

### I DON'T HAVE A SCRUMS ACCOUNT

If you don't have a **SCRUMS** account, before creating your Match Official 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 Match Official Profile. Separate guidance for this process can be found <u>here.</u>

#### **STEP 1**

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

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

SCOTTISH RUGBY MANAGEMENT SYSTEM	
Email Password	
Connota  Remember Me Forgot Password? Log in → Not a member already? Register Here	
Access a Youth Account Parent Access	

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



#### **STEP 2**

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

SCOTTISH	RUMS UGBY MANAGEMENT SYSTEM	GADN	
	REGISTRATION (PLAYER	, COACH, REFEREE OR OFFICIAL)	
	Terms of Use. Privacy Policy Before accessing and using SCRUMS SCRUMS Privacy Policy. This sets out h collected about you through SCRUMS. Youth Users If you are under 14, your parent or gu and the SCRUMS Privacy Policy on your		
(	before continuing with your registration Click here to read Terms of Use a Already :	Use and Privacy Policy by clicking the button below, In MPrivacy Policy then proceed to Registration In member? Login here ur child's record, please click here	

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.

8. Amendments to this Privacy Policy	
We may change this Privacy Policy at any time. Changes will be published on our website and the date of the most recent revision will appear at the bottom of this page. If changes are significant, these will also be notified to you.	
Scottish Rugby Union Limited, Scottish Gas Murrayfield, Edinburgh EH12 5PJ; email: feedback@sru.org.uk 17.June 2021	
© Scottish Rugby Union Limited 2024	
I confirm that I have read, understood and agree to the SCRUMS Terms of Use.	
I confirm that I have read, understood and agree to the SCRUMS Privacy Policy and to Scottish Rugby's use and sharing of the information collected about me through SCRUMS in accordance with the SCRUMS Privacy Policy.	

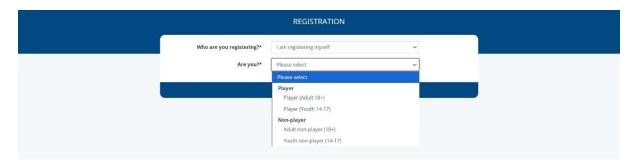


#### **STEP 3**

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**.

Who are you registering?*	I am registering myself	~
Are you?*	Player (Adult 18+)	~
Personal Details		
Please provide your personal details to create your SC	RUMS profile.	
First Name*		
Middle Names		
Surname*		
E-Mail Address*		

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

Create Account	
When you complete this registration form you will receive an email to confirm the email address provided. Please open this email and verify your email	nail address
Password*	
Confirm Password*	
Create Account	



### **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.



#### Welcome to SCRUMS

Please click link below to verify your email address.



If you have any questions please send them to: <u>scrums@sru.org.uk</u>

Many thanks, Scottish Rugby

### **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 Match Official Profile.

SCOTTISH RUGBY	SCOTTISH PLUCITY MANAGEMENT SYS				
G	GAUNCINE				
¢		Create Player Profile	Are you a Coach / Match Official?	rd	
		Tommy Coach (#215717)	YES NO		
ž					



### **STEP 6**

Please select 'Match Official' from the options available.

		Scottish Rugby Management System		TOMMY COACH NEW RUGBY CLUB RFC OLOGOUT	
Ø	GAINCORE				
龠	DASHBOARD				
Н	CLUBS & SCHOOLS	Coach / Match Official Registration			
	MY CLUB / SCHOOL				
è	MY PROFILES		Please Indicate Which Role(S) You Would Like To Register As (Tick All That Apply)		
	PERSONAL DETAILS				
9	ADDRESS DETAILS		Coach Match Official		
	MY COURSE RECORD				

You will then be asked to answer questions about the nature of your role. Please indicate if you are a **Society Referee** or a **Community Referee** (club, school, university).

If you are a **Society Referee**, please fisrt select your **Society** and then select your affiliated **Club / University** and/or **School**.

