

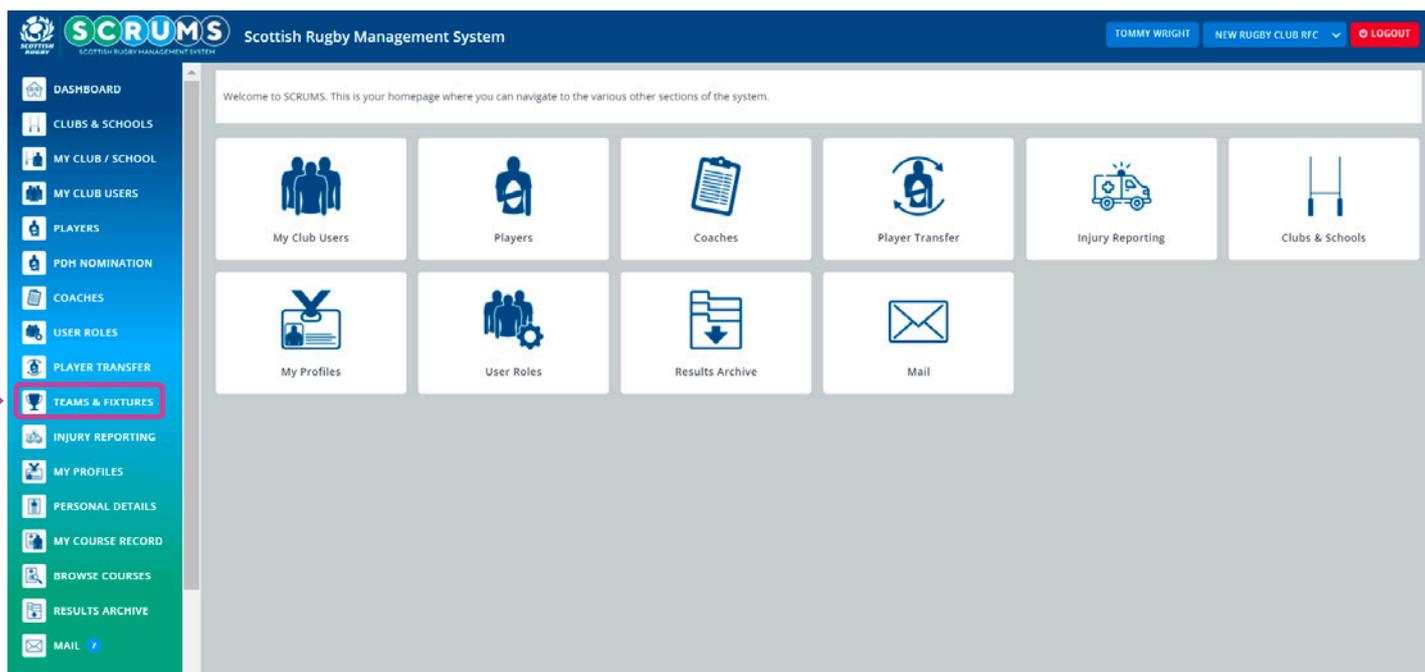
# SUBMITTING RESULTS IN SCRUMS (YOUTH COMPETITIONS)

This User Guide will explain how to submit results of club fixtures through SCRUMS.

## STEP 1

When you [log into SCRUMS](#), navigate to the **'Teams & Fixtures'** section of the main menu sidebar, as highlighted.

The main menu appears on the left-hand side of the screen on a laptop / PC or you can access it on a mobile device by clicking the three lines at the top right of the screen.



