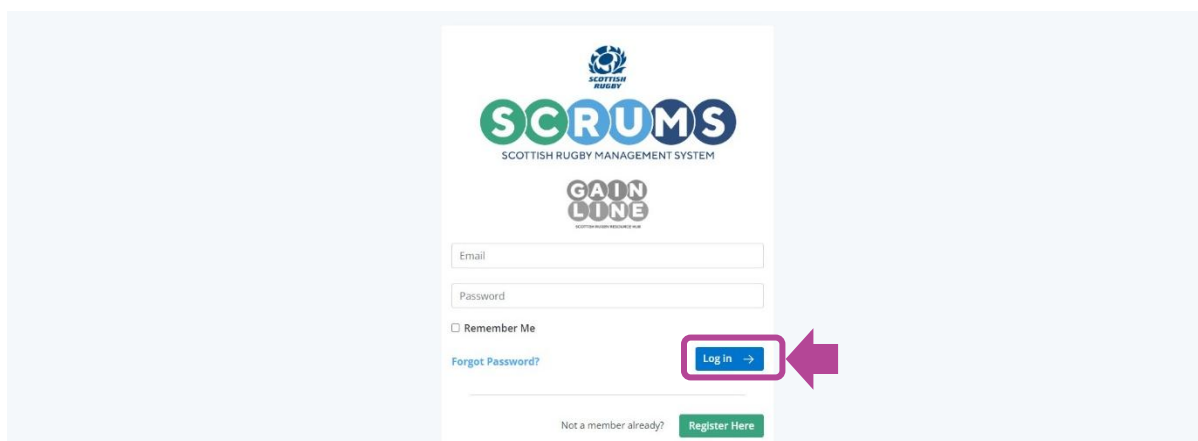


ACCESS & MANAGE A COACH PROFILE

This guide will detail how a SCRUMS user can access and manage their **Coach Profile** in **SCRUMS**, the Scottish Rugby User Management System.

STEP 1

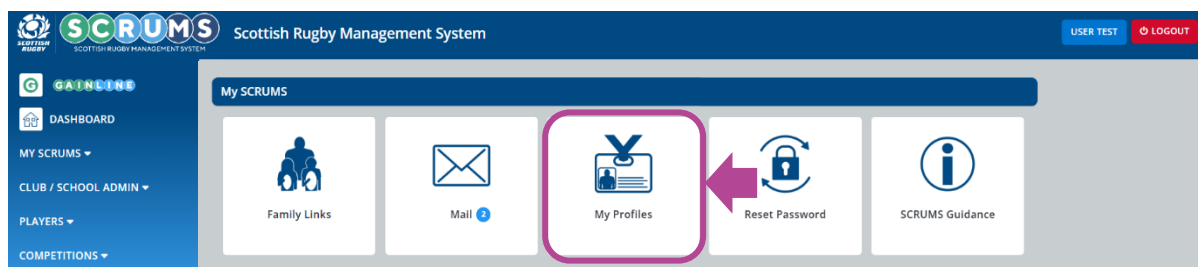
To access a **Coach Profile**, please [login to your own SCRUMS Account](#) from the **SCRUMS** main login page [HERE!](#)



The image shows the SCRUMS login page. At the top, there is the Scottish Rugby logo and the SCRUMS logo with the text 'SCOTTISH RUGBY MANAGEMENT SYSTEM' and 'GAIN LINE'. Below this, there are input fields for 'Email' and 'Password'. There is a checkbox for 'Remember Me' and a link for 'Forgot Password?'. A 'Log in' button with a right arrow is highlighted with a red box and a red arrow pointing to it. At the bottom, there is a link for 'Not a member already? Register Here'.

