



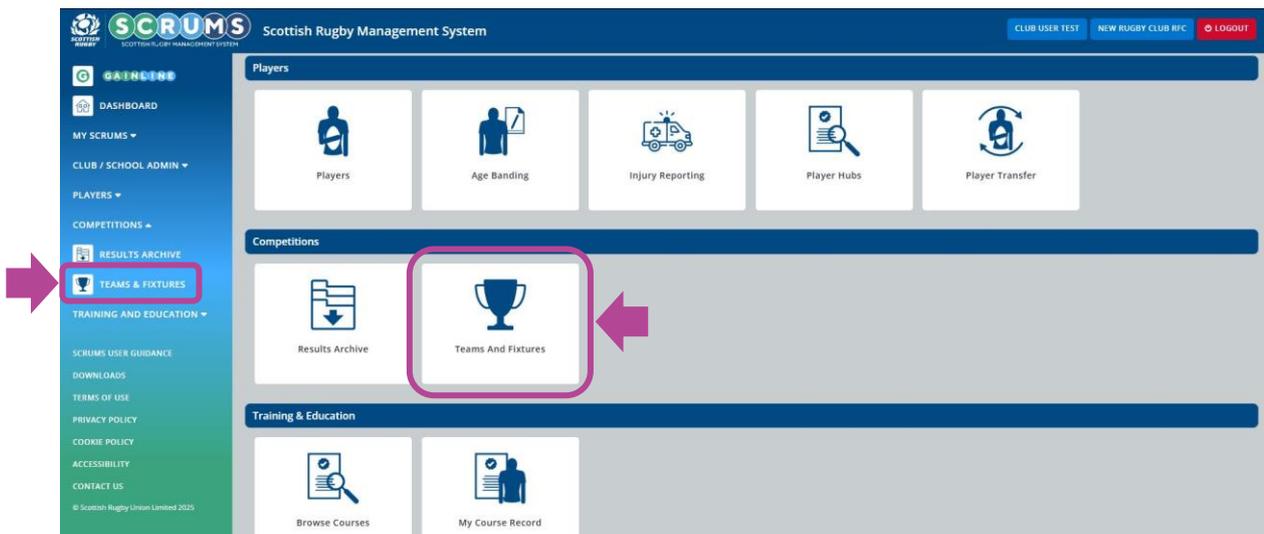
COMPOSE & SUBMIT TEAMSHEETS

This guide will detail how to compose a team sheet pre-match and how to submit a teamsheet post-match on **SCRUMS**, the Scottish Rugby User Management System.

NAVIGATION

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.





COMPOSE & SUBMIT TEAMSHEETS

PRE MATCH STEP 1

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

To select the team that you wish to compose a team sheet 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 2

This will take you to a screen displaying the chosen team's fixture list for the current season.

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

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 TEAMSHEET FIXTURE TEAMSHEETS
20/03/2025 12:00	New Rugby Club RFC - 1st XV (Men)	TBC - 1st XV (Men)	SUBMIT TEAMSHEET FIXTURE TEAMSHEETS

