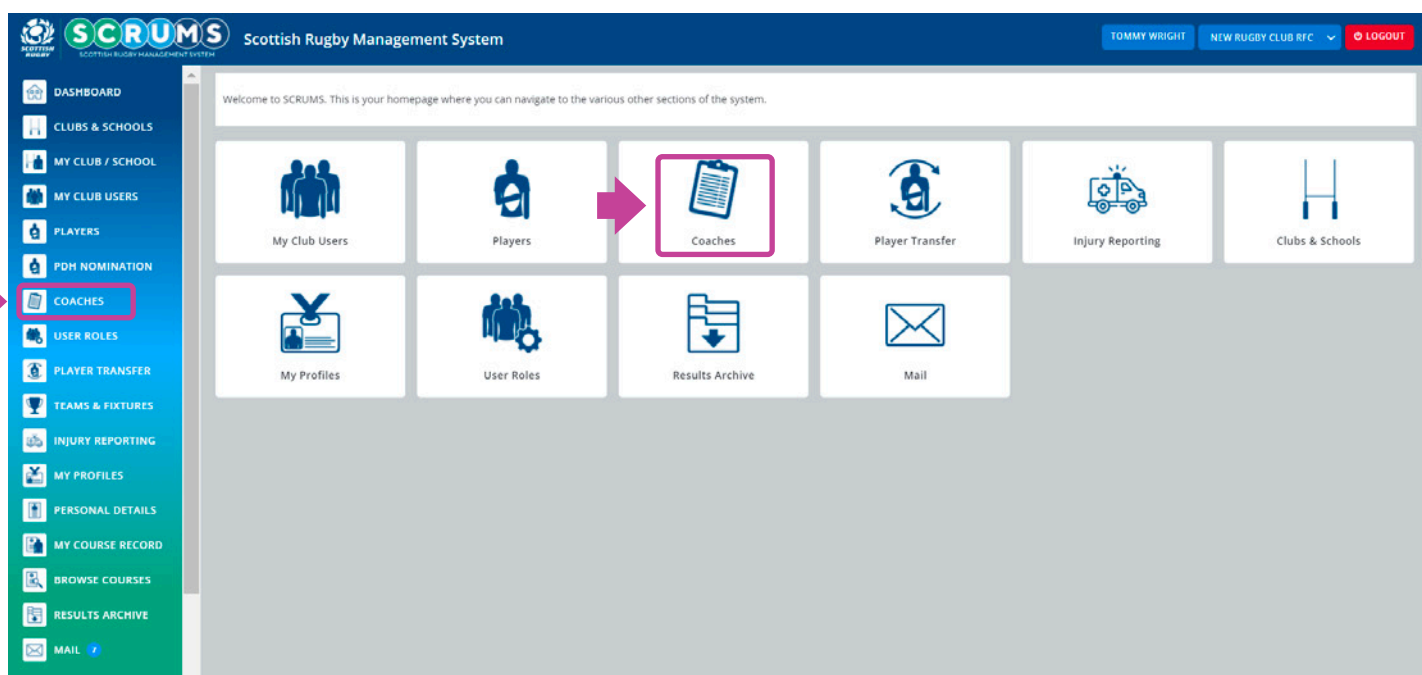# MANAGING COACH INFORMATION

This SCRUMS User Guide will explain how club and school administrators can manage their coaches, including how to complete their **'Active Coach List'** and process other information held about coaches in SCRUMS.

MANAGING COACH INFORMATION

STEP 1

When you login to SCRUMS, navigate to the **'Coaches'** section, either, through the main menu sidebar or dashboard, as highlighted.

