

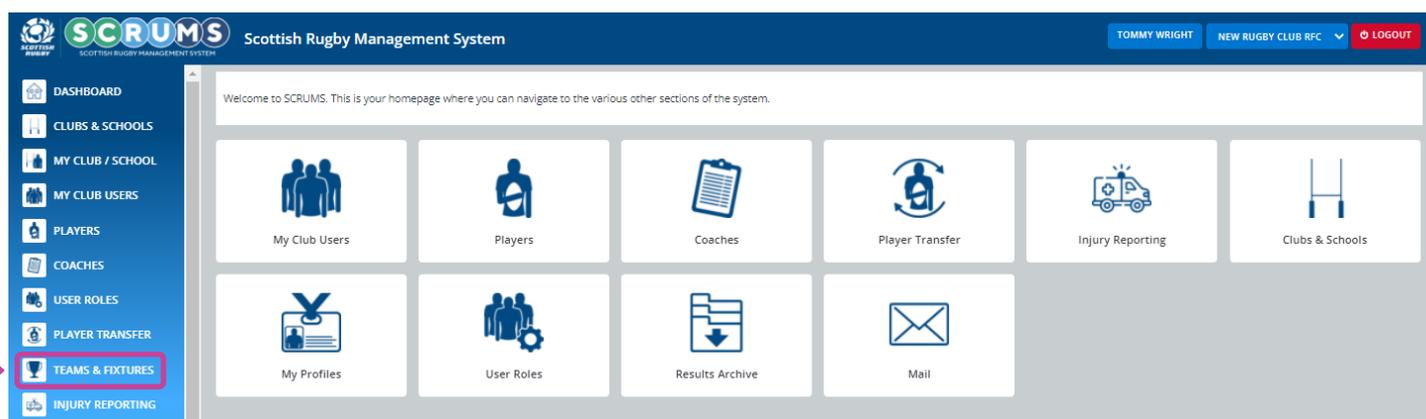
TEAMSHEETS - PRE MATCH

This User Guide will explain how to compose a team sheet pre-match and how to submit a teamsheet post-match on SCRUMS.

STEP 1

When you [login to SCRUMS](#), navigate to the **'Teams & Fixtures'** section from 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.



The screenshot shows the SCRUMS dashboard. The left sidebar contains a list of menu items: DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY CLUB USERS, PLAYERS, COACHES, USER ROLES, PLAYER TRANSFER, **TEAMS & FIXTURES** (highlighted with a red box and a pink arrow), and INJURY REPORTING. The main content area displays a welcome message and several tiles for navigation: My Club Users, Players, Coaches, Player Transfer, Injury Reporting, Clubs & Schools, My Profiles, User Roles, Results Archive, and Mail. The top right corner shows the user name 'TOMMY WRIGHT', the club 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button.

STEP 2

To select the team that you wish to compose a team sheet for click on the **'View Fixtures'** button highlighted.



The screenshot shows the 'New Rugby Club RFC Teams' page. The top navigation bar is the same as in the previous screenshot. The main content area has a heading 'You can view all your teams on this page, update the Team Contact and view the team's fixtures' with a 'BACK' button. Below this is a table with columns 'Name' and 'Team Contacts'. The table lists two teams: '1st XV (Men)' with contacts 'Stevenfff Anderson Jean Brodie' and '1st XV (Women)' with contacts 'Tim Key Tommy Wright'. For each team, there are 'EDIT CONTACT' and 'VIEW FIXTURES' buttons. The 'VIEW FIXTURES' button for the '1st XV (Men)' team is highlighted with a pink arrow. A 'Select Season' dropdown menu is set to '2021-2022'.

TEAMSHEETS - PRE MATCH

STEP 3

Select **'Submit Teamsheet'** for the relevant fixture.



