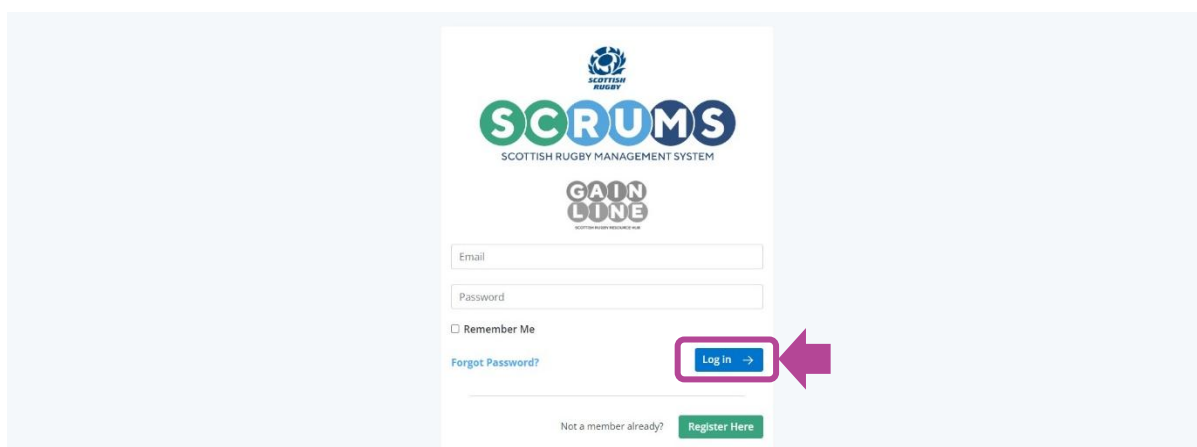


CREATE A MATCH OFFICIAL PROFILE

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

STEP 1

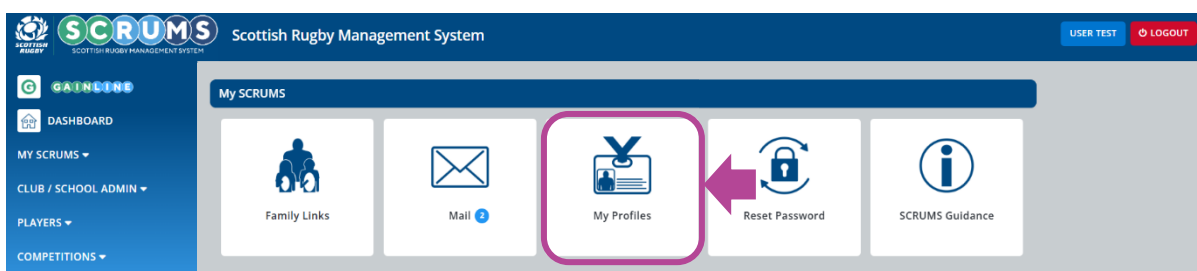
To create a **Match Official Profile**, please [login to your own SCRUMS Account](#) from the **SCRUMS** main login page [HERE!](#)



The image shows the SCRUMS login page. It features the Scottish Rugby logo at the top, followed by 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, a 'Forgot Password?' link, and a 'Log in' button with a right arrow. A purple box highlights the 'Log in' button, and a purple arrow points to it from the right. At the bottom, there is a link 'Not a member already?' and a 'Register Here' button.

