

# UPDATING USER ROLES AT SCHOOLS

To edit the roles of staff or volunteers at your school, or to update their permissions, please navigate to the **'User Roles'** section of SCRUMS, either through the sidebar or dashboard highlighted.



Once you click on the User Roles button, you can perform the following tasks;

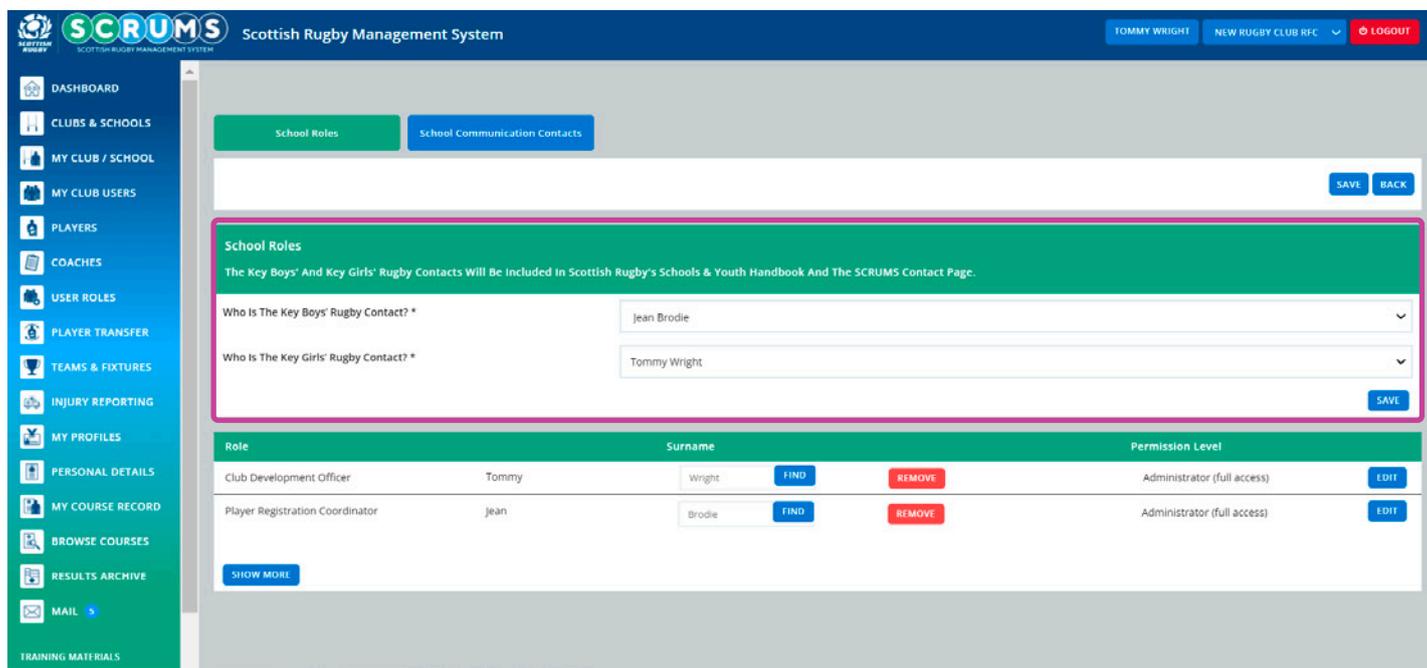
1. Confirm the **'Key Contacts'** at your school
2. Add or edit the roles at your school
3. Update the SCRUMS permission levels for individuals at your school
4. Update the **'School Communication Contacts'** screen

# UPDATING USER ROLES AT SCHOOLS

## STEP 1. CONFIRMING THE 'KEY CONTACTS' AT YOUR SCHOOL

The 'School Roles' screen displays all the users at your school with a defined role. You can perform a number of tasks on this screen, one of which is to define the key contacts at your school.