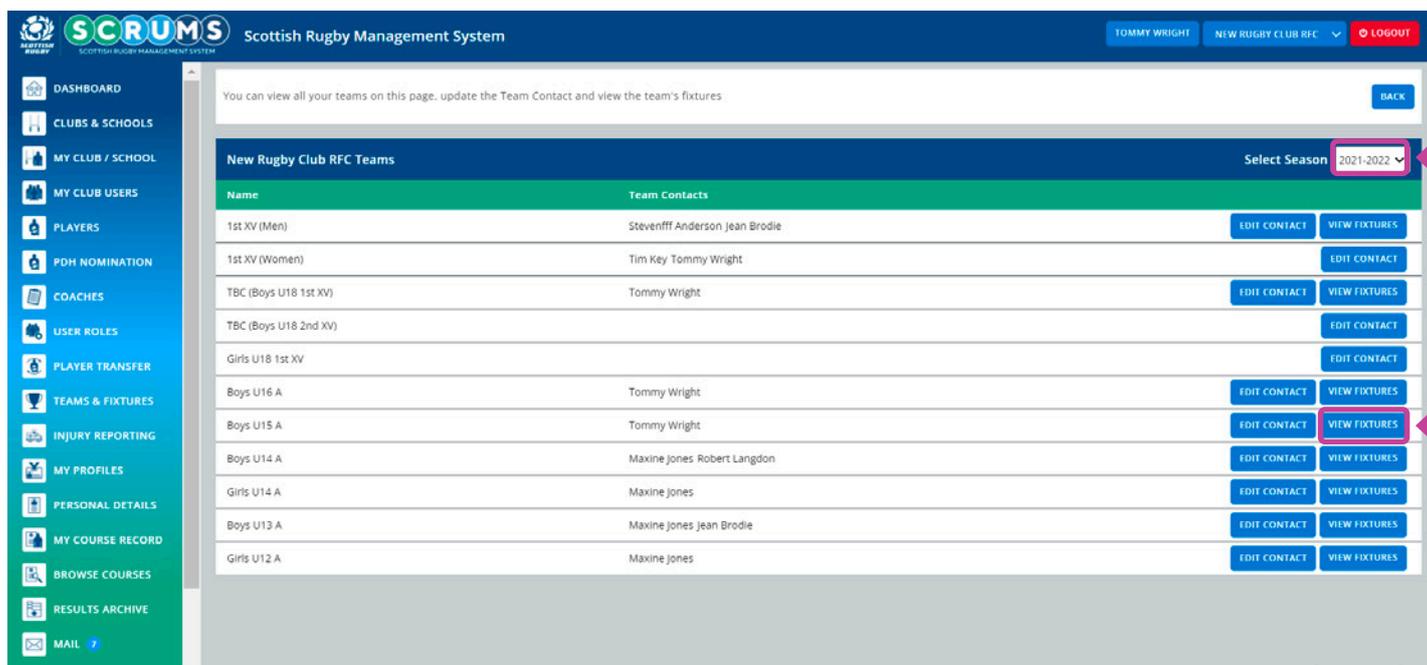
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## STEP 2

Then, click on the **'View Fixtures'** button for the team that you need to submit a result for. This screen will display teams for the current season. If you need to view teams and fixtures for a previous season, you can use the dropdown option highlighted in yellow to select the required season.



The screenshot shows the SCRUMS interface for a user named Tommy Wright. The main content area is titled 'New Rugby Club RFC Teams' and includes a 'Select Season' dropdown menu set to '2021-2022'. Below this is a table listing various teams and their contacts. The table has columns for 'Name', 'Team Contacts', and two buttons: 'EDIT CONTACT' and 'VIEW FIXTURES'. The 'Boys U15 A' team's 'VIEW FIXTURES' button is highlighted in pink, and a pink arrow points to it. Another pink arrow points to the 'Select Season' dropdown menu.

Name	Team Contacts	EDIT CONTACT	VIEW FIXTURES
1st XV (Men)	Stevenff Anderson Jean Brodie	EDIT CONTACT	VIEW FIXTURES
1st XV (Women)	Tim Key Tommy Wright	EDIT CONTACT	VIEW FIXTURES
TBC (Boys U18 1st XV)	Tommy Wright	EDIT CONTACT	VIEW FIXTURES
TBC (Boys U18 2nd XV)		EDIT CONTACT	VIEW FIXTURES
Girls U18 1st XV		EDIT CONTACT	VIEW FIXTURES
Boys U16 A	Tommy Wright	EDIT CONTACT	VIEW FIXTURES
Boys U15 A	Tommy Wright	EDIT CONTACT	VIEW FIXTURES
Boys U14 A	Maxine Jones Robert Langdon	EDIT CONTACT	VIEW FIXTURES
Girls U14 A	Maxine Jones	EDIT CONTACT	VIEW FIXTURES
Boys U13 A	Maxine Jones Jean Brodie	EDIT CONTACT	VIEW FIXTURES
Girls U12 A	Maxine Jones	EDIT CONTACT	VIEW FIXTURES