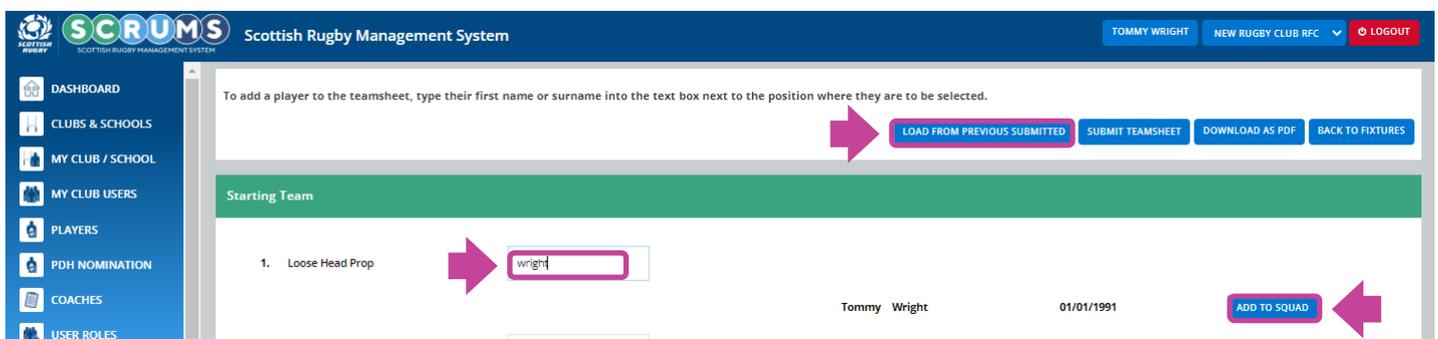
The screenshot shows the SCRUMS interface with a sidebar on the left containing navigation options like DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY CLUB USERS, PLAYERS, PDH NOMINATION, COACHES, USER ROLES, PLAYER TRANSFER, and TEAMS & FIXTURES. The main content area displays a list of fixtures under the heading 'SCRUMS Testing'. The first fixture is on 07/09/2021 at 12:00 between New Rugby Club RFC - 1st XV (Men) and Old Rugby Club RFC - 1st XV (Men). A pink arrow points to the 'SUBMIT TEAMSHEET' button for this fixture. The second fixture is on 29/09/2021 at 12:00 between Old Rugby Club RFC - 1st XV (Men) and New Rugby Club RFC - 1st XV (Men). The third fixture is on 06/10/2021 at 12:00 between New Rugby Club RFC - 1st XV (Men) and Old Rugby Club RFC - 1st XV (Men). Buttons for 'SUBMIT SCORE', 'SUBMIT TEAMSHEET', and 'FIXTURE TEAMSHEETS' are visible for the third fixture.

STEP 4

You can now select a player by typing their last name into the box beside the listed positions before selecting **'Add To Squad'**.

You can repeat this process in the **'Replacements'** section too.

Or, if you have submitted a teamsheet previously you can auto-populate that information by selecting **'Load From Previous Submitted'**.