- This is managed in the top section of the screen, where you will see 2 mandatory questions with dropdown options. You can only select individuals for these roles from people who already have a defined role at the school (i.e. those listed in the bottom section of the screen).
- Please identify who the key contact is for boys' / girls' rugby at your school, where applicable.
- Remember to click 'Save' once any changes have been made.



SCRUMS Scottish Rugby Management System

TOMMY WRIGHT NEW RUGBY CLUB RFC LOGOUT

School Roles School Communication Contacts

SAVE BACK

**School Roles**  
The Key Boys' And Key Girls' Rugby Contacts Will Be Included In Scottish Rugby's Schools & Youth Handbook And The SCRUMS Contact Page.

Who is the Key Boys' Rugby Contact? \* Jean Brodie

Who is the Key Girls' Rugby Contact? \* Tommy Wright

SAVE

Role	Surname	Permission Level
Club Development Officer	Tommy Wright	Administrator (full access)
Player Registration Coordinator	Jean Brodie	Administrator (full access)

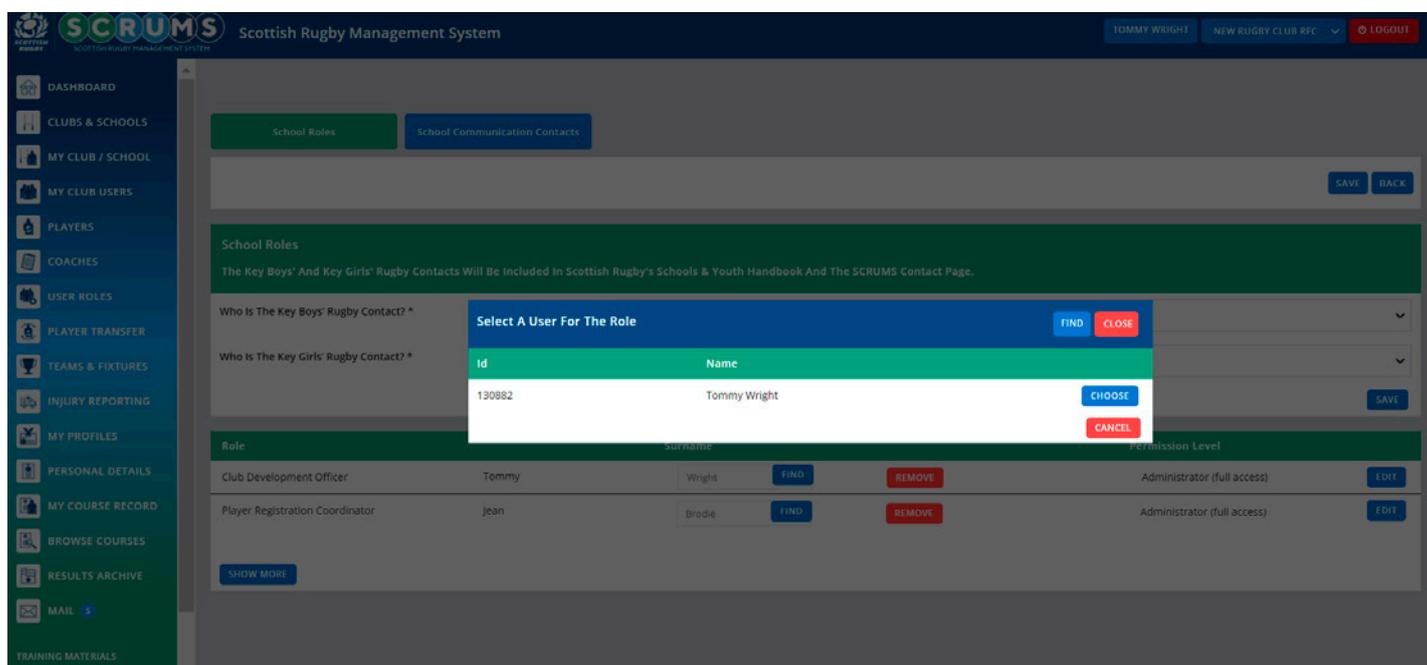
SHOW MORE

# UPDATING USER ROLES AT SCHOOLS

## STEP 2. ADDING OR EDITING THE ROLES AT YOUR SCHOOL

The **'School Roles'** screen displays all the users at your school with a defined role. You can perform a number of tasks on this screen, one of which is to add or edit the individuals in each role.

