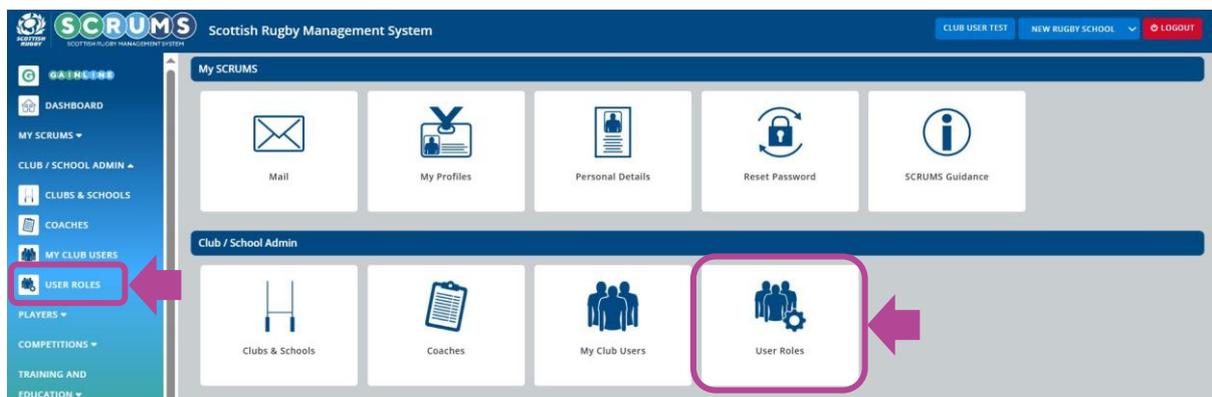


## UPDATING USER ROLES AT SCHOOLS

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 staff or volunteers at your school, 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;

Add or Edit the **Roles** at your school [\*\*PAGE 2\*\*](#)

Add / Edit the **SCRUMS Permission Levels** for individuals at your school [\*\*PAGE 3\*\*](#)

Confirm the **Key Contacts** at your school [\*\*PAGE 4\*\*](#)

Add / Edit the **School Communication Contacts** screen [\*\*PAGE 5\*\*](#)

# UPDATING USER ROLES AT SCHOOLS

## ADD OR EDIT SCHOOL ROLES

From **User Roles** you will land on **School Roles**. The **School Roles Table** displays all the users at your school 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	Permission Level
Club Development Officer	Rose Matafeo <input type="text" value="Matafeo"/> <input type="button" value="FIND"/> <input type="button" value="REMOVE"/>	Individual <input type="button" value="EDIT"/>
Data Manager	Tommy A Wright <input type="text" value="A Wright"/> <input type="button" value="FIND"/> <input type="button" value="REMOVE"/>	Administrator (full access) <input type="button" value="EDIT"/>
Data Manager	Steven Anderson <input type="text" value="Anderson"/> <input type="button" value="FIND"/> <input type="button" value="REMOVE"/>	Individual <input type="button" value="EDIT"/>
Rugby Champion	Club User Test <input type="text" value="Test"/> <input type="button" value="FIND"/> <input type="button" value="REMOVE"/>	Administrator (full access) <input type="button" value="EDIT"/>

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

Role	Surname	Permission Level
Club Development Officer	Rose <input type="text" value="Rose"/> <input type="button" value="FIND"/> <input type="button" value="REMOVE"/>	Individual <input type="button" value="EDIT"/>
Data Manager	Tommy <input type="text" value="Tommy"/> <input type="button" value="FIND"/> <input type="button" value="REMOVE"/>	Administrator (full access) <input type="button" value="EDIT"/>
Data Manager	Steven <input type="text" value="Steven"/> <input type="button" value="FIND"/> <input type="button" value="REMOVE"/>	Individual <input type="button" value="EDIT"/>
Rugby Champion	Club User <input type="text" value="Club User"/> <input type="button" value="FIND"/> <input type="button" value="REMOVE"/>	Administrator (full access) <input type="button" value="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 **School Roles Table**.

Role	Surname	Permission Level
Club Coach Coordinator	<input type="text" value=""/> <input type="button" value="FIND"/> <input type="button" value="REMOVE"/>	Individual <input type="button" value="EDIT"/>
Club Development Officer	<input type="text" value=""/> <input type="button" value="FIND"/> <input type="button" value="REMOVE"/>	Administrator (full access) <input type="button" value="EDIT"/>

# UPDATING USER ROLES AT SCHOOLS

## ← UPDATE USER PERMISSION LEVELS

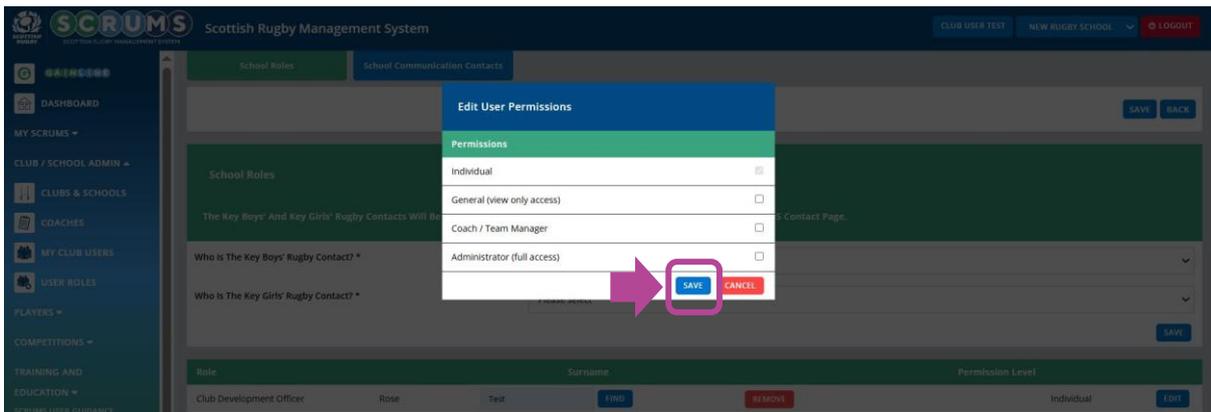
**Permission Levels** impact what a user with School Roles can see and do when they log into **SCRUMS**.