	Match Official	Match Official		
RESULTS ARCHIVE	How Long Have You Been A Mat	ch Official?*		
a RESET PASSWORD	Years*	Please select	~	
	Months*	Please select.	~	
SCRUMS USER GUIDANCE	Are You*	Society Referee	~	
DOWNLOADS TERMS OF USE	Which Society*	Please select	~	
PRIVACY POLICY	Club / University*	Not linked to club/university	~	
COOKIE POLICY.	School	Not linked to school	~	
ACCESSIBILITY				

If you are a <b>Community Referee</b> , please select your affiliated <b>Club / L</b>	University and/or Scho	JOI.
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	Match Official		
LTS ARCHIVE T PASSWORD	How Long Have You Been A Match Official?*		
	Years*	Please select	~
USER GUIDANCE	Months*	Please select	~
*LOADS	Are You*	Community Referee (club / university / school)	~
	Club / University*	Not linked to club/university	~
	School	Not linked to school	~
Union Limited 2024			

**PLEASE NOTE:** If you are not affiliated to any clubs please leave the selections as '**Not linked to club/university**' and '**Not Linked to School**'. Then, click '**Next**' to continue to the next section.



#### **STEP 7**

If you indicated that you are not affiliated to a **Club / University** or a **School** you will now be asked to select a **'Local Authority of Residence**'.

Please select your local authority from the dropdown list and click 'Next'.

PLEASE NOTE: If you selected a Club / University or a School you will not be asked this question.

		Scottish Rugby Management System		TOMMY MATCH OFFICIAL	NEW RUGBY CLUB RFC	O LOGOUT
Ø	GAUNCONE		,			
	DASHBOARD					
Н	CLUBS & SCHOOLS	Match Official Registration - Local Authority				
- da	MY CLUB / SCHOOL					
ž	MY PROFILES		Local authority of residence*			
	PERSONAL DETAILS		Please select	~		
9	ADDRESS DETAILS		+ BACK NEXT +			
	MY COURSE RECORD					

### **STEP 8**

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.

VID / SCHOOL     The information you provide in this section will be checked against Scottish Rugbys records to ensure that we hold the most accurate information on your qualification intany.       NARTE FLAVER     Please tick the box next to each qualification you have achieved since 2005 (select all that apply). If known, please also indicate the date and venue of the course. All qualifications will be verified by Scottish Rugby before they appear on your SCRUMS record.       NOPLES     If you have completed a qualification with any other sporting governing body or organisation you can indicate this at the bottom of the form but you will need to provide proof of completion before your SCRUMS record is updated.       DURSE RECORD     UKCC - Level 1       UKCC - Level 3     UKCC - Level 3       UKCC - Level 4     UKCC - Level 1	BOARD							
NOMINATE PLATER       Please tick the box next to each qualification you have achieved since 2005 (select all that apply). If known, please also indicate the date and venue of the course. All qualifications will be verified by Soctish Rugby Evfore they appear on your SCRUMS record.         IN Y ROFFLES       If you have completed a qualification with any other sporting governing body or organisation you can indicate this at the bottom of the form but you will need to provide proof of completion before your SCRUMS record is updated.         IF FERSONAL DETAILS       Coaching         UX COURSE RECORD       UKCC - Level 1         UKCC - Level 2       Image: Coaching         UKCC - Level 3       Image: Coaching         UKCC - Level 4       Image: Coaching         UKCC - Level 1       Image: Coaching         UKCC - Level 3       Image: Coaching         UKCC - Level 4       Image: Coaching         UKCC - Level 1       Image: Coaching         UKCC - Level 3       Image: Coaching         UKCC - Level 4       Image: Coaching         UKCC - Level 1       Image: Coaching         UKCC - Level 3       Image: Coaching         UKCC - Level 4       Image: Coaching         UKCC - Level 4       Image: Coaching         UKCC - Level 1       Image: Coaching         UKCC - Level 3       Image: Coaching         UKCC - Level 4       Image: Coa			ottish Rugby's records to ensure that we hold the most accurate information on your qualification					
FRSONAL DETAILS     Cacching       ADDRESS DETAILS     UKCC - Level 1       MY COURSE RECORD     UKCC - Level 3       BROWSE COURSES     UKCC - Level 1	MY CLUB / SCHOOL							
ADDRESS DETAILS     UKCC - Level 1       MY COURSE RECORD     UKCC - Level 2       RROWSE COURSES     UKCC - Level 3       UKCC - Level 4     UKCC - Level 4	MY PROFILES							
ADDRESS DEFAILS         UKCC - Level 2           MY COURSE RECORD         UKCC - Level 3           BROWSE COURSES         UKCC - Level 4           World Rugby Sevens - Level 1	PERSONAL DETAILS	Coaching						
MY COURSE RECORD UKCC-Level 3 UKCC-Level 4 UKCC-Level 1 UKCC-Level 1 UKCC-Level 1 UKCC-Level 1 UKCKC-Level 1 UKCKCKCKCKCKCKCKCKCKCKCKCKCKCKCKCKCKCKC	Address details	UKCC - Level 1						
BROWSE COURSES     UKCC-Level 1     UKCC-Level 1		UKCC - Level 2						
Work Conco	MY COURSE RECORD	UKCC - Level 3						
		UKCC - Level 4						
	RESULTS ARCHIVE	World Rugby Sevens - Level 1						