MANAGING COACH INFORMATION

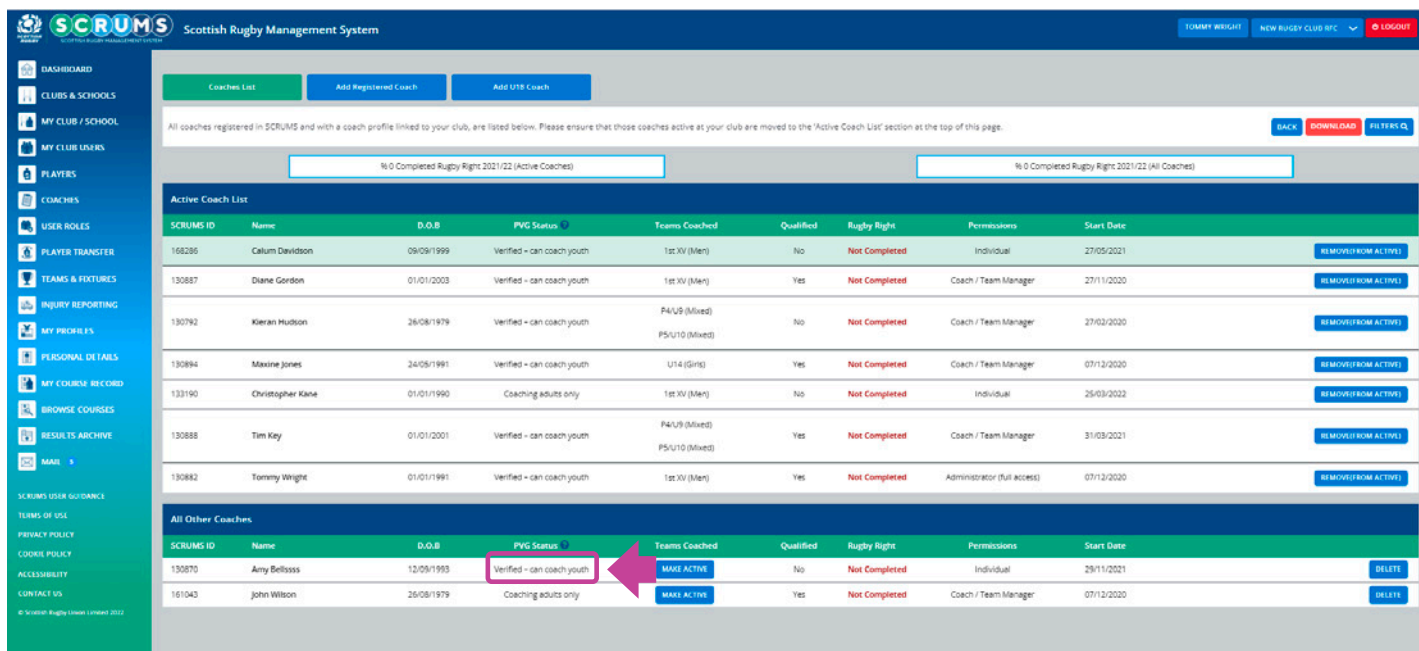## STEP 2

This will bring you to the **'Coaches'** screen which is divided into two sections:

The **'Active Coach List'** at the top and **'All Other Coaches'** listed below that.

Initially, all coaches will be listed in the bottom section until they are made active by the club / school.

To view any individual coach profile, click on the coach's name.

Coaches with a status of **'Verified'** have been reviewed and verified by Scottish Rugby and can be added to the active coach list. Verification ensures that, where required, the coach has the necessary PVG membership with your club and makes sure that accurate qualification information is held in their record.

