

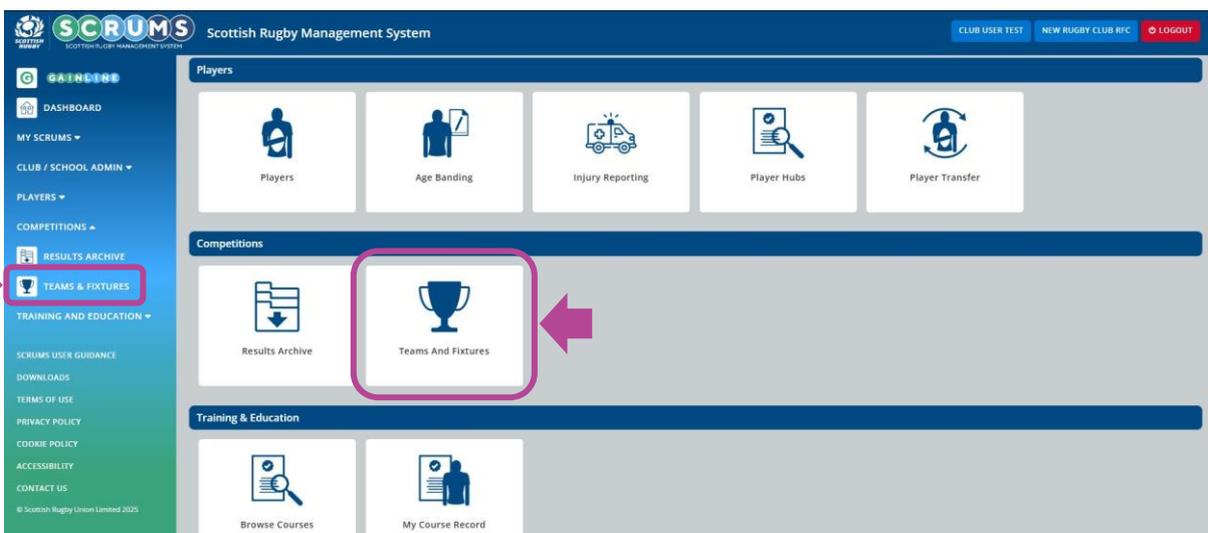
ADDING FRIENDLY FIXTURES

This guide will detail how to add **Friendly Fixtures** for your club / school on **SCRUMS**, the Scottish Rugby User Management System.

PRE MATCH STEP 1

When you login to **SCRUMS**, navigate to the **Competitions** section from the **Main Menu Sidebar** or **Dashboard Tiles**, as highlighted.

Then, to access a list of all the teams at your club / school for the current season click on the **'Teams & Fixtures'** tile.



The screenshot displays the SCRUMS dashboard interface. On the left is a vertical sidebar menu with categories: DASHBOARD, MY SCRUMS, CLUB / SCHOOL ADMIN, PLAYERS, COMPETITIONS, RESULTS ARCHIVE, TEAMS & FIXTURES (highlighted with a red box and a red arrow), TRAINING AND EDUCATION, SCRUMS USER GUIDANCE, DOWNLOADS, TERMS OF USE, PRIVACY POLICY, COOKIE POLICY, ACCESSIBILITY, and CONTACT US. The main content area is divided into three sections: 'Players' (with tiles for Players, Age Banding, Injury Reporting, Player Hubs, and Player Transfer), 'Competitions' (with tiles for Results Archive and Teams And Fixtures, where 'Teams And Fixtures' is highlighted with a red box and a red arrow), and 'Training & Education' (with tiles for Browse Courses and My Course Record). The top of the dashboard features the SCRUMS logo, the text 'Scottish Rugby Management System', and buttons for 'CLUB USER TEST', 'NEW RUGBY CLUB RFC', and 'LOGOUT'.



ADDING FRIENDLY FIXTURES

PRE MATCH STEP 2

From **Teams and Fixtures**, you will land on your club / school teams for the current season.

To select the team that you want to add a **Friendly Fixture** for, click the **'View Fixtures'** button next to any of the teams at your club / school.

You can view all your teams on this page, update the Team Contact and view the team's fixtures BACK

New Rugby Club RFC Teams Select Season 2024-2025

Name	Team Contacts
1st XV (Men)	EDIT CONTACT VIEW FIXTURES
2nd XV (Men)	EDIT CONTACT VIEW FIXTURES
1st XV (Women)	EDIT CONTACT VIEW FIXTURES

PRE MATCH STEP 3

This will take you to a screen displaying the chosen team's **Fixture List** for the current season.

To add a new fixture for this team, select **Add Fixture/Event** button, as highlighted.