- To assign a new person to any of the roles listed, click into the surname text box, delete the contents, type the surname of the person you wish to add, then click **'Find'**. This will open a box displaying the names of anyone registered at your school, who matches the surname you typed. Please click **'Choose'** to select the person you wish to add to the role.
- To add a new role click the **'Show more'** button at the bottom of the screen, to see the full list of available roles.
- To remove a role completely, click **'Remove'**.



The screenshot shows the SCRUMS interface. The top navigation bar includes the SCRUMS logo, the text "Scottish Rugby Management System", and user information: "TOMMY WRIGHT", "NEW RUGBY CLUB RFC", and a "LOGOUT" button. A left-hand sidebar contains various menu items such as "DASHBOARD", "CLUBS & SCHOOLS", "MY CLUB / SCHOOL", "MY CLUB USERS", "PLAYERS", "COACHES", "USER ROLES", "PLAYER TRANSFER", "TEAMS & FIXTURES", "INJURY REPORTING", "MY PROFILES", "PERSONAL DETAILS", "MY COURSE RECORD", "BROWSE COURSES", "RESULTS ARCHIVE", "MAIL", and "TRAINING MATERIALS".

The main content area is titled "School Roles" and contains a "School Roles" section with a sub-header: "The Key Boys' And Key Girls' Rugby Contacts Will Be Included In Scottish Rugby's Schools & Youth Handbook And The SCRUMS Contact Page." Below this, there are two dropdown menus for "Who Is The Key Boys' Rugby Contact?" and "Who Is The Key Girls' Rugby Contact?".

A modal window titled "Select A User For The Role" is open, displaying a table of users:

Id	Name
130882	Tommy Wright

The modal also includes "FIND", "CLOSE", "CHOOSE", and "CANCEL" buttons. Below the modal, a table lists the current roles:

Role	Id	Surname	Find	Remove	Permission Level	Edit
Club Development Officer	Tommy	Wright	FIND	REMOVE	Administrator (full access)	EDIT
Player Registration Coordinator	Jean	Brodie	FIND	REMOVE	Administrator (full access)	EDIT

