

## ASSIGN TEAM CONTACTS IN SCRUMS

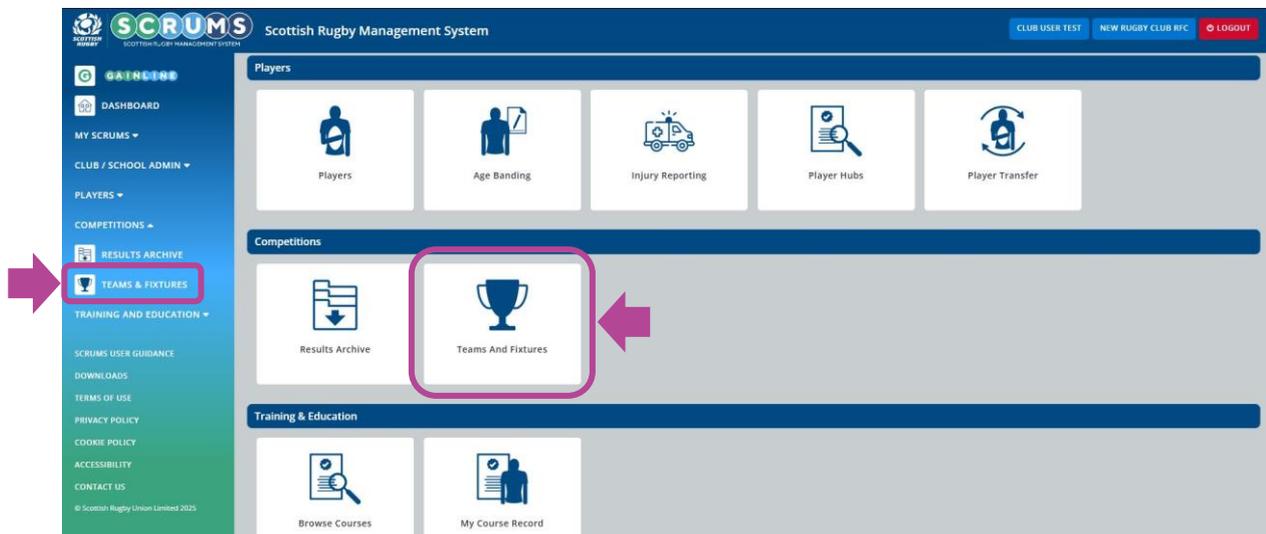
This guide will detail how to assign a **Team Contact** to each of your teams on **SCRUMS**, the Scottish Rugby User Management System.

**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 Contact'** next to any of the teams at your club / school.

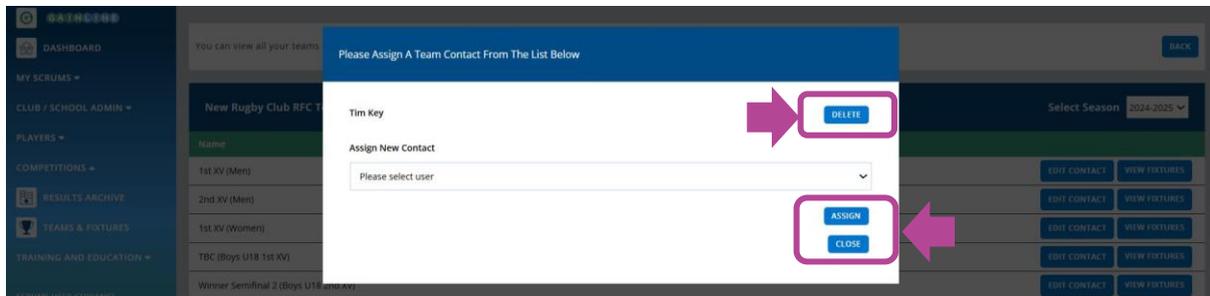


## STEP 3

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.



**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.