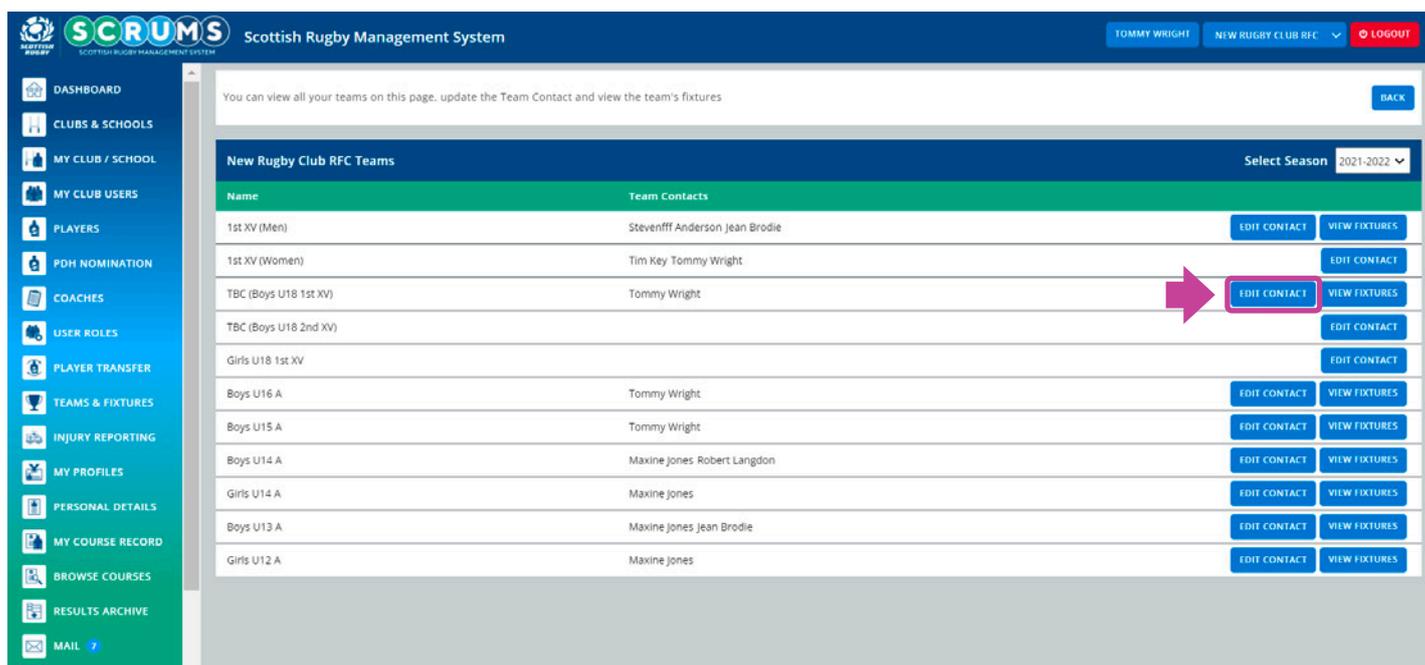
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## STEP 3

You will now see the fixtures for your selected team. As well as being able to view, edit and submit teamsheets on this screen, you can also submit the result.

To do that, click on **'Submit Score'** next to the relevant fixture.

You will only see the **'Submit Score'** button next to a fixture if you are the home team and a score has not already been provided. You cannot provide scores for fixtures with dates in the future.



The screenshot shows the SCRUMS interface for a user named Tommy Wright. The main content area displays a table of "New Rugby Club RFC Teams" for the 2021-2022 season. The table has columns for "Name" and "Team Contacts". Each row includes "EDIT CONTACT" and "VIEW FIXTURES" buttons. A red arrow points to the "EDIT CONTACT" button for the "TBC (Boys U18 1st XV)" team.

