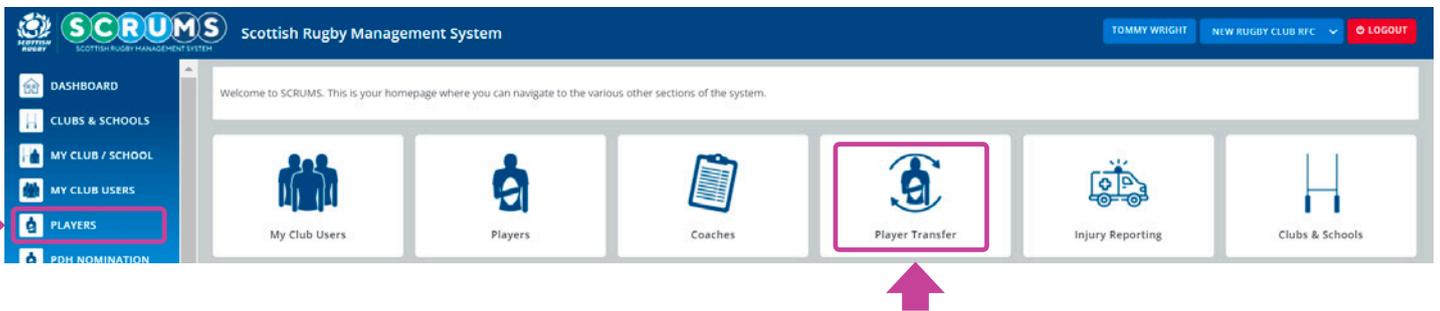


# REQUESTING A TRANSFER

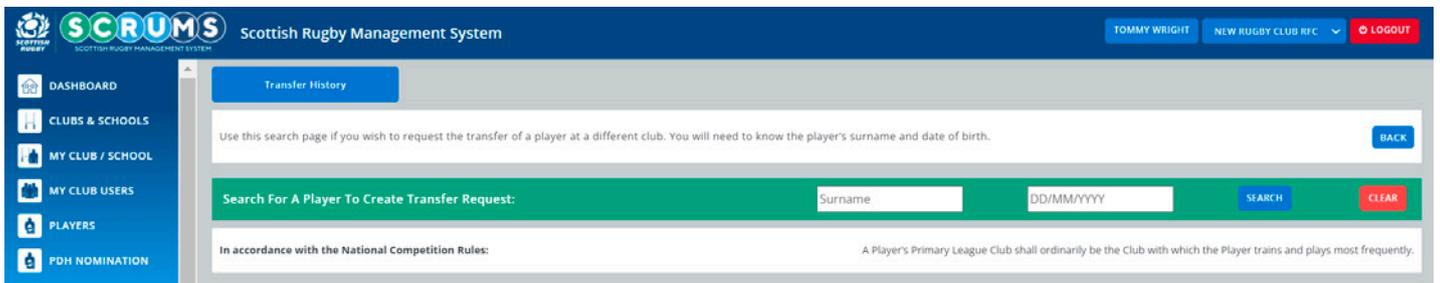
## STEP 1

To request a transfer navigate to the **'Player Transfer'** section of SCRUMS, either through the sidebar or dashboard highlighted.



## STEP 2

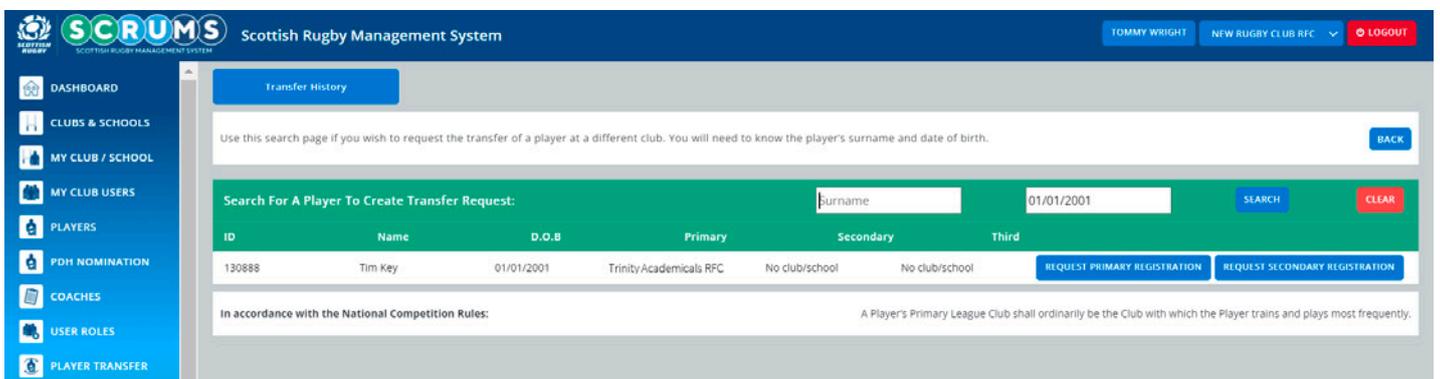
Enter the Surname and Date of Birth of the player you wish to register to your club or school.