All users are automatically assigned 'Individual' level permissions.

To update the permission level for any of the individuals listed on your **School 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**:

<b>Individual</b> <i>no access</i>	Able to view <b>own details</b> only.
<b>General</b> <i>view only access</i>	Able to <b>view details</b> of all users but not edit anything.
<b>Coach</b> <i>access to teamsheets / injury reports</i>	Able to <b>submit</b> teamsheets and injury reports. Can <b>view</b> lists of players but cannot edit those.
<b>Administrator</b> <i>full access</i>	Able to <b>view and edit</b> details of all users, <b>process</b> player transfers and <b>submit</b> teamsheets and injury reports.

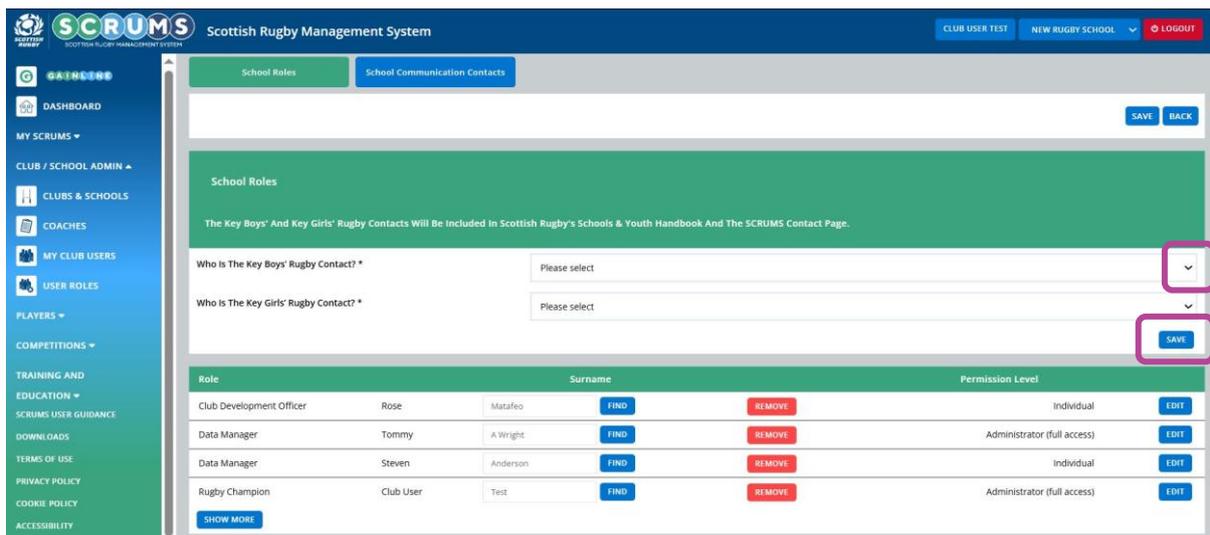
## UPDATING USER ROLES AT SCHOOLS

### ← CONFIRM SCHOOL KEY CONTACTS

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

There are **2 Mandatory Fields** at the top of this page where you are required to set the key contacts at your school.

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



The screenshot shows the SCRUMS interface for 'School Roles'. At the top, there are tabs for 'School Roles' and 'School Communication Contacts'. Below the tabs, there are two dropdown menus for selecting key contacts. The first dropdown is labeled 'Who is The Key Boys' Rugby Contact?' and the second is 'Who is The Key Girls' Rugby Contact?'. Below these are two tables. The first table lists roles and users, and the second table lists roles and users. The 'SAVE' button is highlighted with a red box and an arrow.

Role	Surname	Permission Level
Club Development Officer	Rose Matafeo	Individual
Data Manager	Tommy A Wright	Administrator (full access)
Data Manager	Steven Anderson	Individual
Rugby Champion	Club User Test	Administrator (full access)

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

Where applicable, if your school does not currently have a section for '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 USER ROLES AT SCHOOLS

### ← ADD COMMUNICATION CONTACTS

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).



The screenshot shows the 'School Communication Contacts' interface. A table lists users with columns for Role, Name, Email, SCRUMS School Contact Page, Club & School Communications, and Telephone. A 'SAVE' button is in the top right. Annotations include a pink box around the 'SAVE' button and pink arrows pointing to the checkboxes in the 'SCRUMS School Contact Page' and 'Club & School Communications' columns.

Role	Name	Email	SCRUMS School Contact Page	Club & School Communications	Telephone
Club Development Officer	Rose Matafeo	test.testry@test.co.uk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Data Manager	Tommy A Wright	scrumstest@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	01735252252
Data Manager	Steven Anderson	bryce.adam+6787625@hotmail.co.uk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rugby Champion	Club User Test	ClubUserTest@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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.