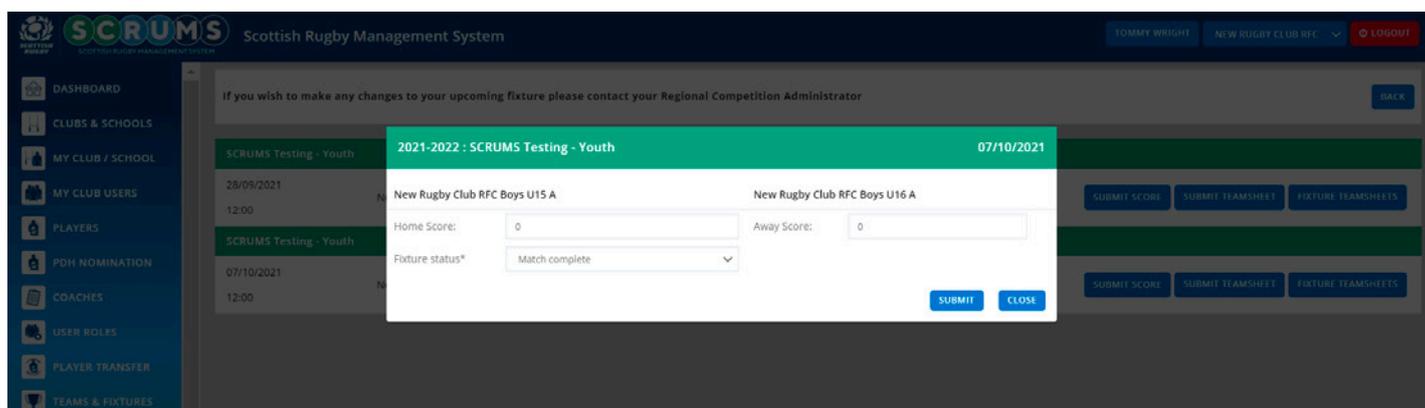
Name	Team Contacts	EDIT CONTACT	VIEW FIXTURES
1st XV (Men)	Stevenff Anderson Jean Brodie	EDIT CONTACT	VIEW FIXTURES
1st XV (Women)	Tim Key Tommy Wright	EDIT CONTACT	VIEW FIXTURES
TBC (Boys U18 1st XV)	Tommy Wright	EDIT CONTACT	VIEW FIXTURES
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Girls U18 1st XV		EDIT CONTACT	VIEW FIXTURES
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Boys U14 A	Maxine Jones Robert Langdon	EDIT CONTACT	VIEW FIXTURES
Girls U14 A	Maxine Jones	EDIT CONTACT	VIEW FIXTURES
Boys U13 A	Maxine Jones Jean Brodie	EDIT CONTACT	VIEW FIXTURES
Girls U12 A	Maxine Jones	EDIT CONTACT	VIEW FIXTURES

# SUBMITTING RESULTS IN SCRUMS (YOUTH COMPETITIONS)

## STEP 4

When you click on the **'Submit Score'** button, you will see a box like the one below. Please enter the score for each team in the relevant boxes. Then click **'Submit'**.

Once you have submitted the score, you cannot make any changes to what has been submitted. If incorrect information is entered or there are any other queries relating to the result, please direct these to the Scottish Rugby Competitions Team at [competitions@sru.org.uk](mailto:competitions@sru.org.uk).



If the fixture did not take place as planned for any reason, you can change the **'Fixture Status'** dropdown from Match Complete to one of three other options. See below guidance for when to use each of these;

### Development match complete

Select when a training game is played if one/both teams cannot meet the minimum player or front row (U18 & U16) requirements set out in the Competitions Rules.

In these circumstances club/schools should share players and adapt the game format to facilitate a meaningful playing opportunity for as many players as possible.

### Match not fulfilled

Select when no match takes place as one/both sides cannot meet the minimum player or front row (U18 & U16) requirements set out in the Competitions Rules.