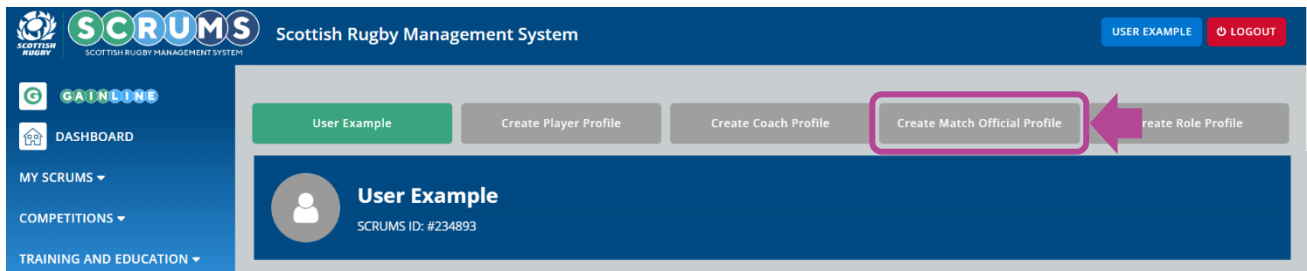
STEP 2

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



STEP 3

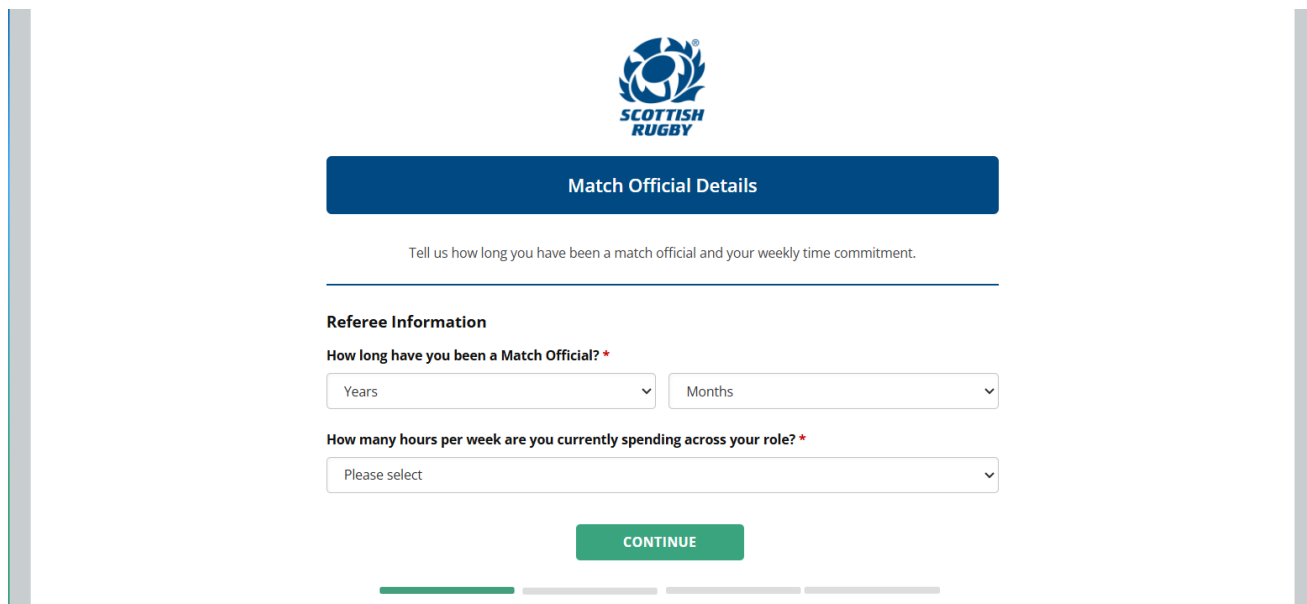
To create a **Match Official Profile**, click on the **Create Match Official Profile** tab.



STEP 4

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

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

The screenshot displays the 'Match Official Details' registration form. At the top is the Scottish Rugby logo. Below it is a dark blue header bar with the text 'Match Official Details'. A subtitle reads: 'Tell us how long you have been a match official and your weekly time commitment.' The form is divided into sections. The first section is 'Referee Information'. It contains two questions: 'How long have you been a Match Official? *' with dropdown menus for 'Years' and 'Months', and 'How many hours per week are you currently spending across your role? *' with a 'Please select' dropdown menu. At the bottom of the form is a green 'CONTINUE' button. A progress bar at the very bottom shows four steps, with the first step highlighted in green.

