

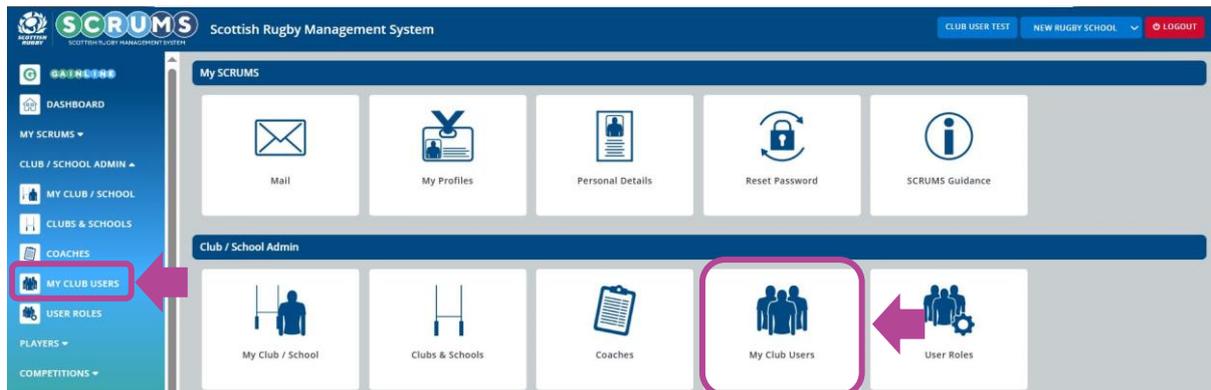
UPDATE USER INFORMATION

This guide will detail how to update user information for an existing user in **SCRUMS**, the Scottish Rugby User Management System. An **Existing User** is someone with an existing **SCRUMS** account.

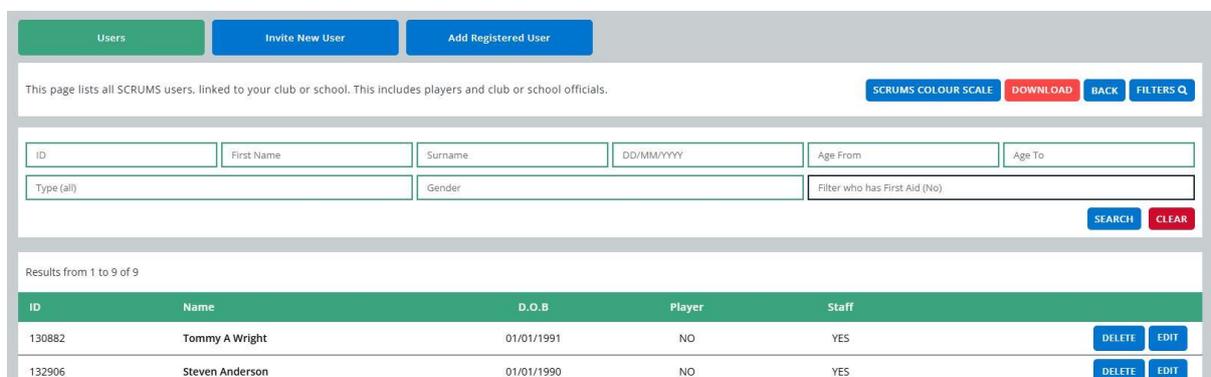
STEP 1

PLEASE NOTE: To update user 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 **User Information**, navigate to the **Club / School Admin** section through the **Main Menu Sidebar** or **Dashboard**, as highlighted. Then click on the 'My Club Users' tile



The **My Club Users** page will list everyone linked to your club on SCRUMS.



UPDATE USER INFORMATION

STEP 2

To amend a user record, select the **'Edit'** button located beside the user you wish to amend.

Results from 1 to 9 of 9

ID	Name	D.O.B	Player	Staff	DELETE	EDIT
130882	Tommy A Wright	01/01/1991	NO	YES	DELETE	EDIT
132906	Steven Anderson	01/01/1990	NO	YES	DELETE	EDIT
168286	Calum Davidson	09/09/1999	NO	NO	DELETE	EDIT

STEP 3

You can edit a user's **Personal Details** and **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.

Users Invite New User Add Registered User

This page allows you to edit certain pieces of personal information, address details etc for the selected user at your club / school. ASSIGN POSITION EDIT PERMISSIONS GO BACK

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](#)

First Name: Tommy

Middle Names:

Surname: A Wright

Email: scrumstest@gmail.com

Secondary Email:

Date of Birth (DD/MM/YYYY): 01/01/1991

Age: 34 years and 2 months

Gender Identity: Male

Address Details

Address line 1:

Address line 2:

Address line 3:

Town / City:

Local Authority: Edinburgh City

Postcode: EH12 5PJ

Telephone Number: 01735252252

Emergency Contact Name:

Emergency Contact Number:

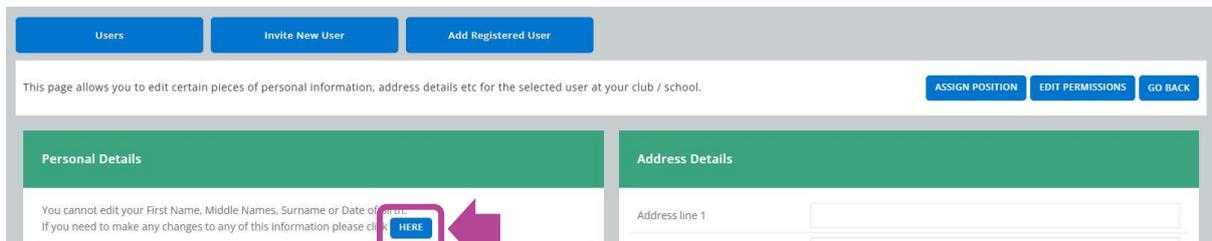
SAVE SAVE

UPDATE USER INFORMATION

STEP 4

PLEASE NOTE: You cannot change a user's First Name, Middle Name, Surname, or DOB from the **User Edit** screen.

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.



Users Invite New User Add Registered User

This page allows you to edit certain pieces of personal information, address details etc for the selected user at your club / school. ASSIGN POSITION EDIT PERMISSIONS GO BACK

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**

Address Details

Address line 1

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.



Personal Details

First Name	Tommy
Middle Names	
Surname	A Wright
Date of Birth (DD/MM/YYYY)	01/01/1991

Please make any changes required in the fields above and click 'save'. We will update record in due course. **SAVE**

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.