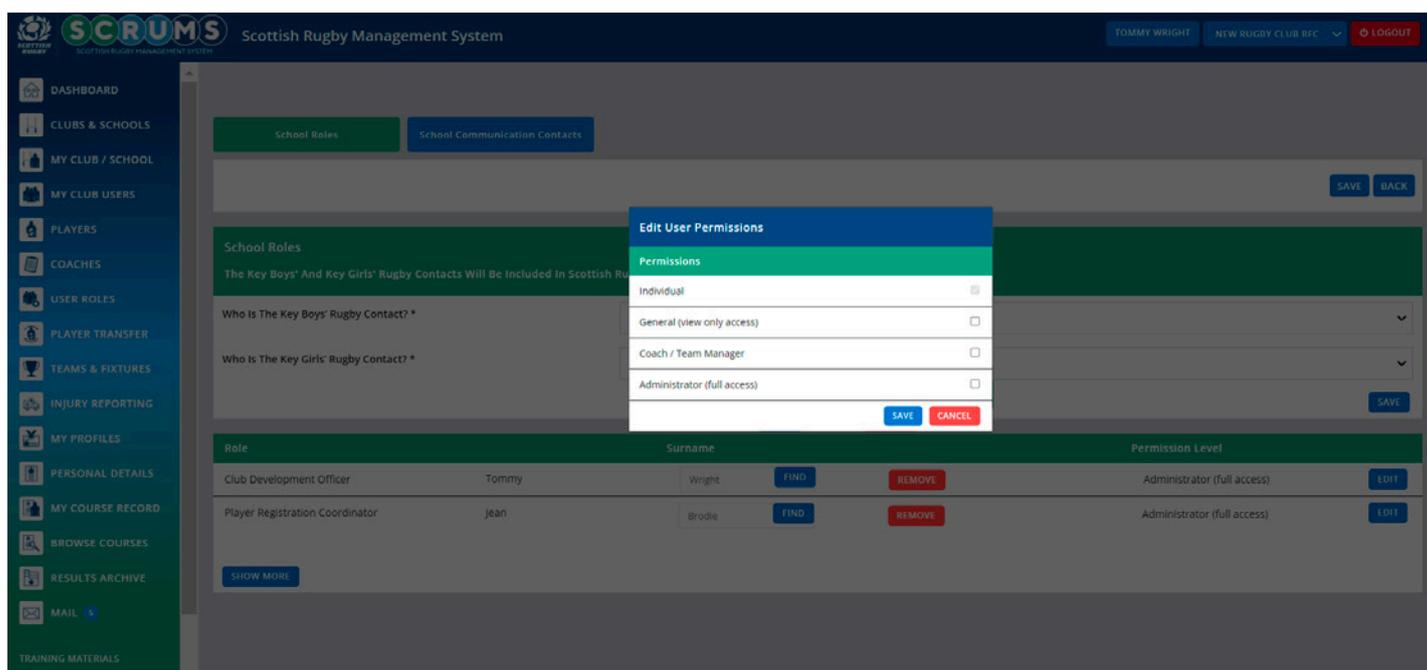
A "SHOW MORE" button is located at the bottom of the table.

# UPDATING USER ROLES AT SCHOOLS

## STEP 3. UPDATING THE SCRUMS PERMISSION LEVELS FOR INDIVIDUALS AT YOUR SCHOOL

The **'School Roles'** screen displays all the users at your school with a defined role. You can perform a number of tasks on this screen, one of which is to edit the SCRUMS permission level of each individual with a role at your school.

To update the permissions of any of the individuals listed, click the **'Edit'** button on the right hand side. This will open a box displaying the 4 levels of access. Please select the appropriate level and click **'Save'**.



The screenshot shows the SCRUMS interface. On the left is a navigation menu with options like Dashboard, Clubs & Schools, My Club / School, My Club Users, Players, Coaches, User Roles, Player Transfer, Teams & Fixtures, Injury Reporting, My Profiles, Personal Details, My Course Record, Browse Courses, Results Archive, Mail, and Training Materials. The main content area is titled 'School Roles' and contains a table of users. An 'Edit User Permissions' modal is open, showing a list of permission levels with checkboxes. The table below the modal has the following data:

Role	Surname	Permission Level
Club Development Officer	Tommy Wright	Administrator (full access)
Player Registration Coordinator	Jean Brodie	Administrator (full access)

There are 4 levels of User Permissions that can be assigned within SCRUMS:

