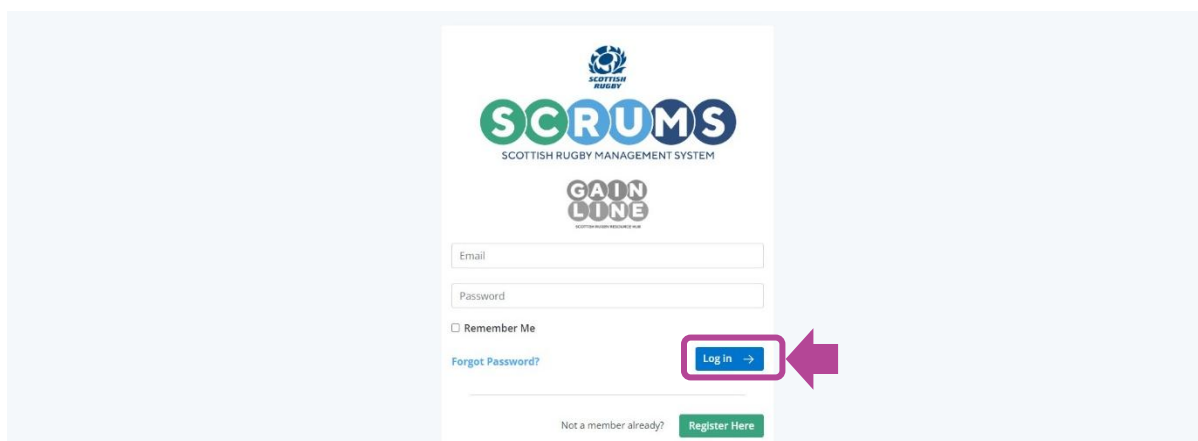


ACCESS & MANAGE A ROLE PROFILE

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

STEP 1

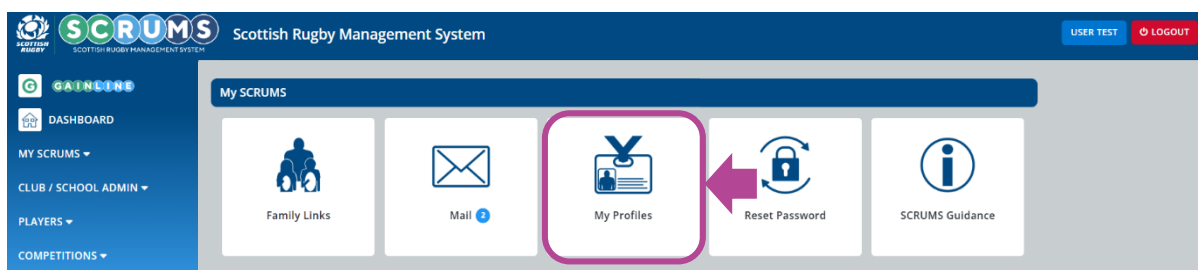
To access a **Role Profile**, please [login to your own SCRUMS Account](#) from the **SCRUMS** main login page [HERE!](#)



The screenshot shows the SCRUMS login page. At the top is the Scottish Rugby logo and the SCRUMS logo. Below the logos are the fields for Email and Password. There is a checkbox for 'Remember Me' and a link for 'Forgot Password?'. The 'Log in' button is highlighted with a red box and a red arrow pointing to it. Below the login fields is a link for 'Not a member already? Register Here'.

