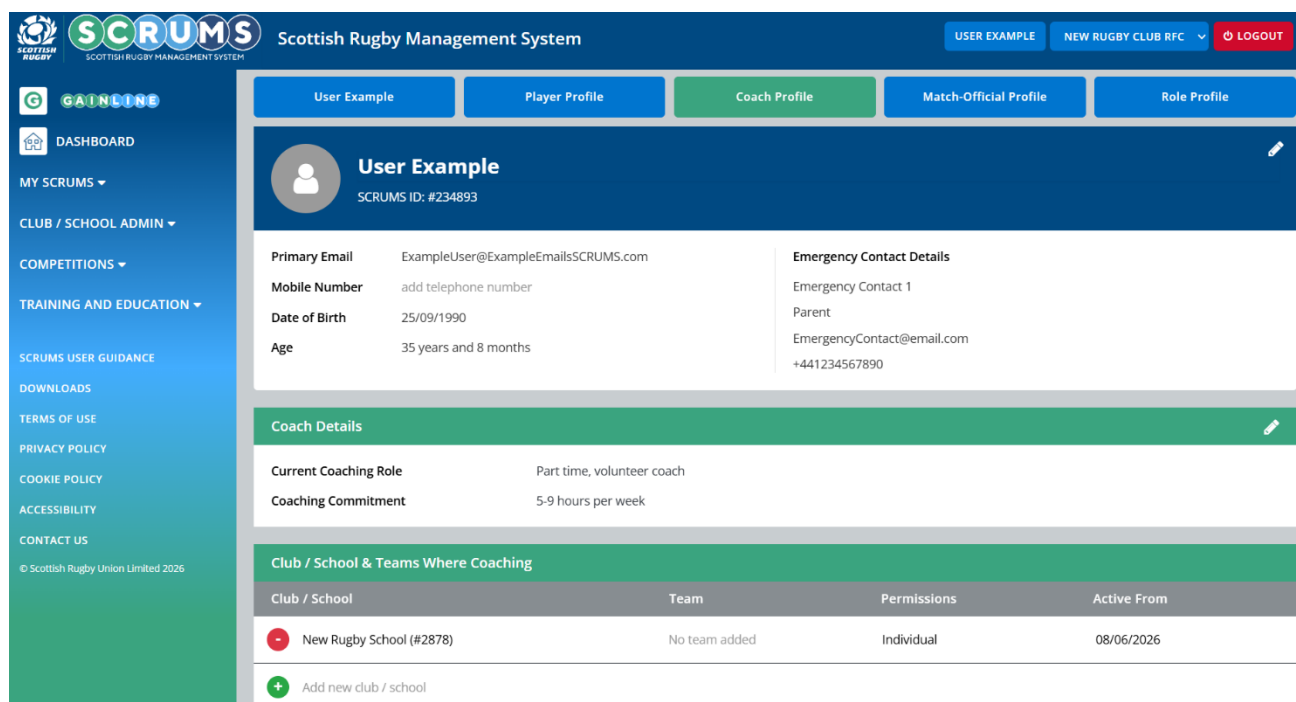
CREATE YOUR COACH PROFILE

Then, once you are happy with the information you have provided, click the **Create Coach Profile** button to add your **Coach Profile** to **SCRUMS**.



YOUR COACH PROFILE

Your **Coach Profile** will be created automatically. You can access it at any time from the **My Profiles** section.



The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the Scottish Rugby logo, the SCRUMS logo, and the text "Scottish Rugby Management System". On the right, there are buttons for "USER EXAMPLE", "NEW RUGBY CLUB RFC", and "LOGOUT". The left sidebar contains a menu with items like "GAINLINE", "DASHBOARD", "MY SCRUMS", "CLUB / SCHOOL ADMIN", "COMPETITIONS", "TRAINING AND EDUCATION", "SCRUMS USER GUIDANCE", "DOWNLOADS", "TERMS OF USE", "PRIVACY POLICY", "COOKIE POLICY", "ACCESSIBILITY", and "CONTACT US". The main content area shows the "Coach Profile" page for "User Example" (SCRUMS ID: #234893). The profile includes sections for "Primary Email", "Mobile Number", "Date of Birth", "Age", "Emergency Contact Details", "Coach Details", and "Club / School & Teams Where Coaching".

Club / School	Team	Permissions	Active From
New Rugby School (#2878)	No team added	Individual	08/06/2026
+ Add new club / school			

From your **Coach Profile** you can:

- [Edit](#) Coach Profile Details
- [Add or Remove](#) Clubs / Schools
- [Edit](#) Medical Details and Emergency Contact Information
- [View](#) your Qualifications List

You can also view any other related information based on your participation.

Guidance on **Managing your Coach Profile** can be found from the **SCRUMS Guidance** section [HERE!](#)