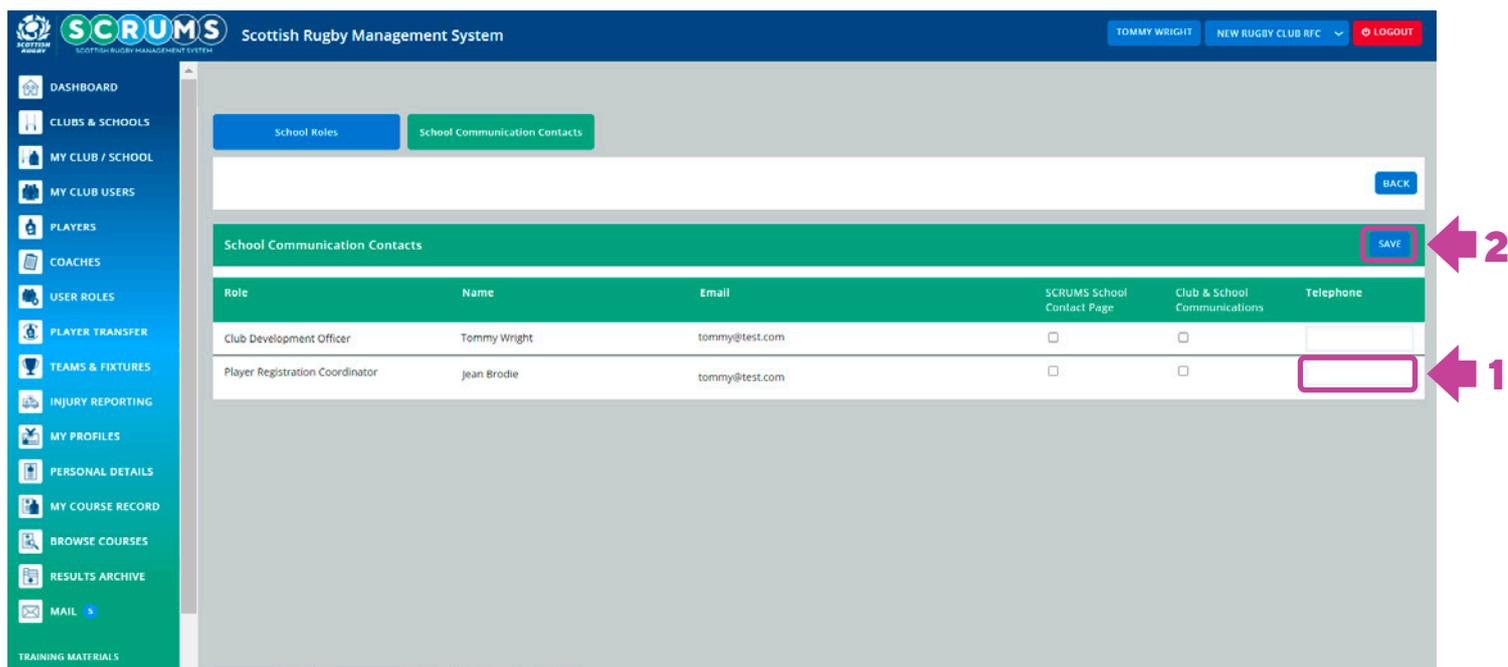
- Individual - Able to view own details.
- General (view only access) - Able to view details of all users but not edit anything.
- Coach (teamsheets / injury reports) – Can submit teamsheets and injury reports. Can view lists of players but cannot edit those.
- Administrator (full access) - Able to view and edit details of all users, process player transfers and submit teamsheets and injury reports.

# UPDATING USER ROLES AT SCHOOLS

## STEP 4. UPDATING THE 'SCHOOL COMMUNICATION CONTACTS' SCREEN

The 'School Communication Contacts' screen displays all the users at your school with a defined role and allows you to manage communications preferences for these users. Use the tick boxes next to each user to select;

- Which roles (along with the person's name and contact information) should be listed in the SCRUMS school contact page, that can then be viewed by SCRUMS users from other clubs and schools.
- Who should receive Scottish Rugby's Club & School Communications (weekly e-zine).



SCRUMS Scottish Rugby Management System

TOMMY WRIGHT NEW RUGBY CLUB RFC LOGOUT

School Roles School Communication Contacts

BACK

School Communication Contacts SAVE

Role	Name	Email	SCRUMS School Contact Page	Club & School Communications	Telephone
Club Development Officer	Tommy Wright	tommy@test.com	<input type="checkbox"/>	<input type="checkbox"/>	
Player Registration Coordinator	Jean Brodie	tommy@test.com	<input type="checkbox"/>	<input type="checkbox"/>	

1. Telephone number can also be edited in the field on the right, or leave this blank if individual does not wish to share a phone number.
2. Remember to click 'Save' once any changes have been made.