Coaches shaded in grey have not yet been verified and cannot be added to your **'Active Coach List'**.
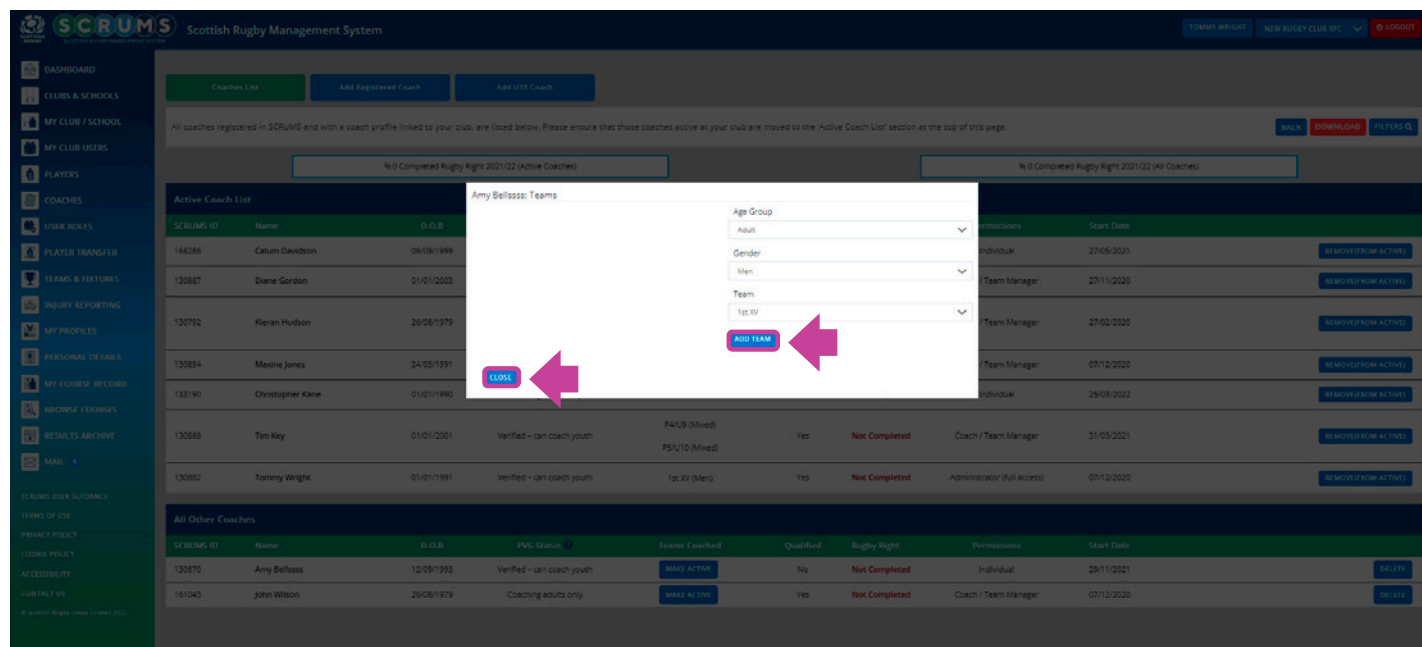
MANAGING COACH INFORMATION

STEP 3. ADD A COACH TO THE 'ACTIVE COACH LIST'

To add a coach to the **'Active Coach List'**, click the **'Make Active'** button next to the coach's name. A pop-up window will appear where you can assign a team (or teams) to the coach, using three drop down options:

1. Select **'age group'** of team

2. Select **'gender'** of team

3. Select **'team'**

Once all three options are selected, click **'Add Team'** and then click the **'Close'** button. The coach will now be in your **'Active Coach List'**

