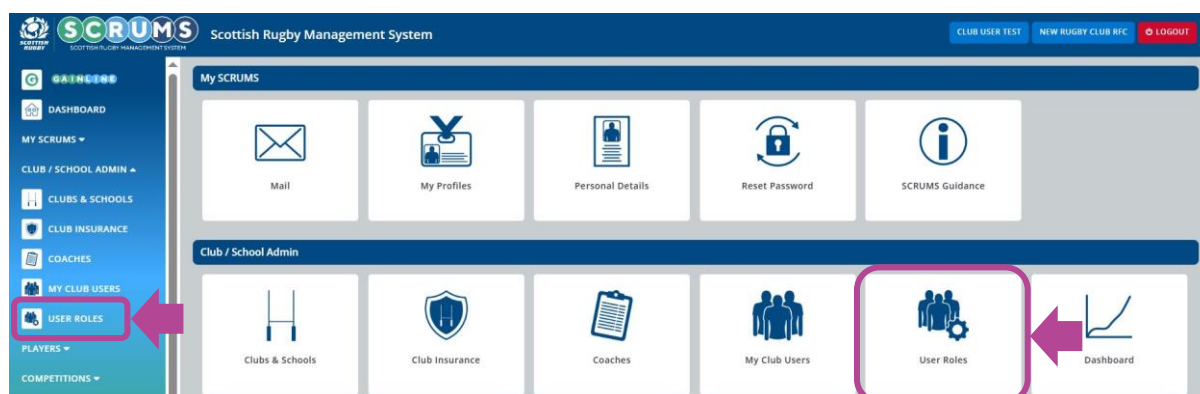# UPDATING CLUB USER ROLES

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

NAVIGATION

To edit the **Role** of anyone at your club, navigate to the **Club / School Admin** section from the **Main Menu Sidebar** or **Dashboard Tiles**, as highlighted. Then, click on '**User Roles'**.

From **User Roles**, you can perform the following tasks;

For any further guidance please contact **scrums@sru.org.uk**

UPDATING CLUB USER ROLES

← ADD OR EDIT CLUB ROLES

From **User Roles** you will land on **Club Roles.** The **Club Roles Table** displays all the users at your club with a defined role.

To edit and assign a new person to any of the roles listed click into the surname text box and delete the contents. Then, type the surname of the new person you wish to add, and click **'FIND'**.

Role		Surname			On Club Committee	Permission Level	
Chairperson	Vicky	Cox	FIND	REMOVE	☐	Administrator (full access)	EDIT
Club Development Officer	Tommy	A Wright	FIND	REMOVE	☐	Administrator (full access)	EDIT
Covid-19 Safety Coordinator	Chris	Davies	FIND	REMOVE	☐	Individual	EDIT
Data Manager	Tommy	A Wright	FIND	REMOVE	☑	Administrator (full access)	EDIT
Director of Rugby	Ned	Haig	FIND	REMOVE	☐	Administrator (full access)	EDIT

This will open a box displaying the names of anyone registered at your club, who matches the surname you typed. Please click **'Choose'** to select the person you wish to add to the role.

To remove an existing role completely, click **'Remove'**.

Role		Surname			On Club Committee	Permission Level	
Chairperson	Vicky	Cox	FIND	REMOVE	☐	Administrator (full access)	EDIT
Club Development Officer	Tommy	A Wright	FIND	REMOVE	☐	Administrator (full access)	EDIT
Covid-19 Safety Coordinator	Chris				☐	Individual	EDIT
Data Manager	Tommy	ID Name CANCEL			☑	Administrator (full access)	EDIT
Director of Rugby	Ned	130883 Greg Davies CHOOSE			☐	Administrator (full access)	EDIT
Lead Youth Coach	Club User	Test	FIND	REMOVE	☐	Administrator (full access)	EDIT

To add a user to a role not currently on your list or, add multiple users to a role click the **'SHOW MORE'** button at the bottom of the screen, to see the full list of available roles.

Follow the same process as above to add a user to the role. Once added they will appear on your main **Club Roles Table**.

HIDE		
Assistant Child Protection Officer		FIND
Business Development Manager		FIND

IMPORTANT: Please use the **'On Club Committee'** tick boxes to indicate which individuals are on your club's committee.

# UPDATING CLUB USER ROLES

⬅ UPDATE CLUB USER PERMISSION LEVELS

Permission Levels impact what a user with Club Roles can see and do when they log into **SCRUMS**.

All users are automatically assigned 'Individual' level permissions.

To update the permission level for any of the individuals listed on your **Club Roles Table**, click the **'Edit'** button.

This will open a box displaying the **4 Levels of Access**.

Please select the appropriate level and click **'Save'**. To remove permissions, unselect an existing level and click '**Save**'
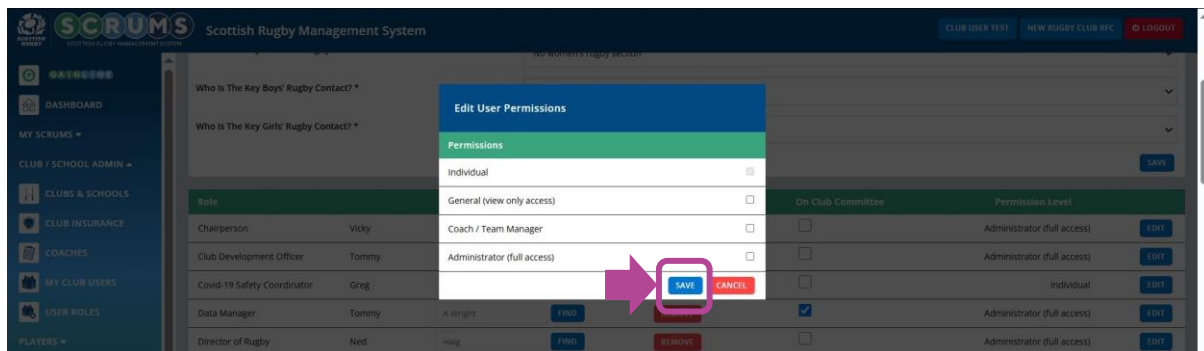
There are 4 levels of User Permissions that can be assigned within **SCRUMS**:

Individual *no access*	Able to view **own details** only.
General *view only access*	Able to **view details** of all users but not edit anything.
Coach *access to teamsheets / injury reports*	Able to **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.

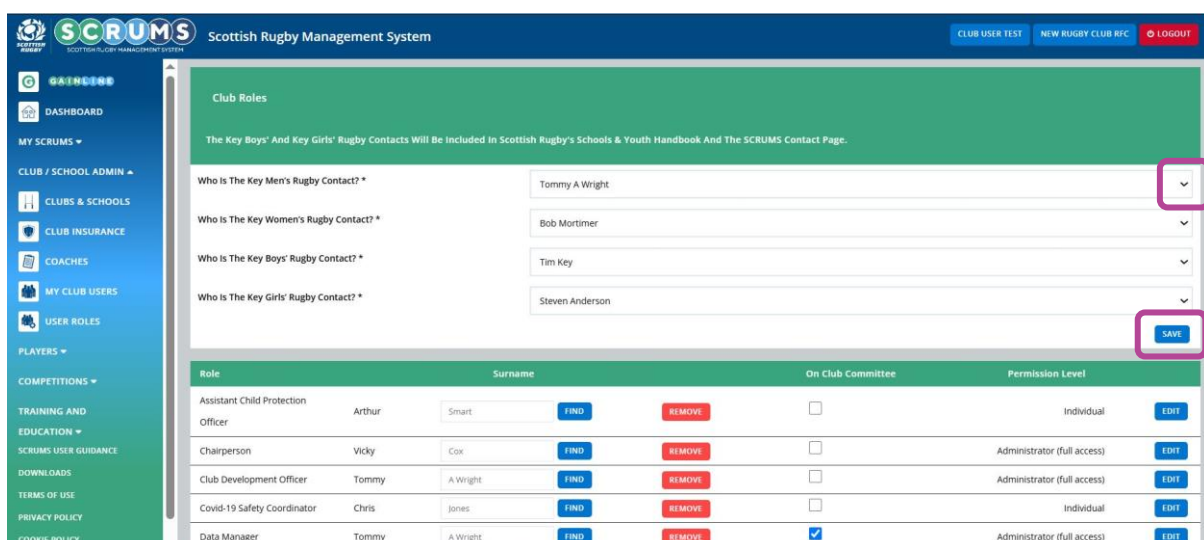For any further guidance please contact **scrums@sru.org.uk**

UPDATING CLUB USER ROLES

⬅ CONFIRM CLUB KEY CONTACTS

From **User Roles** you will land on **Club Roles.** The **Club Roles** screen displays all the users at your club with a defined role.

There are **4 Mandatory Fields** at the top of this page where you are required to set the key contacts at your club.

PLEASE NOTE: Only users with a **Defined Role** at your club can be selected. This means you can select from those listed in the **Role Table.**

To set the key contact for each rugby section at your club, click on the respective dropdown and select a user from the list.

Where applicable, if your club does not currently have a section for men's, women's, boys' or girls' rugby you can select "**No Rugby Section**".

Remember to click **Save** once any changes have been made, as highlighted.

PLEASE NOTE: To change the **Key Contact** simply change the user selected to each section by following the above process.

UPDATING CLUB USER ROLES

⬅ ADD CLUB COMMUNICATION CONTACTS

The **'Club Communication Contacts'** screen displays all the users at your club 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** club 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).

If a **Position Email** has been entered for any role (See **PAGE 6**), then you can select whether to display the individual's **Personal Email** or their **Position Email** when they are listed on the **SCRUMS Contacts Page**.

A **Phone Number** can also be entered or edited in the **Telephone Field**. Leave this blank if the individual does not wish to share a phone number.

IMPORTANT: Click **'Save'** once any changes have been made.

For any further guidance please contact **scrums@sru.org.uk**

UPDATING CLUB USER ROLES

↖ ADD CLUB POSITION EMAIL

The **'Club Position Email'** screen is relevant if your club have any designated club email addresses that are linked to a role at the club (for example, president@newrugbyclub.com).

Club Roles	Club Communication Contacts	Club Position Email

If your club have any **'position email'** addresses in use for any role at the club, please enter them in the text box provided.

The email address will then remain attached to that role, even if the person in the role changes.

Club Position Email   SAVE

Role	Email	Verified
Chairperson	Chair@NewRugbyClub.co	✔
Club Development Officer	CDO@NewRugbyClub.co	✔
President	President@NewRugbyClu	✔
Secretary	Secretary@NewRugbyClu	❗

Any email address entered on this screen needs to be **Verified** by clicking on the verification link sent automatically to that email address.

A red exclamation mark (❗) will appear next to any email address that has not yet been verified, indicating that it cannot be selected in the **Club Communication Contacts** screen (See **PAGE 5**).

IMPORTANT: Click **'Save'** once any changes have been made.