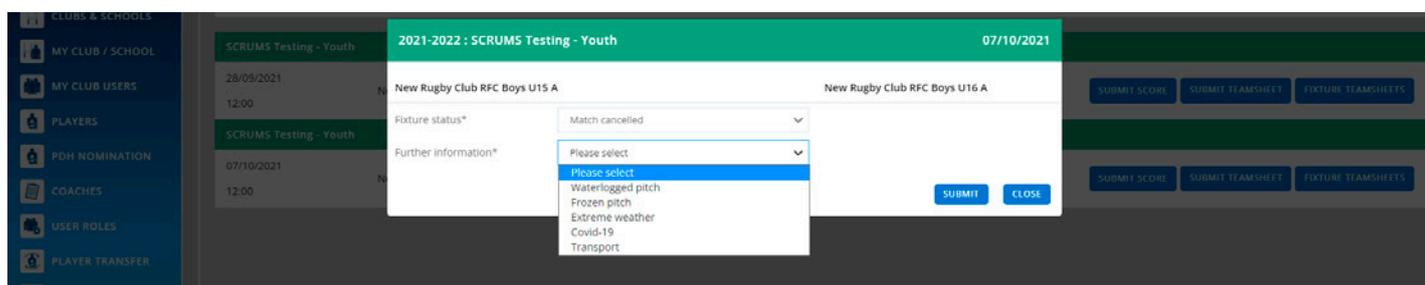
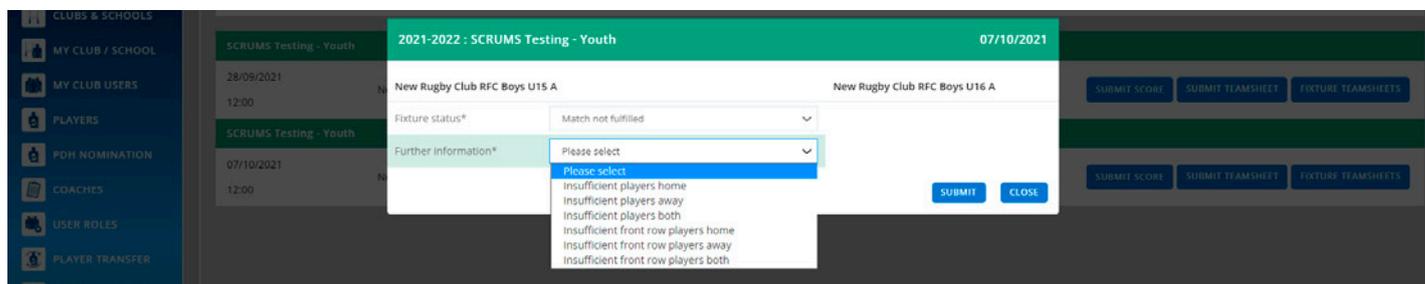
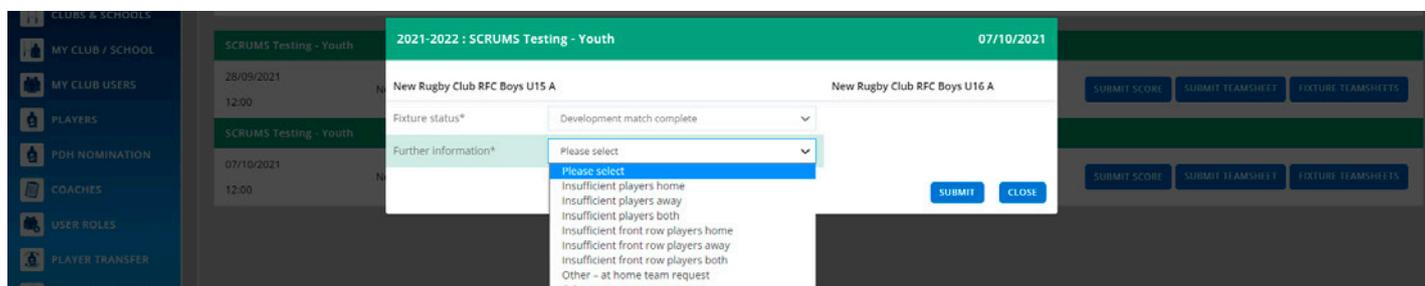
### Match cancelled

Select when a match cannot be played due to adverse weather, or Covid restrictions/outbreak management.

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## STEP 5

When you change the 'Fixture Status' dropdown to any of the other three options, you will not be required to enter the score, but another dropdown option will be displayed asking for further information. Please select the relevant option, then click 'Submit'.