# REQUESTING A TRANSFER

## STEP 3

You can request the transfer of a player's Primary, Secondary or Third registration. Depending on the type of club/school you are and the player's existing registrations, only the available registration options will be displayed.

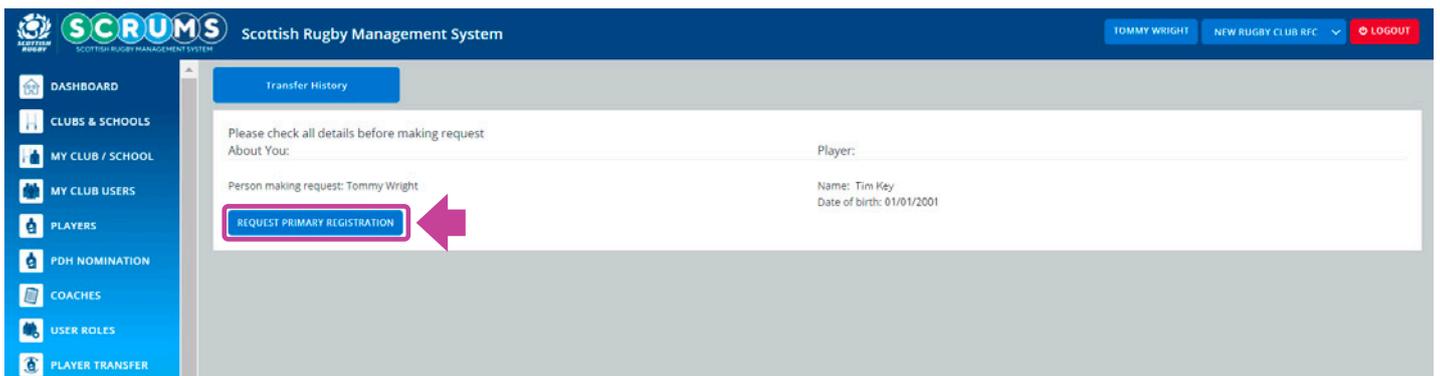


The screenshot shows the 'Transfer History' page in the SCRUMS system. It includes a search bar for player details and a table of existing registrations.

ID	Name	D.O.B	Primary	Secondary	Third	Actions
130888	Tim Key	01/01/2001	TrinityAcademicals RFC	No club/school	No club/school	<a href="#">REQUEST PRIMARY REGISTRATION</a> <a href="#">REQUEST SECONDARY REGISTRATION</a>

## STEP 4

You will be given the opportunity to review the transfer details before choosing to confirm by selecting the 'Request' button.



The screenshot shows the confirmation step of the transfer request. A red box highlights the 'REQUEST PRIMARY REGISTRATION' button, with a pink arrow pointing to it.

Please check all details before making request

About You: \_\_\_\_\_ Player: \_\_\_\_\_

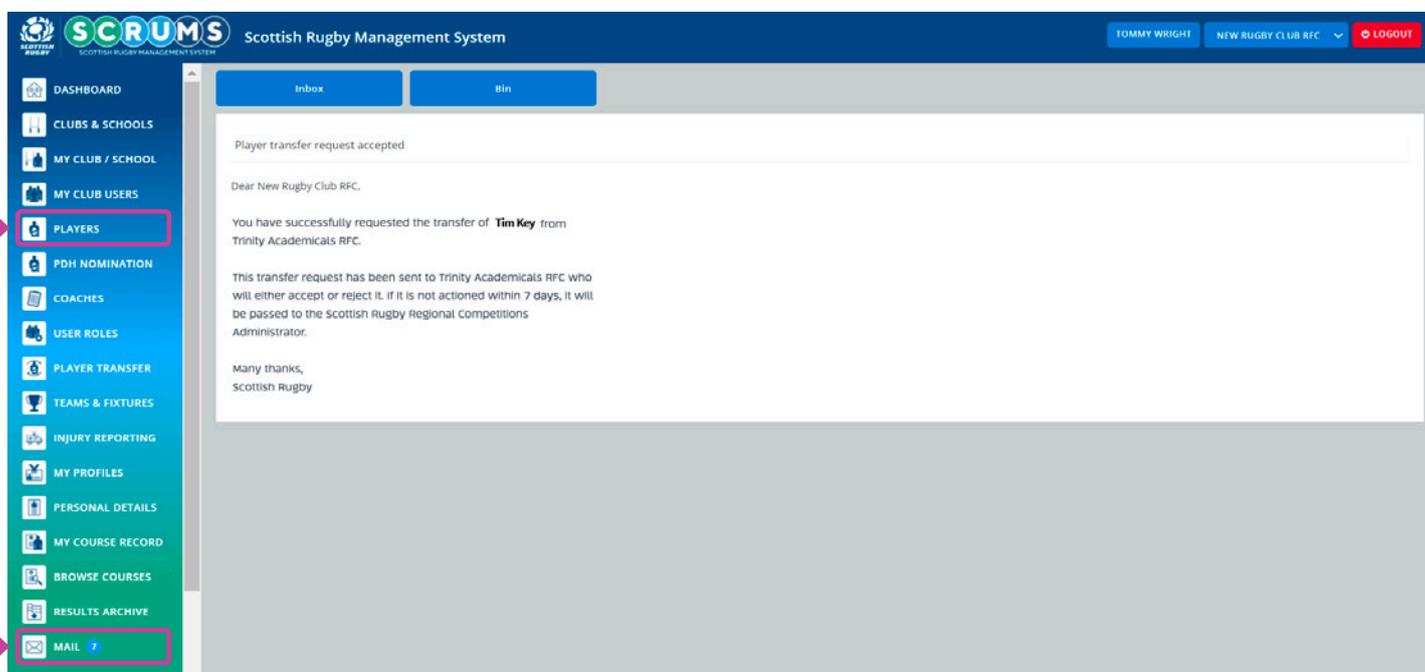
Person making request: Tommy Wright Name: Tim Key  
Date of birth: 01/01/2001

