CREATE A COACH PROFILE

I DON'T HAVE A SCRUMS ACCOUNT

If you don't have a **SCRUMS** account, before creating your Coach Profile, you will first need to register on **SCRUMS.**

If you already have a **SCRUMS** account, please login to your existing **SCRUMS** account to create your Coach Profile. Separate guidance for this process can be found **here.**

STEP 1

To navigate to the **SCRUMS** login / registration page, please follow the link below;
https://scrums.scottishrugby.org/login

To begin registration, click on the '**Register Here'** button.

PLEASE NOTE: If you have an existing **SCRUMS** account you **DO NOT** need to register a new **SCRUMS** account to create a Coach Profile.

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STEP 2

Then, click on '**Click here to read Terms of Use and Privacy Policy then Proceed to Registration**'.

You will now be presented with the **'SCRUMS Terms of Use'** & **'Privacy Policy',** scroll down to read and then click on **'Accept'** to continue to Registration.
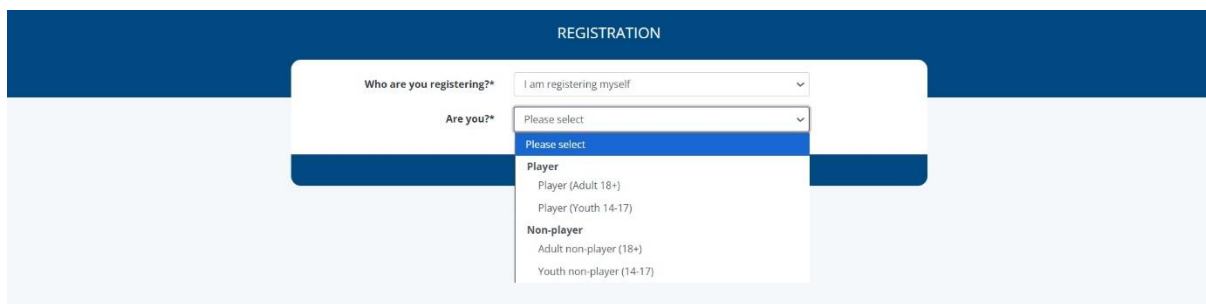
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STEP 3

From the Dropdown, first select the **'I am registering myself'** option.

PLEASE NOTE: You will be asked if you are a '**Player**' or '**Non-Player**'. If you are both, please select '**Non-Player**' at this stage as you will still have the option to create your **Player Profile** once registered on SCRUMS. Select from:

- **Adult Non-Player (18+)** - Select this option if You are 18 years old or older

- **Youth Non-Player (14-17)** - Select this option if you are aged between 14 and 17 years old.

Please enter the required information within the **SCRUMS Registration Form**.

Once your details are complete, enter your password and click '**Create Account**'

For any further guidance please contact **scrums@sru.org.uk**
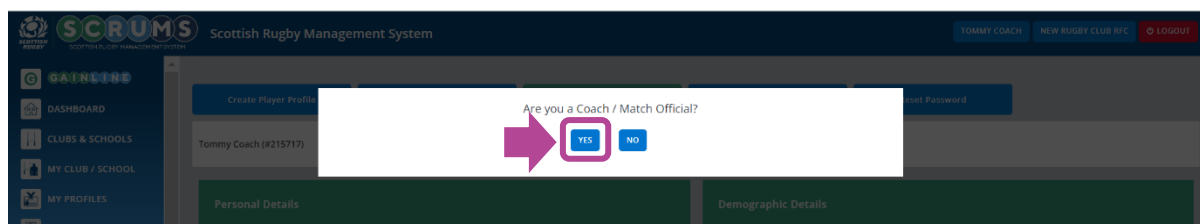
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STEP 4

You will now receive an email from **SCRUMS** with an email verification link, click on the **'Verify Email'** link to verify your email address and to complete the registration and verification process.