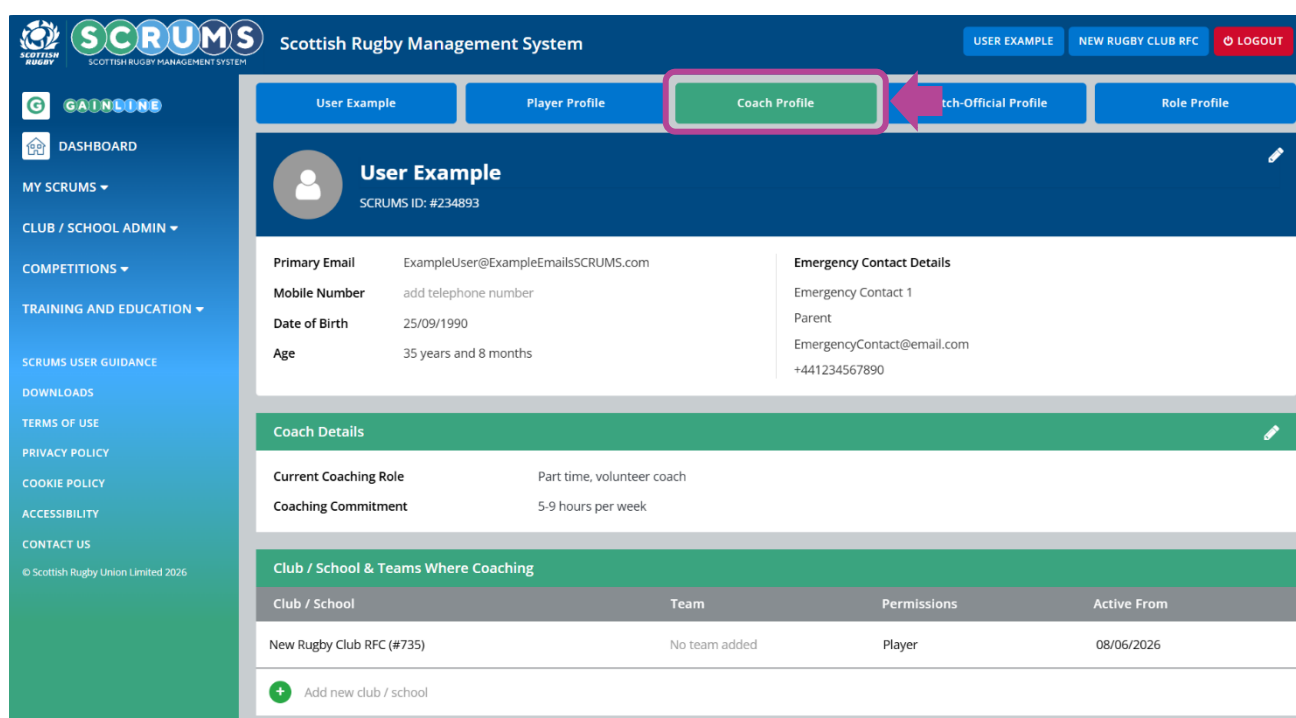
STEP 2

From the **SCRUMS Main Dashboard** Click the **My Profiles** tile.



STEP 3

The **Coach Profile** registered under your account will be presented within the **My Profiles** section. To view and manage a coach profile click on the **Coach Profile** tab.



The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the SCRUMS logo, the system name, and links for 'USER EXAMPLE', 'NEW RUGBY CLUB RFC', and 'LOGOUT'. The left sidebar contains various navigation options 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 'User Example' profile with tabs for 'User Example', 'Player Profile', 'Coach Profile' (highlighted with a pink box and arrow), 'Match-Official Profile', and 'Role Profile'. The 'Coach Profile' tab displays the following information:

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

Coach Details

Current Coaching Role: Part time, volunteer coach
Coaching Commitment: 5-9 hours per week

Club / School & Teams Where Coaching

Club / School	Team	Permissions	Active From
New Rugby Club RFC (#735)	No team added	Player	08/06/2026

+ Add new club / school

MANAGE COACH PROFILE

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

EDIT PROFILE DETAILS

Edit Coach Profile Details from the **Profile Header** by clicking the **Pencil Icon**, as highlighted.