Please note – if a coach does not have a PVG number linked to your club, you will only be able to assign them to adult rugby teams (the options for youth / mini / micro will not be available).
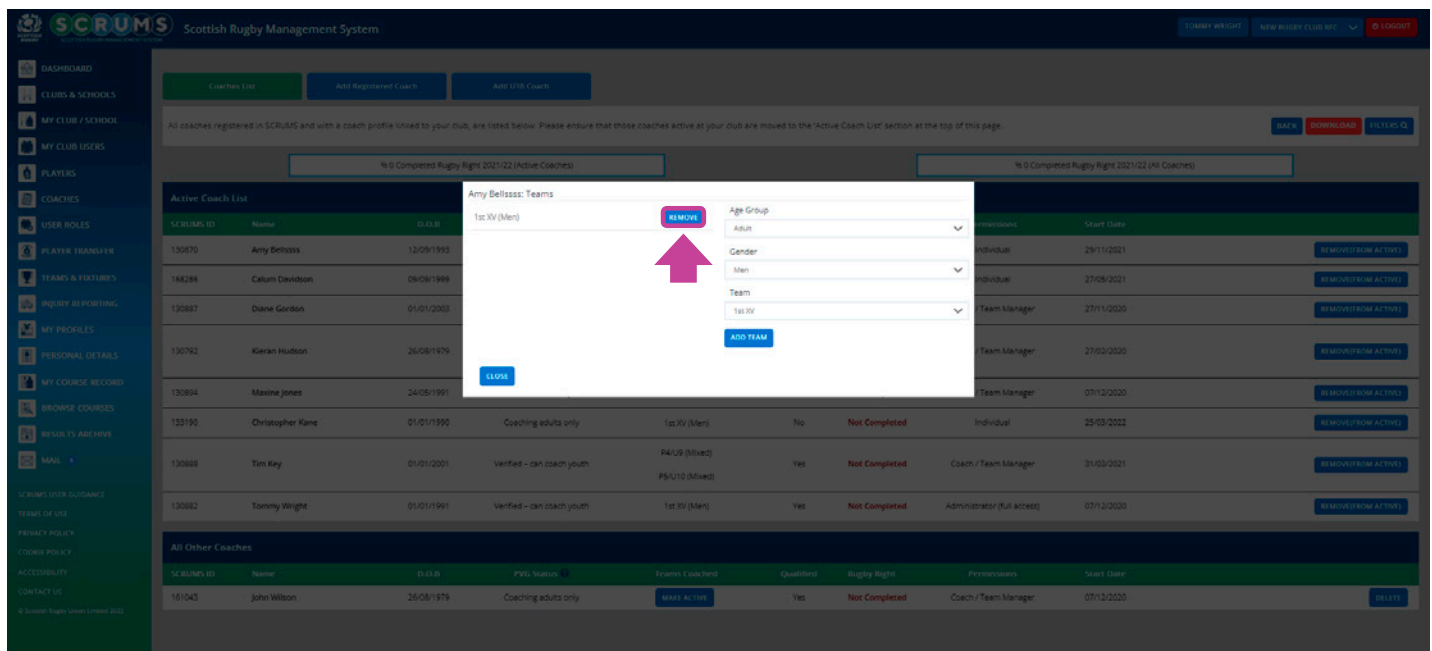
MANAGING COACH INFORMATION

STEP 4. EDIT OR REMOVE A COACH FROM THE 'ACTIVE COACH LIST'

If you need to edit the teams assigned to a coach who is already in your **'Active Coach List'**, click on their current teams under the **'Teams Coached'** section. This will open the same pop-up window as described above.

