

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**'.





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.



For any further guidance please contact scrums@sru.org.uk



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'.

INING AND EDUCATION -	Available Courses				FILTERS Q
BROWSE COURSES	All Regions				
UMS USER GUIDANCE VNLOADS MS OF USE	Name	Modules	Region	Available places	SEARCH CLEAR Booking Closes
IACY POLICY IKIE POLICY ESSIBILITY	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 22/03/2025	Glasgow North	19	Воок

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.

CLUB / SCHOOL ADMIN 👻	Club Booking
PLAYERS + COMPETITIONS + TRAINING AND EDUCATION	Search user by sumame Search results Selected users Cooper Dalsy May Cooper(#130873) X00 THID Steven Anderson(#132906) #EMOVE
SCHUME USER GUIDANCE DOWNLOADS TERMS OF USE PRIVACY POLICY COOKE POLICY ACCESSIBLITY CONTACT US © Scottan Rugby Union Limited 2025	Course Price: 60 (including VAT) Available places: 19 Places to be booked: 1 Total Price: 60 (including VAT) APPLY BOOK NOW

For any further guidance please contact scrums@sru.org.uk



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.

TERMS OF USE PRIVACY POLICY COOKIE POLICY ACCESSIBILITY COMMETCI US	Course Price: £0 (including VAT) Available places: 19 Places: to be booked: 1 Total Price: £0 (including VAT)	Enter Your Promotional Code
© Scottan Regby Union Limited 2025		

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.

TERMS OF USE PRIVACY POLICY COOKE POLICY ACCESSIBILITY	Course Price: £40.00 (including VAT) Available places: 29 Places to be booked: 1 Total Price: 440 (including VAT)	Enter Your Promotional Code
CONTACT US	GO TO MATMIN	

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

G GAINGING	
DASHBOARD	Order Success
MY SCRUMS -	
CLUB / SCHOOL ADMIN 👻	Thank you for your booking - I am pleased to confirm that you have reserved 2 places on the following course.
PLAYERS +	
	INTRODUCTION
TRAINING AND EDUCATION -	
SCRUMS USER GUIDANCE	
DOWNLOADS	Introduction to Match Official (ITMO) Clydebank RFC
TERMS OF USE	Candidates will receive further course information from the course educator via email in the days leading up to the course start date. Please advise candidates to check lunk/spam folders if they do not receive this email.
PRIVACY POLICY	
COOKIE POLICY	

For any further guidance please contact scrums@sru.org.uk



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.

CLUB / SCHOOL ADMIN *	-			
PLAYERS +	My Bookings			
	-			
TRAINING AND EDUCATION .		Course Name	Modules	
			Introduction to Match Officiating - Module 1 COMPLETE MODULE	
MY COURSE RECORD	INTRODUCTION TO MATCHING OFFICIATING	introduction to Match Official (ITMO) Clydebank RFC (Glasgow North)	Introduction to Match Officiating - Module 2 COMPLETE MODULE	AMEND/CANCEL BOOKING
SCRUMS USER GUIDANCE			Introduction to Match Officiating - Module 3 COMPLETE MODULE	
DOWNLOADS			Introduction to Match Officiating - Part 2 - Practical 22/03/2025 10:00-13:00	
TERMS OF USE			Clydebank RFC Clydebank RFC, Whitecrook Sports Centre, Dean Street, Clydebank, N/A, G81	
PRIVACY POLICY			1RH	
COOKIE POLICY				
ACCESSIBILITY				