STEP 5

When you have completed the registration process, you will be logged into your **SCRUMS** account. You will then be asked the question '**Are you a Coach / Match Official?**'.
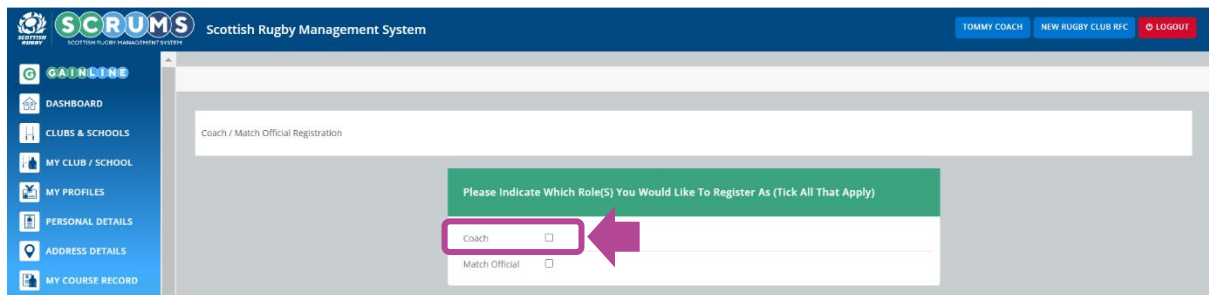
Select '**Yes**' to begin building your Coach Profile.
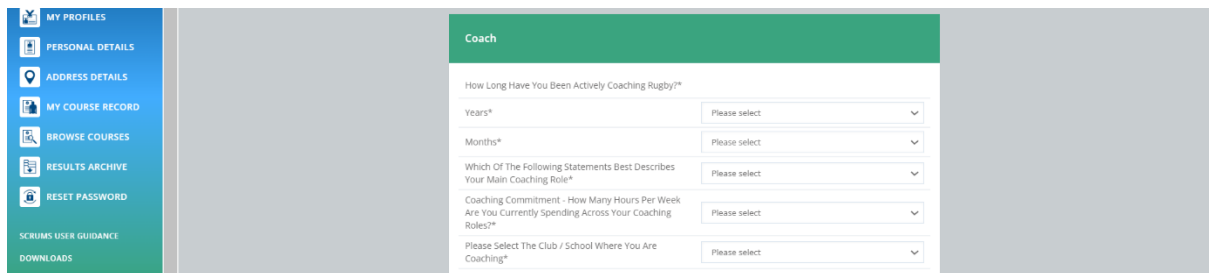
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STEP 6

Please select '**Coach**' from the options available.

You will then be asked to answer questions about the nature of your role and current weekly time commitment.
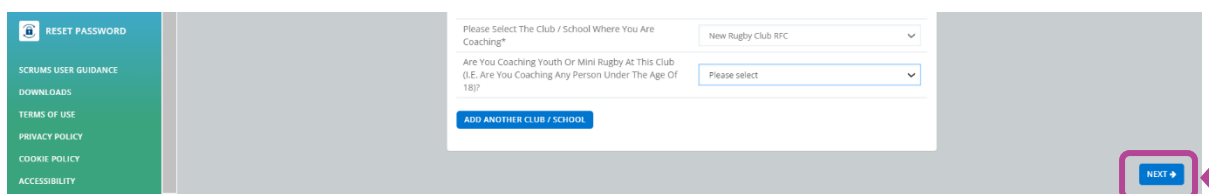
There is also an option to select the club / school where you are actively coaching. You can select more than one using the '**Add another Club/School**' button.

Please only add additional club / schools if you are *__actively coaching__* with each one selected.

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.

Once you have completed your details click on the '**Next**' button as highlighted.

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STEP 7

You will be asked to provide detail on the qualifications you hold. All qualifications are relevant.

The information you provide in this section will be checked against Scottish Rugby's records to ensure that we hold the most accurate information on your qualification history.

Please tick the box next to each qualification you have achieved since 2005. If known, please also indicate the date and venue of the course.

If you have completed any other relevant rugby qualifications with another sporting governing body or organisation, you can provide those in the '**Other**' section.

Click '**Add another qualification**' if you need to add more than one. Then, click '**Next**' when complete, to continue to the next section of the form.