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.

PERSONAL DETAILS	Coaching			
ADDRESS DETAILS	UKCC - Level 1			
MY COURSE RECORD	Venue	Date of completion: Enter Month 🗸 Enter Year	~	
			-	



#### **STEP 9**

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.

MY PROFILES	Have you completed any other rugby qualifications with a different organisation, for example a governing body in a different country? Yes 🗸	
PERSONAL DETAILS	Type of qualification:	
ADDRESS DETAILS	Coaching	
MY COURSE RECORD	Name of qualification:	]
	Organisation that delivered qualification:	
RESULTS ARCHIVE		
B RESET PASSWORD	Date of completion: Enter Month 🗸 Enter Year 🗸	
SCRUMS USER GUIDANCE	ADD ANOTHER QUALIFICATION	
DOWNLOADS		
TERMS OF USE		
PRIVACY POLICY		

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

#### **STEP 10**

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

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6	GAUNDUNE				
e e	DASHBOARD				
H c	CLUBS & SCHOOLS	Match Official Profile			
- Ha 🛛	MY CLUB / SCHOOL	Type: Community Referee (club / university / school)			
<b>č</b> N	AY PROFILES	Local authority: South Lanarkshire			
P	PERSONAL DETAILS	Match Officiating			
Q ^	ADDRESS DETAILS	Refereeing Level 1 Delivered by Scottish Rugby ( 03/2023 )			
<b>N</b>	MY COURSE RECORD				
B. 8	BROWSE COURSES	Qualifications			
R R	RESULTS ARCHIVE	Match Officiating			
	RESET PASSWORD	Refereeing Level 1 Delivered by Scottish Rugby ( 03/2023 )			
	5 USER GUIDANCE				



### **STEP 11**

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

€ DACK	SUBMIT

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

	Scottish Rugby Manag	ement System			TOMMY A WRIGHT	NEW RUGBY CLUB RFC 🗸 👲 LOGOUT
G GAINEERE	•					
DASHBOARD	Tommy A Wright	Create Coach / Match Official Profile	Player Profile	Match-Official Profile	_	
CLUBS & SCHOOLS	Personal Details					

### **LOGIN TO SCRUMS**

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

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

Email		
Password		
Forgot Passwor		Log in $\rightarrow$
	Not a member already?	Register Here
	Access a Youth Account	Parent Access