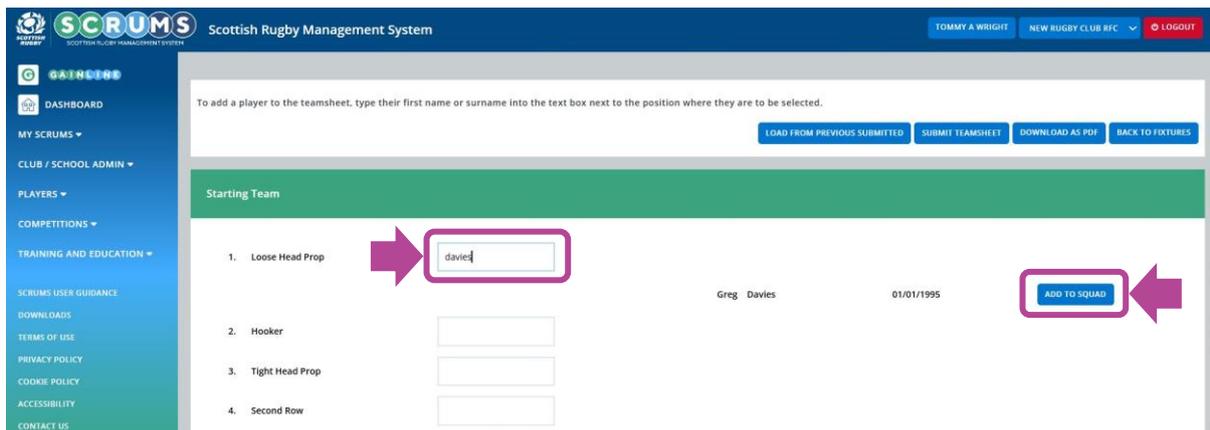
COMPOSE & SUBMIT TEAMSHEETS

PRE MATCH STEP 3

You can now select a player by typing their last name into the textbox beside the listed positions. Then, to add a player to the teamsheet click on the **'Add to Squad'** button.

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

PLEASE NOTE: If you have submitted a teamsheet previously you can auto-populate your teamsheet by selecting **'Load From Previous Submitted'**.



IMPORTANT: Adult (18+) Players who have **NOT** logged into their **SCRUMS** account and completed **Player Registration** for the season will *not be available* for teamsheet selection.

Players who have **NOT** completed **Player Registration** for the season are denoted by a red exclamation mark (!)

You can also view this information in the **'Players'** screen, accessed from the **'Players'** tile on the **Main Menu Sidebar** or **Dashboard Tiles**.



COMPOSE & SUBMIT TEAMSHEETS

PRE MATCH STEP 4

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** then press ‘**Search**’.

This will bring up the appropriate **Players Details**. You can then select the required teamsheet position number for the player before pressing the ‘**Add**’ button.

Name	Date of Birth	Select Position Number
Player Test	21/01/2001	1

The player will now appear on your **Teamsheet** with asterisks (**) next to their name and club.

Position	Name	Injured	Club	Action
1. Loose Head Prop	Davies	<input type="checkbox"/>	Greg Davies (L)\New Rugby Club RFC	CLEAR
2. Hooker	Test	<input type="checkbox"/>	** Player Test **(L/T/H)\Rugby Club RFC	CLEAR

Remember to click ‘**Save Teamsheet**’ once you have completed your additions. Pre-match you can continue to edit the teamsheet until it has been formally submitted.



COMPOSE & SUBMIT TEAMSHEETS

PRE MATCH STEP 5

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.

Any players with **Front Row** experience will be highlighted by the letters **L, T or H**. This information can be updated by editing the **Players Details**.

Starting Team				
1. Loose Head Prop	<input type="text" value="Davies"/>	Injured <input type="checkbox"/>	Greg Davies (L)(New Rugby Club RFC)	<input type="button" value="CLEAR"/>
2. Hooker	<input type="text" value="Test"/>	Injured <input type="checkbox"/>	** Player Test **(L/T/H)(Rugby Club RFC)	<input type="button" value="CLEAR"/>

PLEASE NOTE: More information on editing **Player Details** can be found from the **SCRUMS Guidance** tile, from the **'Update Player Information in SCRUMS'** guide.



COMPOSE & SUBMIT 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' button, as highlighted.

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

Player Of The Match

Please select 

Rules And Information

Front row players are shown in the Front Row column with the letters L, T or H, to indicate the position(s) they can play (loose head / tight head / hooker). The number of replacements for each League / Cup competition is as detailed in the National Competition Rules & Regulations and must comply with the requirements of World Rugby Law 3.8.

If you have nominated 16 - 18 players, please specify the positions of the 4 who can play in the front row.

If you have nominated 19 - 22 players, please specify the positions of the 5 who can play in the front row.

If you have nominated 25 players, please specify the positions of the 6 who can play in the front row, as per World Rugby Law 3.8.

SUBMIT TEAMSHEET

POST MATCH 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.

Scottish Rugby Management System

TOMMY A WRIGHT NEW RUGBY CLUB RFC LOGOUT

ADD FIXTURE/EVENT COMPETITION FIXTURE KEY BACK

East Region Friendly Fixtures (Men's)

17/08/2024	New Rugby Club RFC - 1st XV (Men)	0 : 0	New Rugby Club RFC - 2nd XV (Men)
12:00			

FIXTURE TEAMSHEETS

PLEASE NOTE: If you require any changes after submission, please contact your **Regional Competition Administrator**.