



UPDATE CLUB/SCHOOL INFORMATION

This guide will detail how to navigate and update the **My Club / School** section on **SCRUMS**, the Scottish Rugby User Management System.

STEP 1

To view or update your club or schools information, navigate to the **Club / School Admin** section from the **Main Menu Sidebar** or **Dashboard Tiles**, as highlighted. Then, click on **'My Club / School'**.



STEP 2

From **My Club / School** you are able to view your club or school's key information. To update any information listed within this screen, select the **Edit** button, as highlighted.





UPDATING CLUB USER ROLES

STEP 3

If you wish to make any changes to a field located under **Club Details**, please contact scrums@sru.org.uk. Your change will be made subject to approval.

Club Details	
Club Name*	New Rugby Club RFC
Club Alias Name	
Club/School	Club
Club Type*	Other
Category*	Category 1
Scottish Rugby Club Investment	Please select
Active*	Yes

SAVE

You do not require approval to change **Address Details** or **Further Information** fields.

Simply type your desired change in the appropriate field or select from available dropdown options and select **'Save'**.

These changes will be immediately viewable by other clubs and schools within **SCRUMS**.

Main Address Details	
Address Line 1	New Rugby Club Avenue
Address Line 2	
Address Line 3	
Town / City	Rugby Town
Postcode	NEW RU6
Local Authority	N/A

SAVE

Postal Address Details (If Different From Main Address)

Home Playing Fields (If Different From Main Address)

Further Information