

RESPOND TO A TRANSFER REQUEST

This guide will detail how to respond to a player transfer request for an existing player in **SCRUMS**, the Scottish Rugby User Management System. An **Existing Player** is someone with an existing **SCRUMS** account.

STEP 1

If you hold admin rights at a club, you will receive an internal **SCRUMS Mail** if a transfer of one of your players is requested.

To respond to this request, navigate to the **My SCRUMS** section from the **Main Menu Sidebar** or **Dashboard**. Then, click on the 'Mail' tile, as highlighted.



STEP 2

You will be presented with your **SCRUMS** Inbox. To view the request, click on the message to open it.



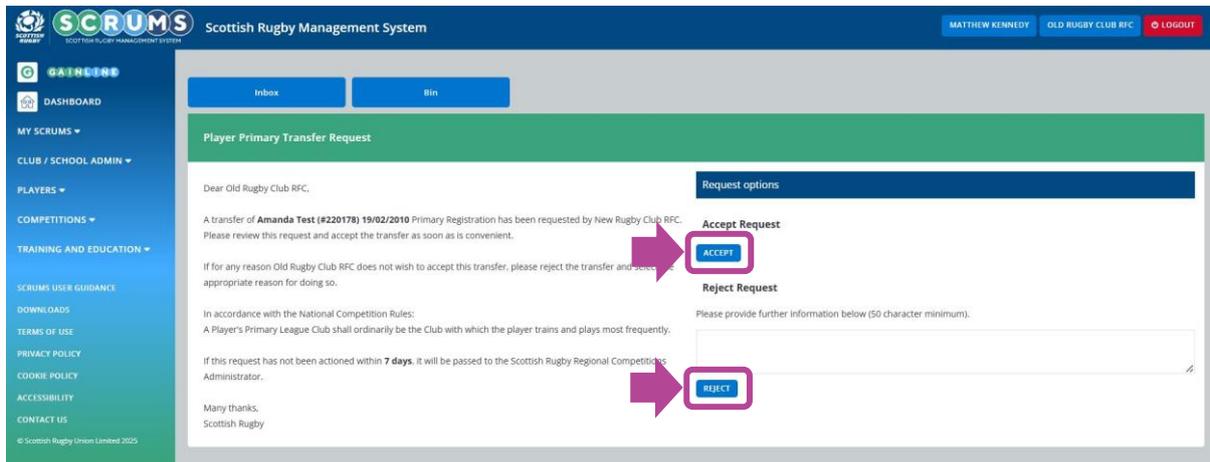
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STEP 3

You can now choose to accept the transfer request, by clicking on the 'ACCEPT' button.

PLEASE NOTE: If you decide to reject the transfer request, first, select the **Rejection Reason**.

If you select 'Other Reason' please give a short description of why the request is being rejected. Then, press the 'REJECT' button.



The screenshot shows the SCRUMS interface with a 'Player Primary Transfer Request' email. The email text reads: 'Dear Old Rugby Club RFC, A transfer of Amanda Test (#220178) 19/02/2010 Primary Registration has been requested by New Rugby Club RFC. Please review this request and accept the transfer as soon as is convenient. If for any reason Old Rugby Club RFC does not wish to accept this transfer, please reject the transfer and select an appropriate reason for doing so. In accordance with the National Competition Rules: A Player's Primary League Club shall ordinarily be the Club with which the player trains and plays most frequently. If this request has not been actioned within 7 days, it will be passed to the Scottish Rugby Regional Competitions Administrator. Many thanks, Scottish Rugby'. On the right side, there are two buttons: 'Accept Request' and 'Reject Request'. The 'Accept Request' button has a red box around it with a red arrow pointing to it. The 'Reject Request' button also has a red box around it with a red arrow pointing to it. Below the 'Reject Request' button is a text input field for providing a reason for rejection.

STEP 4

After a transfer has been accepted or rejected you will receive another internal SCRUMS Mail to confirm your selection.



The screenshot shows the SCRUMS interface with a 'Player Transfer Request Accepted' email. The email text reads: 'Dear Old Rugby Club RFC, You have accepted the transfer of Amanda Test (#220178) 19/02/2010 who has now transferred to New Rugby Club RFC with immediate effect. Many thanks, Scottish Rugby'.