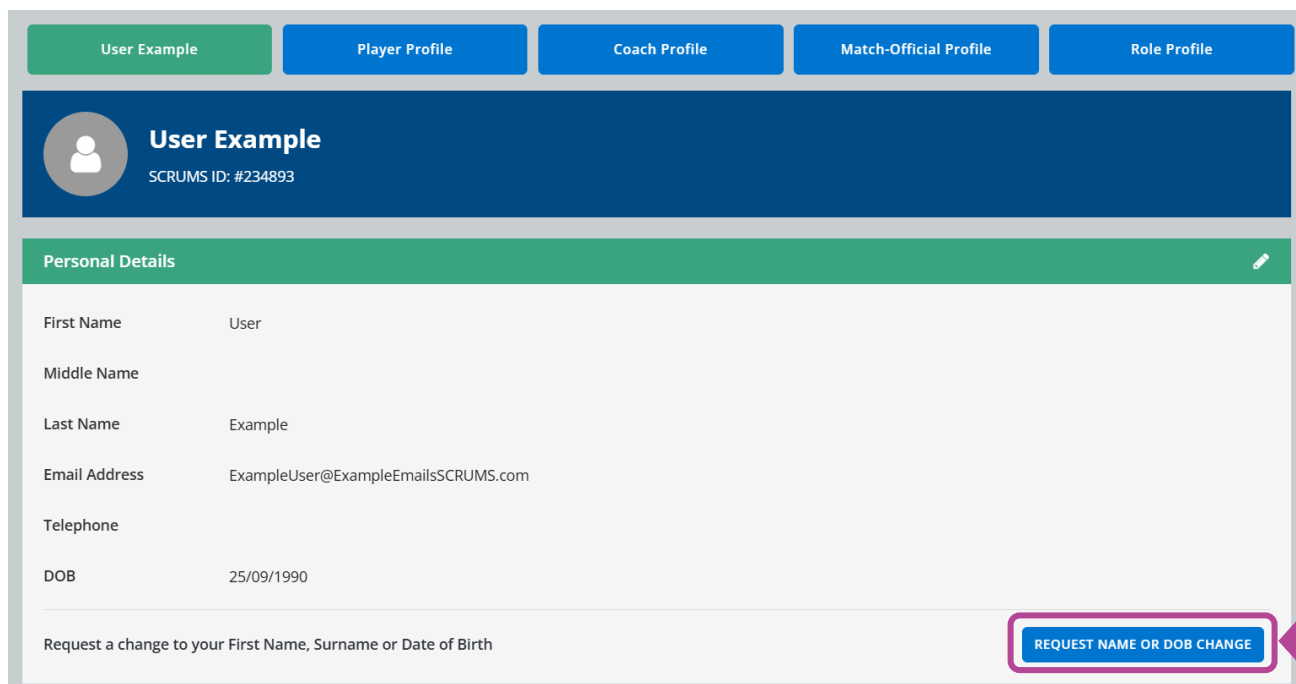


	User Example SCRUMS ID: #234893
Primary Email	ExampleUser@ExampleEmailsSCRUMS.com
Mobile Number	add telephone number
Date of Birth	25/09/1990
Age	35 years and 8 months
Emergency Contact Details	
	Emergency Contact 1
	Parent
	EmergencyContact@email.com
	+441234567890

This will take you to the **Personal Details** section of your account where you can update your **Personal Details**, **Demographic Details** and **Address Details**.

PLEASE NOTE: If you wish to make a change to your First Name, Surname or Date of Birth please use the **REQUEST NAME OR DOB CHANGE** button as highlighted.

After making any changes press **SAVE**. To return to your **Coach Profile** Click on the **Coach Profile** tab.



User Example
SCRUMS ID: #234893

Personal Details

First Name	User
Middle Name	
Last Name	Example
Email Address	ExampleUser@ExampleEmailsSCRUMS.com
Telephone	
DOB	25/09/1990

Request a change to your First Name, Surname or Date of Birth

REQUEST NAME OR DOB CHANGE

ADD OR REMOVE CLUB / SCHOOL CONNECTIONS

From the **Club / School & Teams where Coaching** section you can Add or Remove Registered Clubs by clicking the green add button or red remove button. Removing yourself from a club will also remove any set **Teams** and **Permissions** associated with your coaching role.

PLEASE NOTE: Your Club Administrator will add your **Teams** and **Permissions** to your account. Please contact your club regarding any updates or changes to this information.

Club / School & Teams Where Coaching			
Club / School	Team	Permissions	Active From
 New Rugby Club RFC (#735)	No team added	Player	10/06/2026
 Rugby School (#2878)	No team added	Player	10/06/2026
 Add new club / school			

To Add a club / school:

- Click on the **green** add button as highlighted.
- Begin typing in the search box to bring up related club / schools.
- From the list select the club or school you would like to add and press SAVE

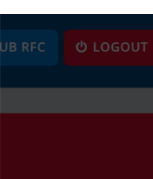


Add a Club / School Registration



SAVE

CANCEL



To Remove a club / school:

- Click on the **red** remove button as highlighted.
- Click **YES** to remove the active club / school connection and move it into inactive coach history.

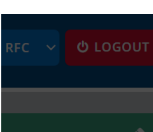


Are you sure you wish to make this registration inactive and move to registration history?



YES

CANCEL





EDIT MEDICAL DETAILS / EMERGENCY CONTACT

From the **Medical Details** section you can [edit](#) **Medical Details and Emergency Contact Information** by typing into the existing text boxes.

Medical Details

Medical Details

Not Applicable

1st Emergency Contact Details

Club User Test

Parent

ClubUserTest@gmail.com

01234567890

2nd Emergency Contact Details

Contact Full Name

Select relation

Contact Email Address

Contact Telephone

VIEW QUALIFICATIONS LIST

You can also [View](#) your **Qualifications** along with any other related information based on your participation.

Qualifications List			
Filter by Qualification Area All areas			
Qualification Area	Qualification Name	Status	Details
Rugby Right	RugbyRight 2025/26	Complete	VIEW
Rugby Right	Rugby Right 2024/25	Complete	VIEW
Coaching	UKCC - Level 1	Complete	VIEW
Coaching	UKCC - Level 2	Complete	VIEW
Medical	Pre-course E-Learning modules for SCRUMCAPS First Aid (Level 1)	Complete	VIEW
E-Learning	Clean Sport	Complete	VIEW