SECTION 2: Match Official Club Details: Please indicate if you are a **Society Referee** or a **Community Referee** (club, school, university).

Then, select your Society and / or Club and / or School where you are **currently affiliated**. You can add up to 3 connections from this section.

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

currently affiliated.

Which of the following statements best describes your current role? *

I am a Community Referee (officiating at local / school / club level without society appointment). ▼

Add a Club

Search by club name

Q

New Rugby Club RFC +

Newton Stewart RFC +

Search by school name

Q

Your Connections will be highlighted.

PLEASE NOTE: If you are not affiliated to any clubs / schools please tick the **'I'm not linked to a club'** and / or **'I'm not linked to a school'** tickbox.

Which of the following statements best describes your current role? *

I am a Community Referee (officiating at local / school / club level without society appointment). ▼

Add a Club

Search by club name

Q

New Rugby Club RFC REMOVE

Club

☐ I'm not linked to a club

Add a School

Search by school name

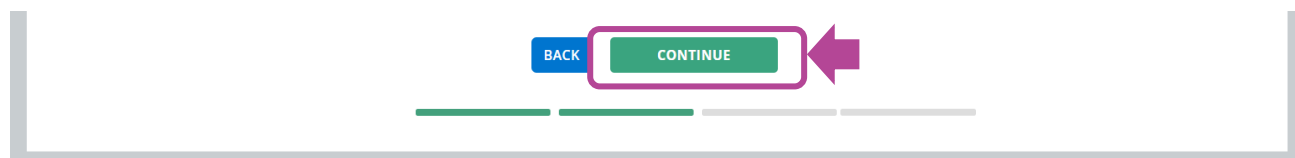
Q

☐ I'm not linked to a school

Local Authority of Residence *

Please select ▼

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



SECTION 3: Match Official 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

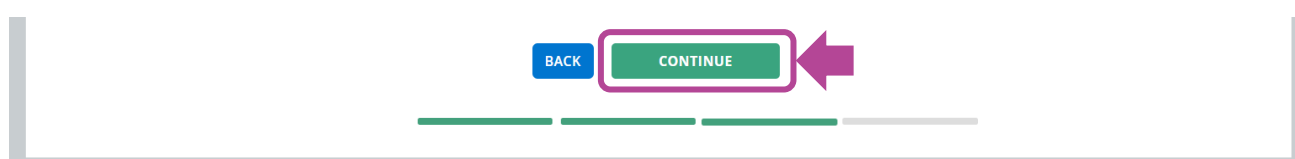
Nationality *

Please select

PLEASE NOTE: If you have already completed **Demographic Information** from a previous **Profile** set up (Player / Coach / 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**





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 **Match Official Profile** once created.