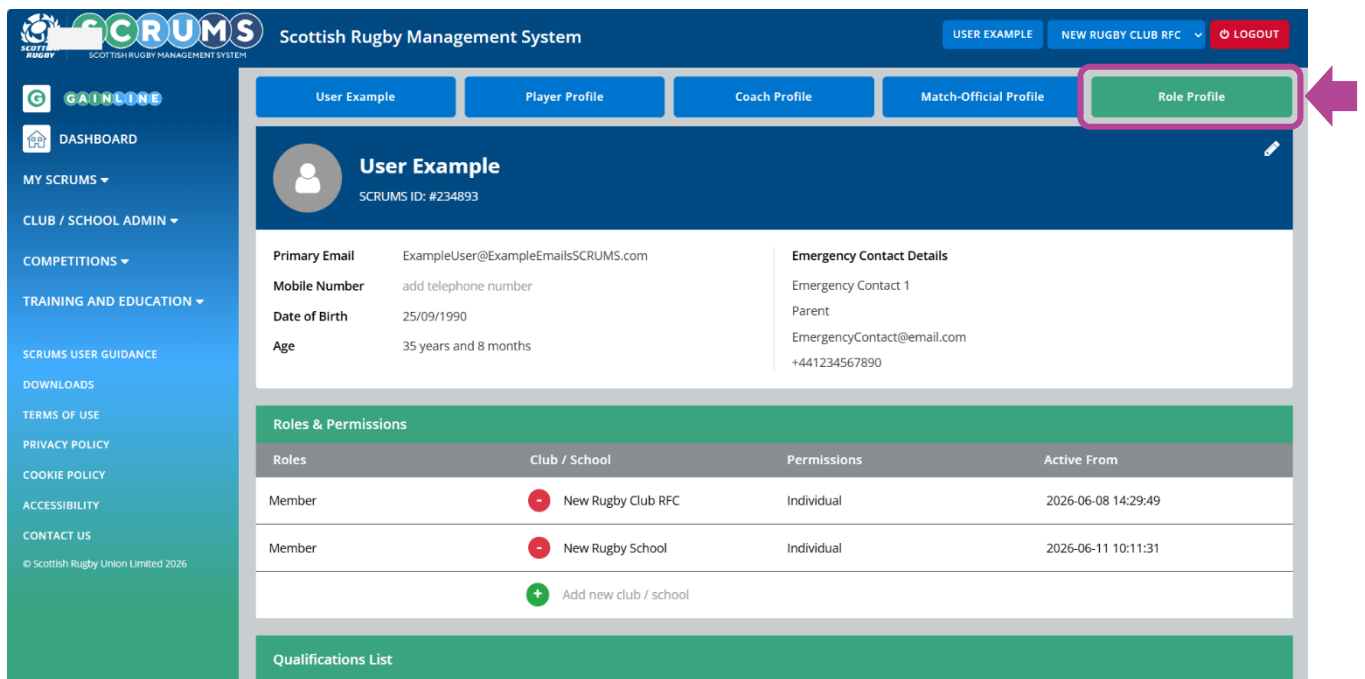
STEP 2

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



STEP 3

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



SCRUMS Scottish Rugby Management System

USER EXAMPLE NEW RUGBY CLUB RFC LOGOUT

User Example Player Profile Coach Profile Match-Official Profile **Role Profile**

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

Roles & Permissions

Roles	Club / School	Permissions	Active From
Member	- New Rugby Club RFC	Individual	2026-06-08 14:29:49
Member	- New Rugby School	Individual	2026-06-11 10:11:31
+ Add new club / school			

Qualifications List

MANAGE ROLE PROFILE

From your **ROLE Profile** you can:

- Edit Role Profile Details
- Add or Remove Clubs / Schools
- Edit Medical Details and Emergency Contact Information
- View your Qualifications List



EDIT PROFILE DETAILS

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

User Example
SCRUMS ID: #234893

Primary Email	ExampleUser@ExampleEmailsSCRUMS.com	Emergency Contact Details
Mobile Number	add telephone number	Emergency Contact 1
Date of Birth	25/09/1990	Parent
Age	35 years and 8 months	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 **Role Profile** Click on the **Role 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 **Roles & Permissions** 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 **Roles** and **Permissions** associated with your club / school role.

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

Roles & Permissions			
Roles	Club / School	Permissions	Active From
Member	 New Rugby Club RFC	Individual	2026-06-08 14:29:49
Member	 Rugby School	Individual	2026-06-11 10:11:31
	 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

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 role history.



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



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