If you wish to make any changes to your upcoming fixture please contact your Regional Competition Administrator ADD FIXTURE/EVENT COMPETITION FIXTURE KEY BACK

East Region Friendly Fixtures (Men's)

17/08/2024 12:00	New Rugby Club RFC - 1st XV (Men)	New Rugby Club RFC - 2nd XV (Men)	SUBMIT SCORE SUBMIT TEAMSHEET FIXTURE TEAMSHEETS
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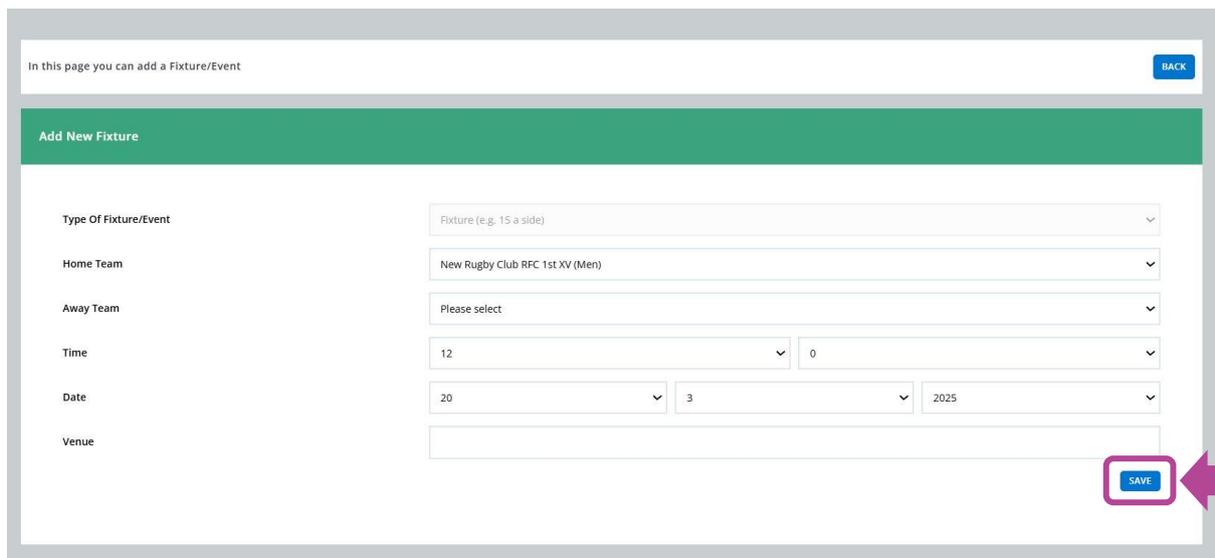
ADDING FRIENDLY FIXTURES

PRE MATCH STEP 4

This will open the New Fixture Form. To create a new fixture:

- First, select a **'Home'** and **'Away'** team. Teams can be either **'Home'** or **'Away'**
- Then, add the **'Time'** and **'Date'** of the fixture using the dropdowns
- Finally, enter a **'Venue'** for this fixture in the text box.

Once all information is entered in the form please press **'Save'** to add your friendly fixture.



In this page you can add a Fixture/Event BACK

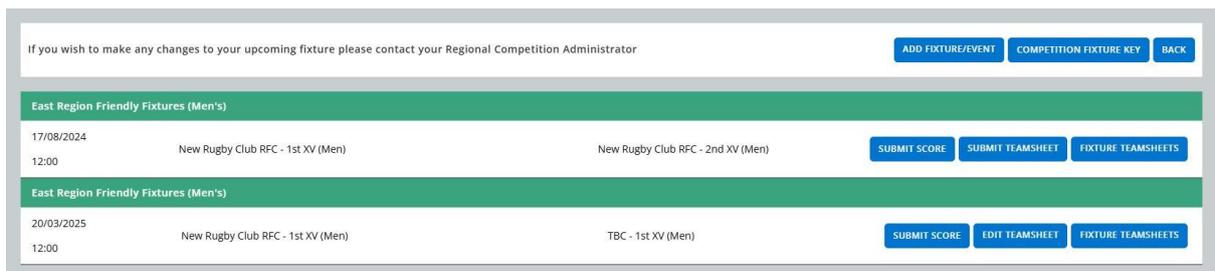
Add New Fixture

Type Of Fixture/Event	Fixture (e.g. 15 a side)
Home Team	New Rugby Club RFC 1st XV (Men)
Away Team	Please select
Time	12 0
Date	20 3 2025
Venue	

SAVE

Your new fixture will now appear on your team's **Fixture List**.

If you wish to make any changes to your **upcoming fixtures**, please contact your **Regional Competition Administrator**.



If you wish to make any changes to your upcoming fixture please contact your Regional Competition Administrator ADD FIXTURE/EVENT COMPETITION FIXTURE KEY BACK

East Region Friendly Fixtures (Men's)			
17/08/2024 12:00	New Rugby Club RFC - 1st XV (Men)	New Rugby Club RFC - 2nd XV (Men)	SUBMIT SCORE SUBMIT TEAMSHEET FIXTURE TEAMSHEETS
East Region Friendly Fixtures (Men's)			
20/03/2025 12:00	New Rugby Club RFC - 1st XV (Men)	TBC - 1st XV (Men)	SUBMIT SCORE EDIT TEAMSHEET FIXTURE TEAMSHEETS