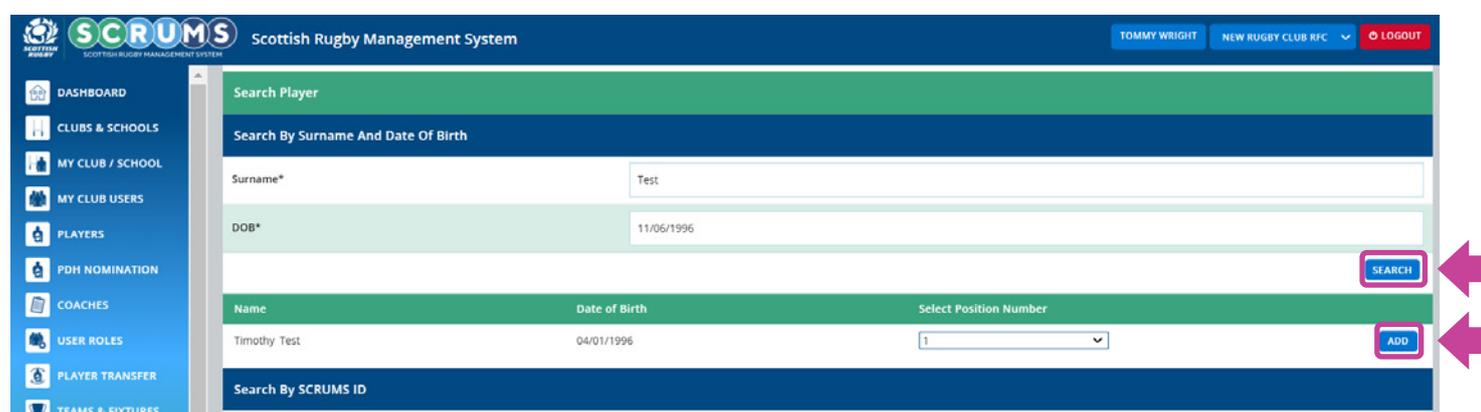


The screenshot shows the SCRUMS interface with the 'Starting Team' section. A message at the top says 'To add a player to the teamsheet, type their first name or surname into the text box next to the position where they are to be selected.' Below this, there are buttons for 'LOAD FROM PREVIOUS SUBMITTED', 'SUBMIT TEAMSHEET', 'DOWNLOAD AS PDF', and 'BACK TO FIXTURES'. A pink arrow points to the 'LOAD FROM PREVIOUS SUBMITTED' button. The 'Starting Team' section lists positions. The first position is '1. Loose Head Prop', with a pink arrow pointing to a text box containing 'wright'. Below the text box, the player's name 'Tommy Wright' and date of birth '01/01/1991' are displayed. A pink arrow points to the 'ADD TO SQUAD' button.

TEAMSHEETS - PRE MATCH

STEP 5

If you need to select a player who is not registered to your club or school, you can utilise the **'Search Players'** function. Enter the player's Date of Birth and Surname and press **'Search'**. This will bring up the appropriate players details. Then, select the appropriate position number before pressing **'Add'**. They will now appear on the above teamsheet with asterisks next to their name.



The screenshot shows the SCRUMS interface for searching players. The top navigation bar includes the SCRUMS logo, the text "Scottish Rugby Management System", and user information: "TOMMY WRIGHT", "NEW RUGBY CLUB RFC", and "LOGOUT". A left-hand menu lists various system functions. The main content area is titled "Search Player" and "Search By Surname And Date Of Birth". It contains two input fields: "Surname*" with the value "Test" and "DOB*" with the value "11/05/1996". A "SEARCH" button is located to the right of the DOB field. Below the search fields is a table with the following data:

Name	Date of Birth	Select Position Number
Timothy Test	04/01/1996	1

At the bottom of the table, there is an "ADD" button. Two pink arrows point to the "SEARCH" and "ADD" buttons respectively. Below the table is a section titled "Search By SCRUMS ID".

Remember to click **'Save Teamsheet'** once you have completed your additions. You can continue to edit the teamsheet until it has been formally submitted.