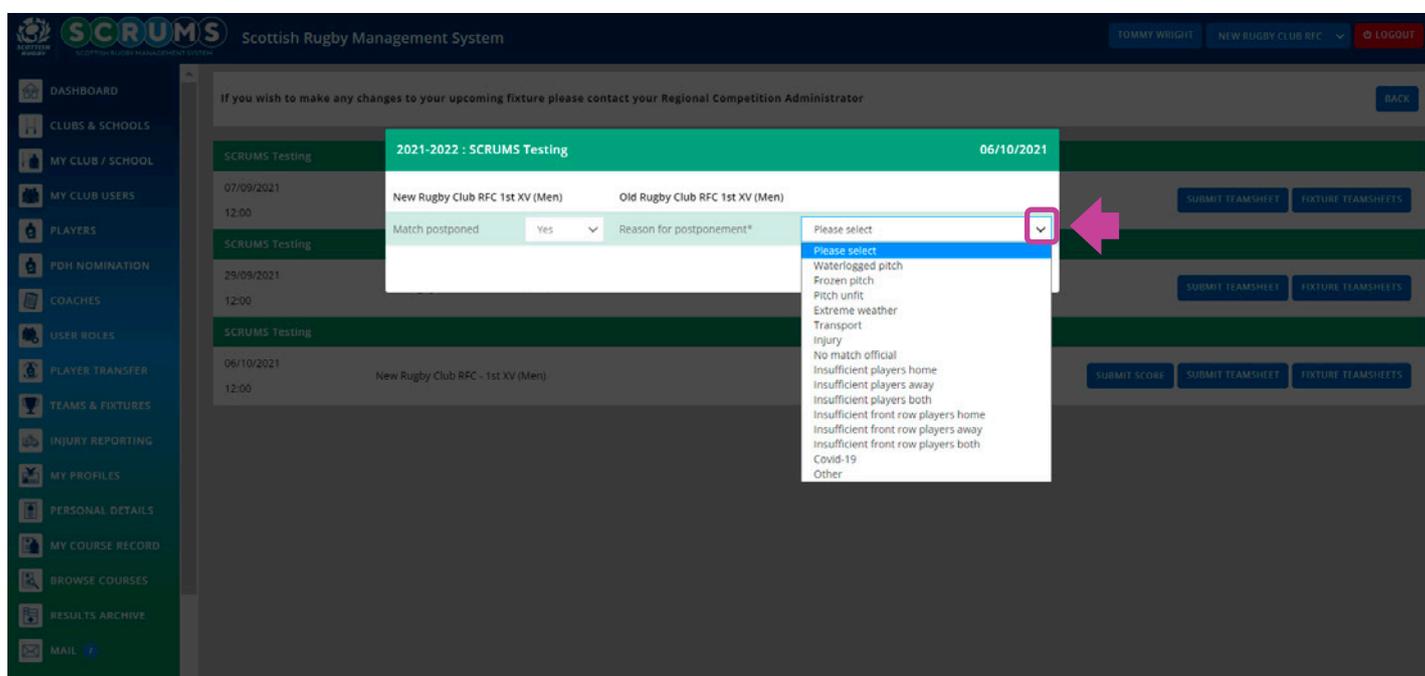
Whilst you cannot provide scores for fixtures with dates in the future, two days before the fixture date the 'Submit Score' button will be available so clubs can record that a game is being postponed.

For example, if a game is called off the night before it is due to take place because of a frozen pitch, the home club can update the fixture in SCRUMS. This will stop any SCRUMS notifications being sent asking for the result to be submitted.

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## STEP 6

When you change the 'Match Postponed' option to yes, another dropdown option will be displayed, asking for the reason for postponement. Please select the correct reason, then click 'SUBMIT'.



The screenshot shows the SCRUMS interface with a match entry for 06/10/2021 between New Rugby Club RFC 1st XV (Men) and Old Rugby Club RFC 1st XV (Men). The match is marked as 'Match postponed' with a 'Yes' selection. A dropdown menu is open for 'Reason for postponement\*', showing a list of options: Please select, Waterlogged pitch, Frozen pitch, Pitch unfit, Extreme weather, Transport, Injury, No match official, Insufficient players home, Insufficient players away, Insufficient players both, Insufficient front row players home, Insufficient front row players away, Insufficient front row players both, Covid-19, and Other. A pink arrow points to the dropdown menu.

Whilst you cannot provide scores for fixtures with dates in the future, two days before the fixture date the 'SUBMIT SCORE' button will be available so clubs can record that a game is being postponed.

For example, if a game is called off the night before it is due to take place because of a frozen pitch, the home club can update the fixture in SCRUMS. This will stop any SCRUMS notifications being sent asking for the result to be submitted.