You can then add new teams in the same way as described above or click the **'Remove'** button to remove any team.
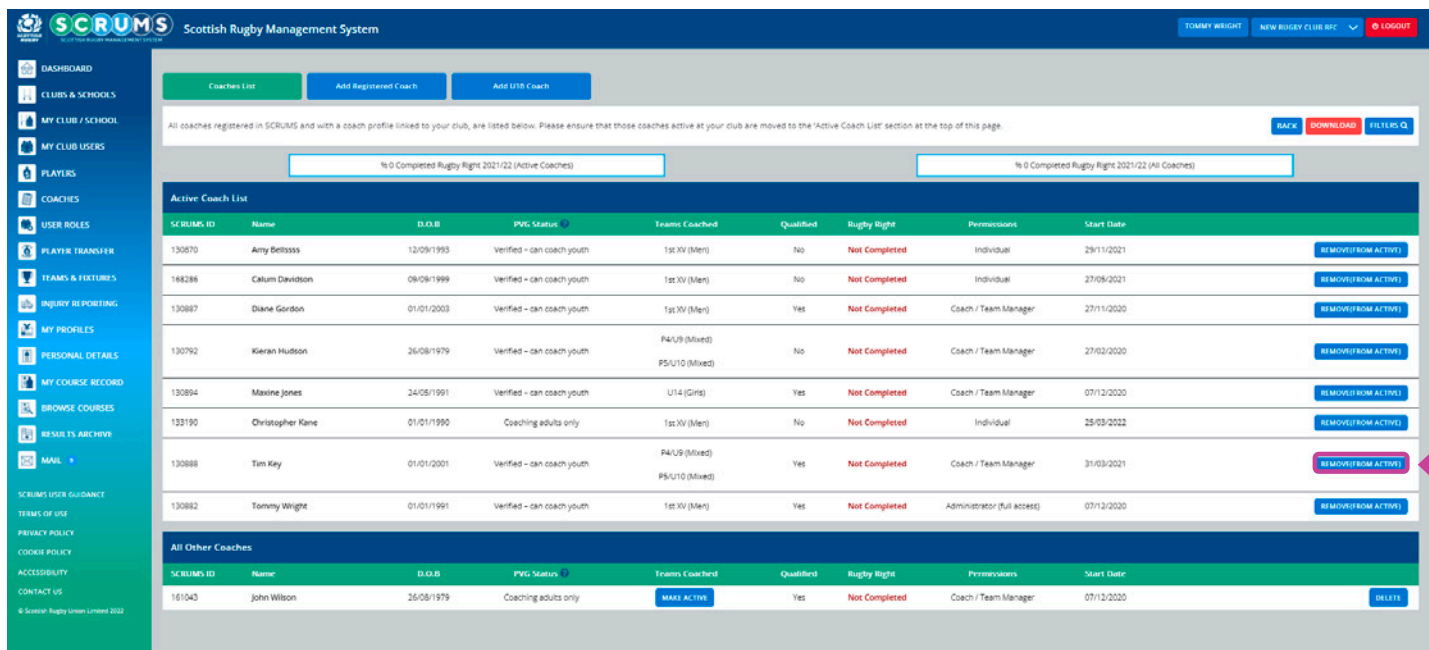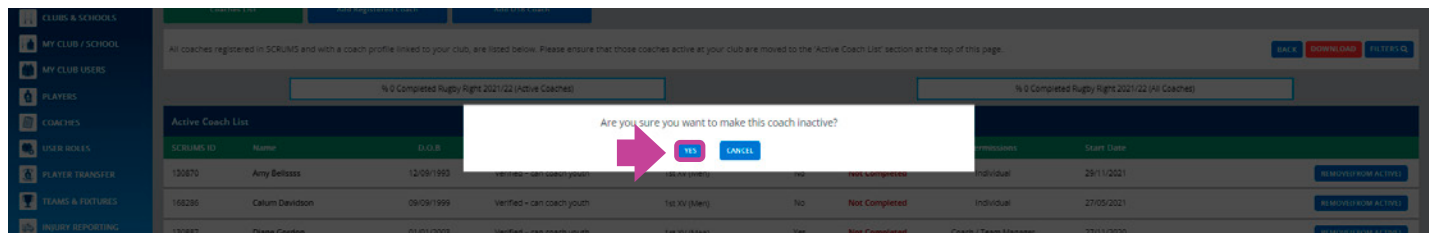
MANAGING COACH INFORMATION

STEP 5

To remove a coach from your **'Active Coach List'**, select the **'Remove (From Active)'** button, then click **'Yes'** to confirm your selection.
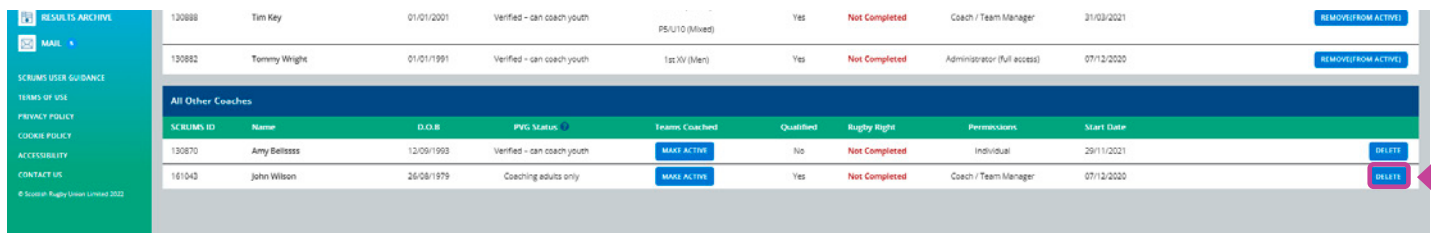
MANAGING COACH INFORMATION

STEP 6

To delete a coach from your coach records, you need to remove them from your **'Active Coach List'** as above then once they are in the bottom section of the screen, click the **'Delete'** button.