Medical conditions

Optional

Emergency contact

1st Emergency Contact Name *

1st Emergency Contact E-Mail *

Relation to Player *

1st Emergency Contact Mobile Number *

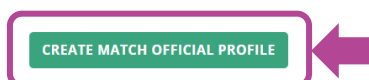
BACK

CREATE MATCH OFFICIAL PROFILE

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

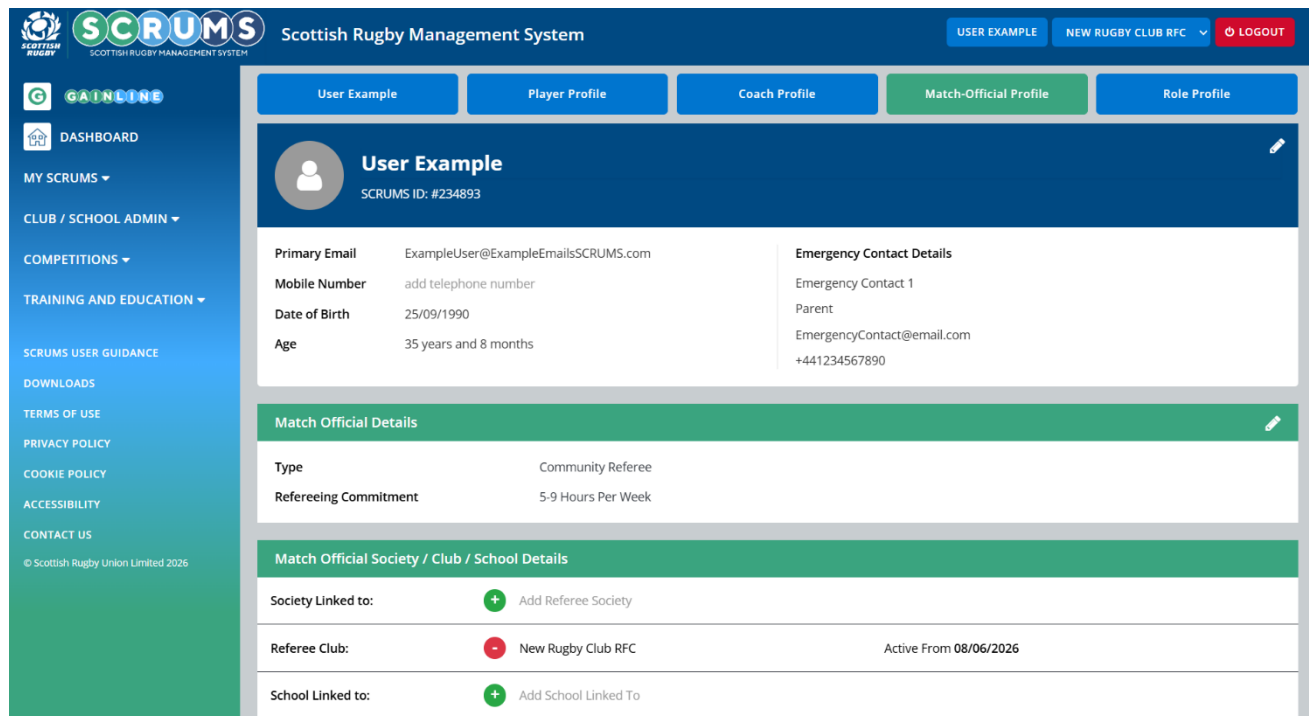
CREATE YOUR MATCH OFFICIAL PROFILE

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



YOUR MATCH OFFICIAL PROFILE

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



The screenshot shows the SCRUMS Match Official Profile page for 'User Example'. The page has a dark blue header with the SCRUMS logo and navigation links: 'USER EXAMPLE', 'NEW RUGBY CLUB RFC', and 'LOGOUT'. Below the header is a sidebar with a green background containing various links 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 has a top navigation bar with tabs: 'User Example', 'Player Profile', 'Coach Profile', 'Match-Official Profile' (selected), and 'Role Profile'. The profile details are organized into sections: 'User Example' (SCRUMS ID: #234893), 'Primary Email' (ExampleUser@ExampleEmailsSCRUMS.com), 'Mobile Number' (add telephone number), 'Date of Birth' (25/09/1990), 'Age' (35 years and 8 months), 'Emergency Contact Details' (Emergency Contact 1, Parent, EmergencyContact@email.com, +441234567890), 'Match Official Details' (Type: Community Referee, Refereeing Commitment: 5-9 Hours Per Week), and 'Match Official Society / Club / School Details' (Society Linked to: Add Referee Society, Referee Club: New Rugby Club RFC, Active From 08/06/2026, School Linked to: Add School Linked To).

From your **Match Official Profile**, you can:

- [Edit](#) Match Official Profile Details
- [Add or Remove](#) Society / Clubs / Schools
- [Edit](#) Medical Details and Emergency Contact Information
- [View](#) your Appointed Fixture History and Qualifications List

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

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