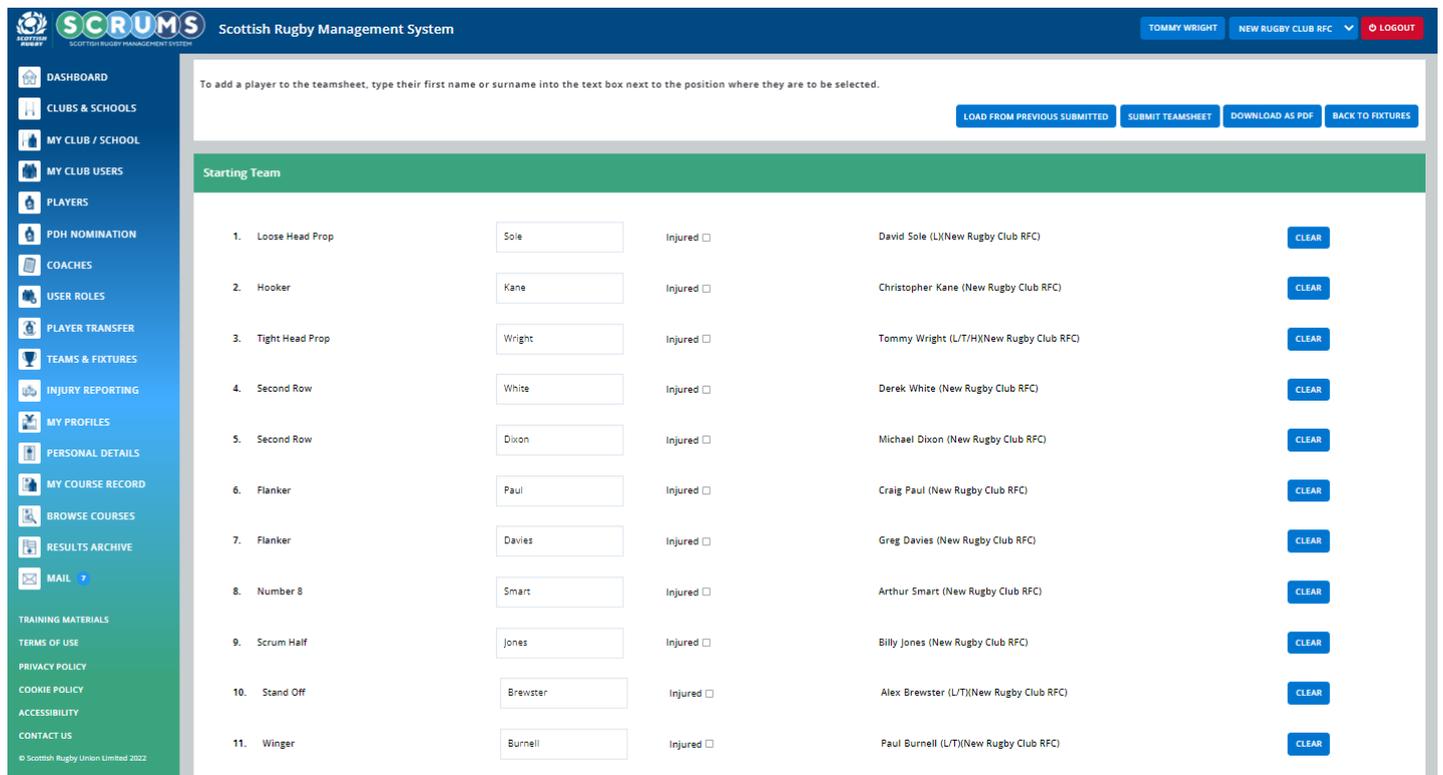
TEAMSHEETS - PRE MATCH

STEP 6

Once saved you can download the teamsheet as a PDF or email it to the players selected.

The player's primary registration (club or school) will appear next to their name.

Players with front row experience will be highlighted by the letters L, T or H. This information can be updated by following the guide on 'How To Amend User/Player Records', which can be found [here!](#)



The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top header displays the user 'TOMMY WRIGHT' and the club 'NEW RUGBY CLUB RFC'. The main area is titled 'Starting Team' and contains a table for selecting players. The table has columns for position, name, injured status, and player details. Each row includes a 'CLEAR' button.

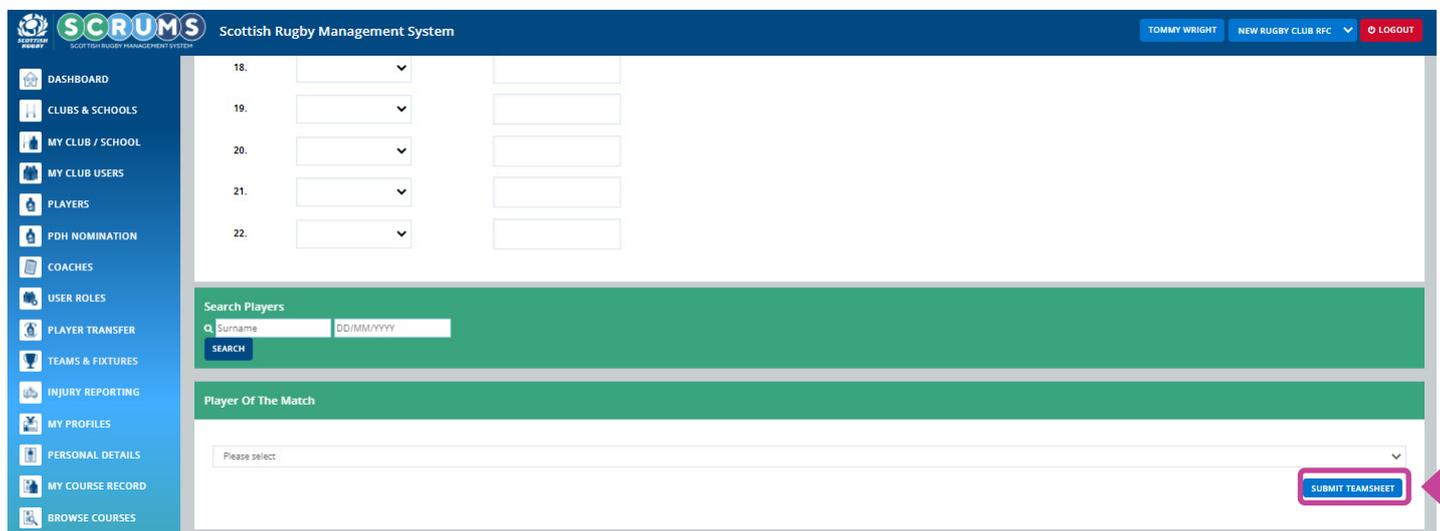
Position	Name	Injured	Player Details	Action
1. Loose Head Prop	Sole	<input type="checkbox"/>	David Sole (L)(New Rugby Club RFC)	CLEAR
2. Hooker	Kane	<input type="checkbox"/>	Christopher Kane (New Rugby Club RFC)	CLEAR
3. Tight Head Prop	Wright	<input type="checkbox"/>	Tommy Wright (L/T/H)(New Rugby Club RFC)	CLEAR
4. Second Row	White	<input type="checkbox"/>	Derek White (New Rugby Club RFC)	CLEAR
5. Second Row	Dixon	<input type="checkbox"/>	Michael Dixon (New Rugby Club RFC)	CLEAR
6. Flanker	Paul	<input type="checkbox"/>	Craig Paul (New Rugby Club RFC)	CLEAR
7. Flanker	Davies	<input type="checkbox"/>	Greg Davies (New Rugby Club RFC)	CLEAR
8. Number 8	Smart	<input type="checkbox"/>	Arthur Smart (New Rugby Club RFC)	CLEAR
9. Scrum Half	Jones	<input type="checkbox"/>	Billy Jones (New Rugby Club RFC)	CLEAR
10. Stand Off	Brewster	<input type="checkbox"/>	Alex Brewster (L/T)(New Rugby Club RFC)	CLEAR
11. Winger	Burnell	<input type="checkbox"/>	Paul Burnell (L/T)(New Rugby Club RFC)	CLEAR