PLEASE NOTE: All qualifications will be verified by Scottish Rugby before they appear on your SCRUMS record

For any further guidance please contact **scrums@sru.org.uk**

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STEP 8

Now, you will be asked to provide your PVG number. If you know your PVG number, please provide it here. Leave this space blank if you do not know, or do not currently have, a PVG number.

PLEASE NOTE: All individuals coaching youth rugby (Under-18 level and below) at a club, must be a member of the PVG Scheme and linked to that club.

More details on the PVG Scheme and the application process can be found **here.**

PLEASE NOTE: Your PVG will be verified by Scottish Rugby before appearing in your **SCRUMS** record.
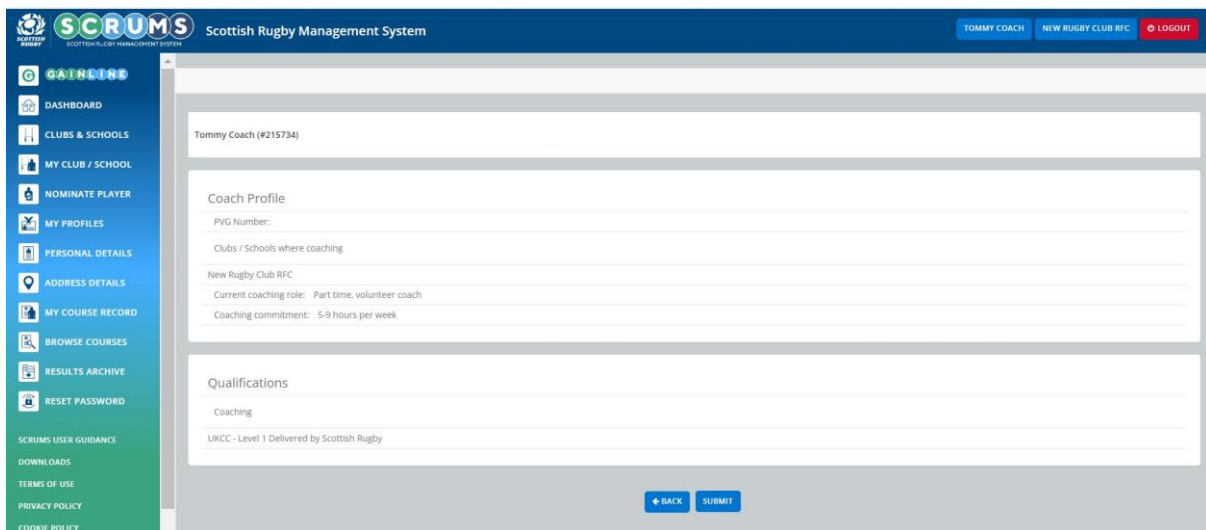
Click '**Next**' to continue to the final section.

For any further guidance please contact **scrums@sru.org.uk**

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STEP 9

On this final page you can review the information you have provided. You will see separate sections for '**Coach Profile**' and '**Qualifications**'.

If you wish to make any changes before submitting, you can use the '**Back**' button to navigate back to the page where changes are required.

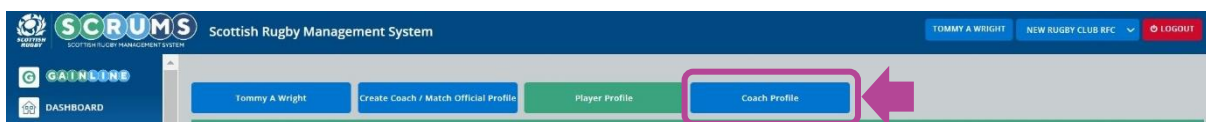**PLEASE NOTE**: If you return to previous pages to update details, please remember to navigate back to this page and click '**Submit**' to create your Coach Profile.

Once you are happy with the information you have priveded click '**Submit**' to create your Coach Profile.

You have now successfully created your Coach Profile, which you can access from the '**My Profiles**' section on **SCRUMS**.

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LOGIN TO SCRUMS

You can login to your account at any time from the **SCRUMS** main login page, here:
https://scrums.scottishrugby.org/login

Forgot your Password? Don't worry you can reset it from the **SCRUMS** main login page, here:
https://scrums.scottishrugby.org/password/reset