

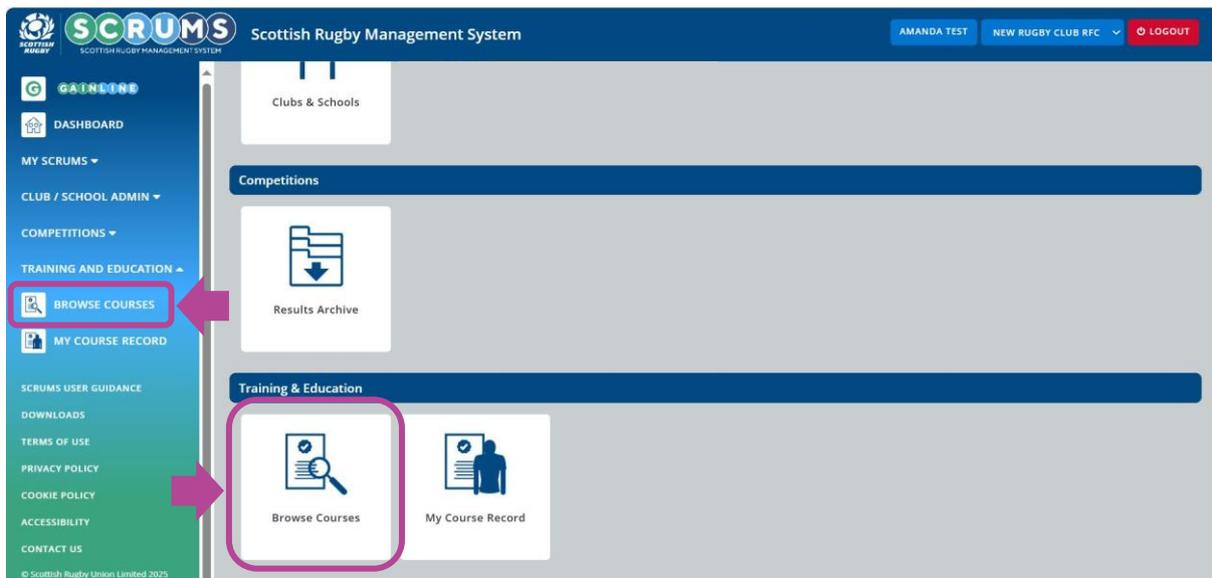
GROUP BOOKING ON SCRUMS

This guide will detail how to browse and book places on Scottish Rugby training courses through **SCRUMS**, the Scottish Rugby User Management System.

STEP 1

When you login to SCRUMS, you will find **Browse Courses** under the **Training and Education** section.

Navigate to the **Training and Education** section from the **Main Menu Sidebar** or **Dashboard Tiles**, as highlighted. Then, click on '**Browse Courses**'.



GROUP BOOKING ON SCRUMS

STEP 2

From **'Browse Courses'** you can view all courses currently offered by Scottish Rugby that can be completed online or booked through **SCRUMS**.

View more details on each course by clicking on its **Course Tile**.



STEP 3

When you click into one of the courses, for example **'Introduction to Match Officiating'**, you will be presented with the **Course Information** at the top of the screen.

To return to the **Browse Courses** page, press **'Back'** to continue searching.



GROUP BOOKING ON SCRUMS

STEP 3 CONTINUED

To view the different date / venue options for attending a course scroll down to the **'Available Courses'** section. You can **Filter** this list to only view those taking place in your region.

To **Book onto a Course**, press **'Book'**.