When you do that, you will be asked to confirm if you wish the individual to be deleted completely.

• If you want them completely removed from your club / school, select **'Yes'**

• If they are to remain as a member at your club / school select **'Yes, keep as member'**

MANAGING COACH INFORMATION

STEP 7. SEARCH FOR A REGISTERED COACH TO ADD TO YOUR CLUB/SCHOOL

To search for and add a registered coach to your club / school, click the **'Add Registered Coach'** button at the top of the screen.
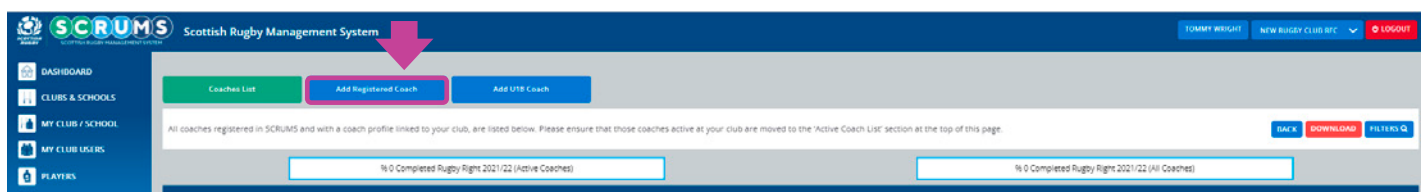
This will bring you to the following screen, where you can search for an existing registered coach.

• Enter the surname and date of birth of the coach you wish to add and press **'Search'**.

• When you find the correct coach, click the **'Add'** button beside their name.
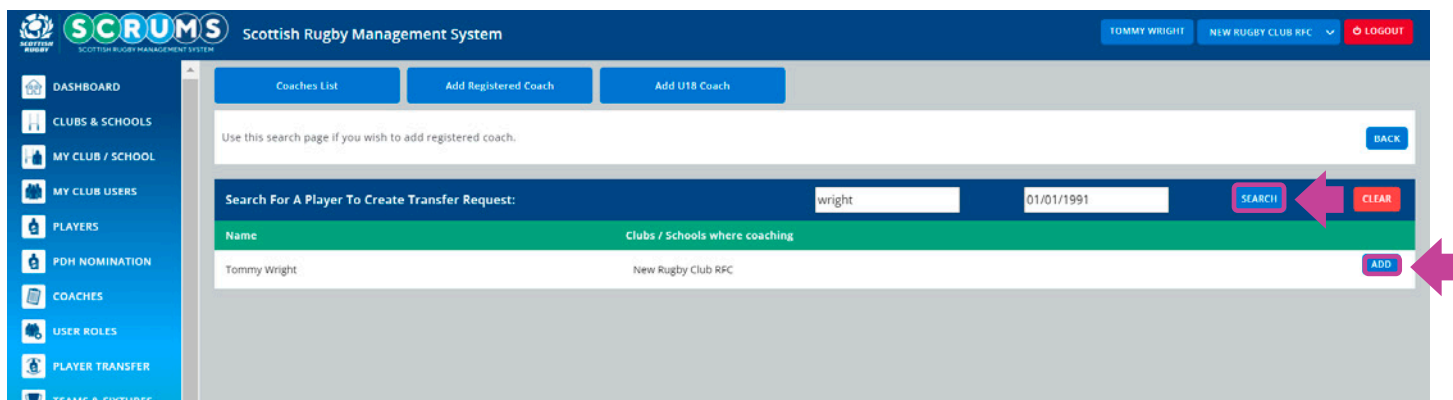
Please note - only coaches who have registered in SCRUMS and created a 'Coach Profile' will be returned when using this search option.

