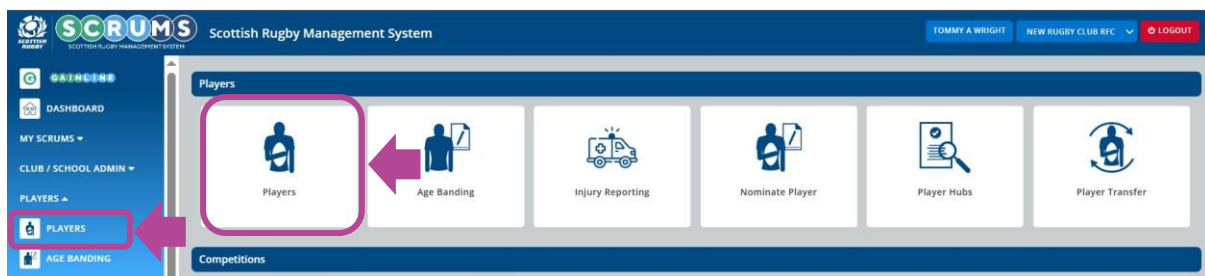# UPDATE PLAYER INFORMATION

This guide will detail how to update **Player Information** for an existing player in **SCRUMS**, the Scottish Rugby User Management System. An **Existing Player** is someone _with_ an existing **SCRUMS** account.

STEP 1

PLEASE NOTE: To update **Player Information**, you **MUST** have '**Administrator (full access)'** **Permissions**. Guidance on setting **User Permissions** can be found in the **'Updating User Roles in SCRUMS'** guide.

To edit **Player Information**, navigate to the **Players** section through the **Main Menu Sidebar** or **Dashboard**, as highlighted. Then click on the **'Players'** tile

The **Players** page will list all players linked to your club on SCRUMS.

UPDATE PLAYER INFORMATION

STEP 2

To update **Player Information**, select the **'Edit'** button located beside the user you wish to amend.

ID	Name	D.O.B	Gender	Primary Club/School	Secondary Club/School		
216820	Babatunde Aleshe	29/10/2008	Male	New Rugby Club RFC	N/A	MAKE INACTIVE	EDIT
130852 (!)	Rob Beckett	17/03/1990	Male	New Rugby Club RFC	N/A	MAKE INACTIVE	EDIT
130870 (!)	Amy Bellssss	12/09/1993	Female	New Rugby Club RFC	N/A	MAKE INACTIVE	EDIT

Results from 1 to 45 of 45

STEP 3

You can edit a user's **Personal Details**, **Address Details** from this page.

When you have made a change to any of the detail fields, please click the **'Save'** button to save your update.

> This page allows you to edit certain pieces of information for the selected player at your club / school.   BACK
>
> Personal Details

PLEASE NOTE: You _cannot_ change a user's First Name, Middle Name, Surname, or DOB from the **User Edit** screen.

STEP 4

To make a change to a user's First Name, Middle Name, Surname, or DOB please request the change by clicking on the **'Here'** button, as highlighted.

> Personal Details
>
> You cannot edit your First Name, Middle Names, Surname or Date of Birth.
>
> If you need to make any changes to any of this information please click   HERE

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

UPDATE PLAYER INFORMATION

STEP 5

This will bring you to the **Request Page**. To request a change, update the text field as required for the user listed, then click the 'Save' button.

An update request email will then be sent to the **SCRUMS Mailbox** and the change will be reviewed by a member of the **SCRUMS Team** with any amendments made thereafter.

PLEASE NOTE: User details *should not be changed* to a different user. Guidance for creating a new user profile can be found in the **'SCRUMS Guidance'** tile.

STEP 5

To edit a user's **Player Details,** scroll down to the **Players Details** section. Here, you can set the **Playing Position** and select whether the player is **Able to Play Front Row**.

When you have made a change to any of the detail fields, please click the **'Save'** button to save your update.

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