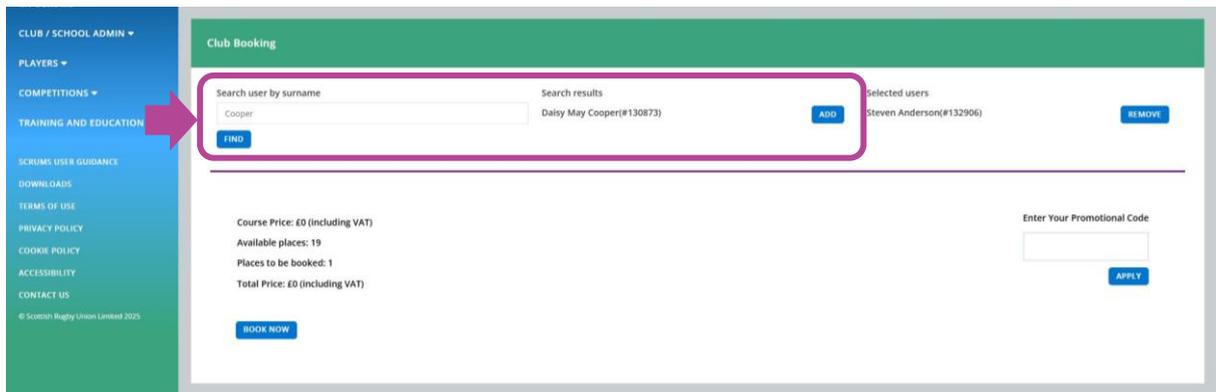
Name	Modules	Region	Available places	Booking Closes
Introduction to Match Official (ITMO) Clydebank RFC	Introduction to Match Officiating - Module 1 Introduction to Match Officiating - Module 2 Introduction to Match Officiating - Module 3 Introduction to Match Officiating - Part 2 - Practical 10:00-13:00 Clydebank RFC	Glasgow North	19	BOOK

STEP 4

This will bring you to the **Course Booking** page. Navigate to the **Club Booking** section to add your club's attendees and view the course price.

To add club members to a course booking type their surname into the **Text Box** as highlighted and press **Find**.

This will bring up a list of users with that surname at your club, to add a user click the **Add** button next to their name. Repeat this process until all required club users are added.



Search user by surname: Cooper

Search results: Daisy May Cooper(#130873)

Selected users: Steven Anderson(#132906)

Course Price: £0 (including VAT)
Available places: 19
Places to be booked: 1
Total Price: £0 (including VAT)

BOOK NOW



GROUP BOOKING ON SCRUMS

STEP 5

If there is **no course fee to pay**, and there are places available, when you press the **Book Now** button your club users will be booked onto the course, and you will be presented with a confirmation screen.

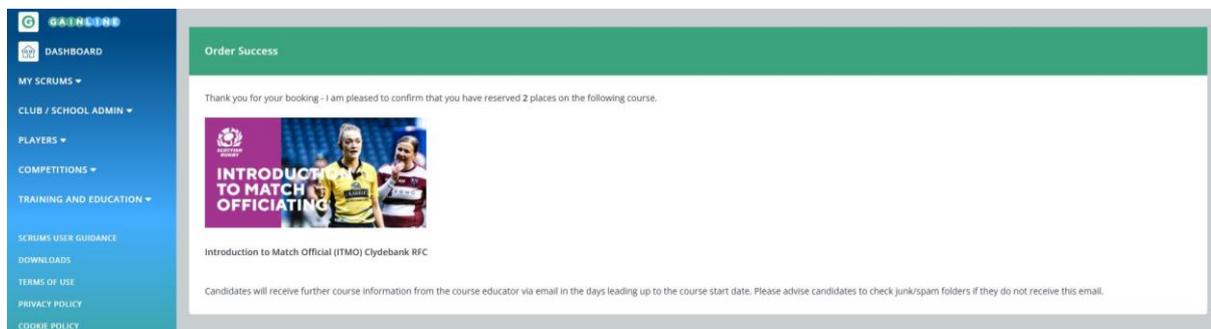


If there is **a course fee to pay**, and there are places available, the button will read **'Go to Payment'**.

Click on **Go to Payment** to book and you will be redirected to our **Payment Gateway** page.



Once your payment has been successfully processed you will return to **SCRUMS** where the **Course Booking Information** will be presented with a confirmation screen.





GROUP BOOKING ON SCRUMS

STEP 5

PLEASE NOTE: The users who have been booked onto a training course will receive an email to confirm information about the course booking.

Thereafter, they can keep track of any courses that they are booked to attend by logging into their **SCRUMS** account and navigating to **My Course Record**.

This is where **Course Booking Information** will be available to view, along with any **Prerequisite Modules** that require completion before the course date.