TEAMSHEETS - POST MATCH

STEP 1

Once a fixture has been completed and the result entered, you have a final opportunity to review the teamsheet and pick a Player of the Match before submitting the teamsheet by selecting **'Submit Teamsheet'**.

Once you save the teamsheet at this stage, you will not be able to make any further changes.



The screenshot shows the SCRUMS interface with a sidebar on the left containing navigation options like DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY CLUB USERS, PLAYERS, PDH NOMINATION, COACHES, USER ROLES, PLAYER TRANSFER, TEAMS & FIXTURES, INJURY REPORTING, MY PROFILES, PERSONAL DETAILS, MY COURSE RECORD, and BROWSE COURSES. The main content area has a top navigation bar with 'TOMMY WRIGHT', 'NEW RUGBY CLUB RFC', and 'LOGOUT'. Below this is a form with five rows (18-22) for player selection. A 'Search Players' section includes a search bar for 'Surname' and a date field 'DD/MM/YYYY'. Below that is a 'Player Of The Match' section with a dropdown menu labeled 'Please select'. A red box highlights the 'SUBMIT TEAMSHEET' button in the bottom right corner, with a red arrow pointing to it.

STEP 2

To view a teamsheet that has been previously submitted, select **'Fixture Teamsheets'** beside the relevant fixture. You will be able to view the opposition team if they have also submitted their teamsheet.



The screenshot shows the SCRUMS interface with a sidebar on the left containing navigation options like DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY CLUB USERS, PLAYERS, PDH NOMINATION, and COACHES. The main content area has a top navigation bar with 'TOMMY WRIGHT', 'NEW RUGBY CLUB RFC', and 'LOGOUT'. Below this is a message: 'If you wish to make any changes to your upcoming fixture please contact your Regional Competition Administrator' with a 'BACK' button. The main content area displays a table of fixtures. The first fixture is on 07/09/2021 at 12:00 between New Rugby Club RFC - 1st XV (Men) and Old Rugby Club RFC - 1st XV (Men). The second fixture is on 29/09/2021 at 12:00 between Old Rugby Club RFC - 1st XV (Men) and New Rugby Club RFC - 1st XV (Men). For each fixture, there are two buttons: 'SUBMIT TEAMSHEET' and 'FIXTURE TEAMSHEETS'. A red box highlights the 'FIXTURE TEAMSHEETS' button for the first fixture, with a red arrow pointing to it.