# REQUESTING A TRANSFER

## STEP 5

You will also receive an internal SCRUMS mail confirmation of the transfer request. This can be accessed in the **'Mail'** section of SCRUMS. When a response is required, the player's existing club will be given 7 days to respond to your request before it is passed to the Scottish Rugby Competitions Administrator.

Once the transfer has been accepted, the player will appear within your club or school's **'Players'** section.

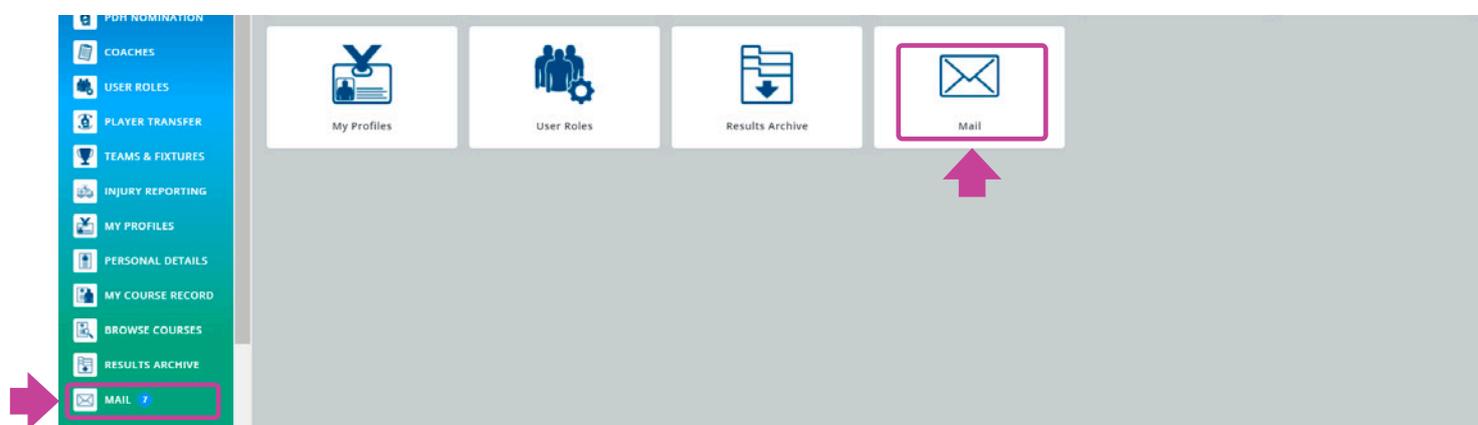


The screenshot shows the SCRUMS web interface. The top navigation bar includes the SCRUMS logo, the text "Scottish Rugby Management System", and user information: "TOMMY WRIGHT", "NEW RUGBY CLUB RFC", and a "LOGOUT" button. A left-hand sidebar menu lists various sections: DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY CLUB USERS, PLAYERS (highlighted with a pink box and arrow), PDH NOMINATION, COACHES, USER ROLES, PLAYER TRANSFER, TEAMS & FIXTURES, INJURY REPORTING, MY PROFILES, PERSONAL DETAILS, MY COURSE RECORD, BROWSE COURSES, RESULTS ARCHIVE, and MAIL (highlighted with a pink box and arrow). The main content area shows an email titled "Player transfer request accepted" with the following text: "Dear New Rugby Club RFC, You have successfully requested the transfer of **Tim Key** from Trinity Academicals RFC. This transfer request has been sent to Trinity Academicals RFC who will either accept or reject it. If it is not actioned within 7 days, it will be passed to the Scottish Rugby Regional Competitions Administrator. Many thanks, Scottish Rugby".

# RESPONDING TO A TRANSFER REQUEST

## STEP 1

If you hold admin rights at a club you will receive an email if a transfer of one your players is requested. To respond to this request, navigate to the 'Mail' section of SCRUMS, either through the sidebar or dashboard highlighted.



## STEP 2

Select any messages that are marked as unread. You can now choose to either accept, or reject the transfer.

