

ASSIGN TEAM CONTACTS IN SCRUMS

This guide will detail how to assign a **Team Contact** to each of your teams on **SCRUMS**, the Scottish Rugby User Management System.

PLEASE NOTE: The **Team Contact** will then receive any SCRUMS Notifications relevant to that team, including email reminders to submit the result of a fixture or to submit a teamsheet.

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 '**Teams &** Fixtures'.





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STEP 2

From **Teams and Fixtures**, you will land on your club / school teams for the current season. You can view previous seasons by changing on the **Select Season** dropdown, as highlighted.

To assign a **Team Contact**, click on **'Edit Contant'** next to any of the teams at your club / school.

You can view all your teams on this page, t	update the Team Contact and view the team's fixtures	unc	×
New Rugby Club RFC Teams		Select Season 2024-2025 🗸	
Name	Team Contacts		
1st XV (Men)			
2nd XV (Men)		EDIT CONTACT VIEW FIXTURES	
1st XV (Women)		EDIT CONTACT VIEW FIXTURES	

STEP 3

A pop-up box with a dropdown option will allow you to select a **Team Contact** from a list of eligible people. Once you have selected the required person, click the **Assign** button.

PLEASE NOTE: You can assign more than one contact per team, if required.

You can also remove a user as a team contact by selecting the **Delete** button. Once you have made your selection, click the **Close** button.

G GAUNCORD				
DASHBOARD	You can view all your teams	Please Assign A Team Contact From The List Below		-
MY SCRUMS -				
CLUB / SCHOOL ADMIN +	New Rugby Club RFC T	Tim Key	DLLETE	Select Season 2024-2025 🛩
PLAYERS -	Name	Assign New Contact		
COMPETITIONS =	1st XV (Men)	Please select user	~	EDIT CONTACE VIEW FORTURES
RESULTS ARCHIVE	2nd XV (Men)			EDIT CONTACT VIEW FORTURES
TEAMS & FOCTURES	1st XV (Women)		ASSIGN	EDIT CONTACT VIEW FOCTURES
TRAINING AND EDUCATION +	TBC (Boys U18 1st XV)		a cose	EDIT CONTACT VIEW FIXTURES
SCIILINS USER GUIDANCE	Winner Semifinal 2 (Boys U18	0.0 X91		EDIT-CONTACT VIEW FUCTURES

PLEASE NOTE: The dropdown list will only contain users at your club / school with the **Administrator** (full access) Permission OR the **Coach / Team Manager Permission** as they are the only permissions able to submit results and teamsheets.

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