Guidance on creating a 'Coach Profile' can be found here**.**

MANAGING COACH INFORMATION

STEP 8. SETTING COACH PERMISSION

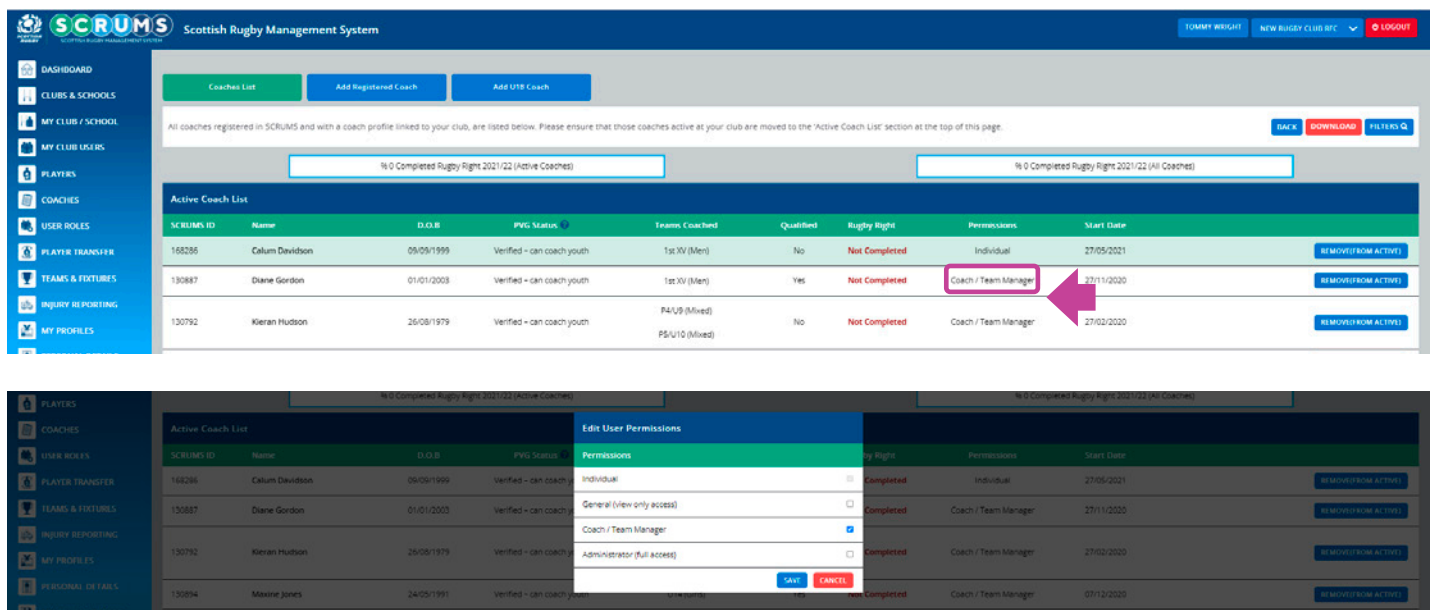**'Permissions'** allow for tiered access to view and edit club / school member information, including injury reports and teamsheets stored on SCRUMS. The SCRUMS permissions of each coach are listed in the **'Permissions'** column and can be set by an existing club administrator.

To update this, click on the current permission level of any coach to open a pop-up window displaying the 4 levels of access.

Then, select the appropriate permission level and click **'Save'**.

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

• 'Individual' - Able to view own details only.

• 'General (view only access)' - Able to view details of all users at the club/school but are not able to edit any information.

• 'Coach (teamsheets / injury reports)' – Can submit Teamsheets and injury reports. Can also view lists of players but cannot edit any information.

• 'Administrator (full access)' - Able to view and edit details of all users, process player transfers and submit teamsheets and injury reports.