

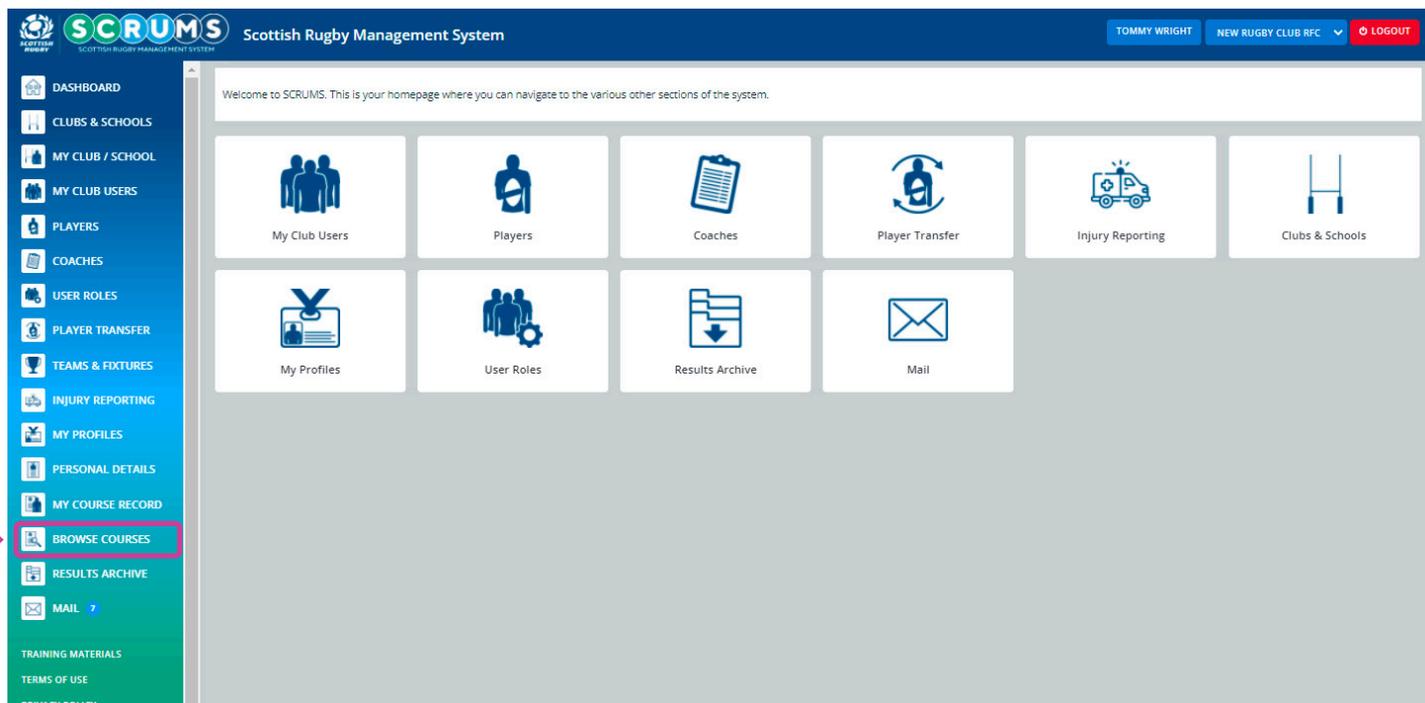
BOOKING A PLACE ON A TRAINING COURSE THROUGH SCRUMS

User Guide will explain how to browse and book places on Scottish Rugby training courses through SCRUMS.

STEP 1

When you [login to SCRUMS](#), navigate to the **‘Browse Courses’** section from the main menu sidebar, as highlighted.

The main menu sidebar 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.

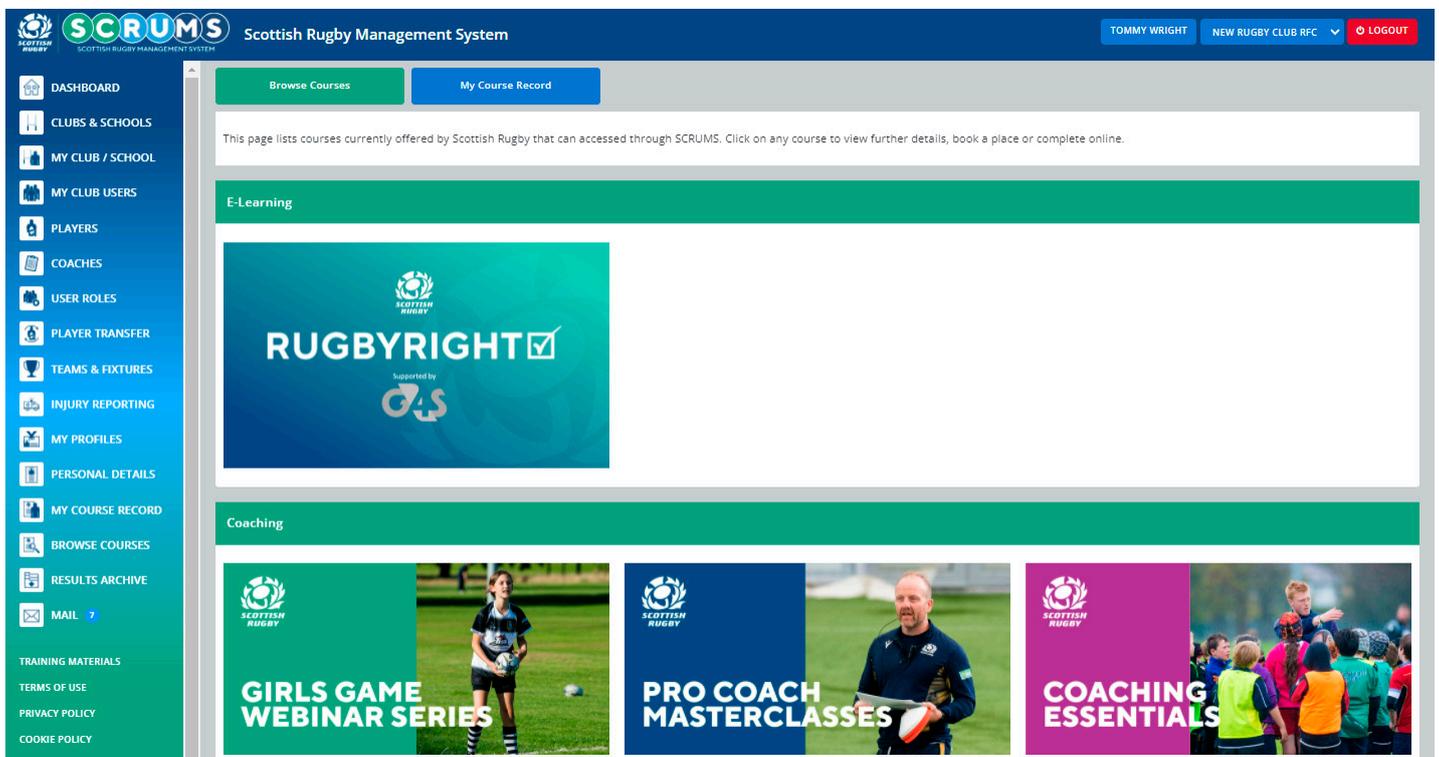


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STEP 2

On this page you can view all courses currently offered by Scottish Rugby that can be completed online or booked through SCRUMS.

Click on any course to view further details.

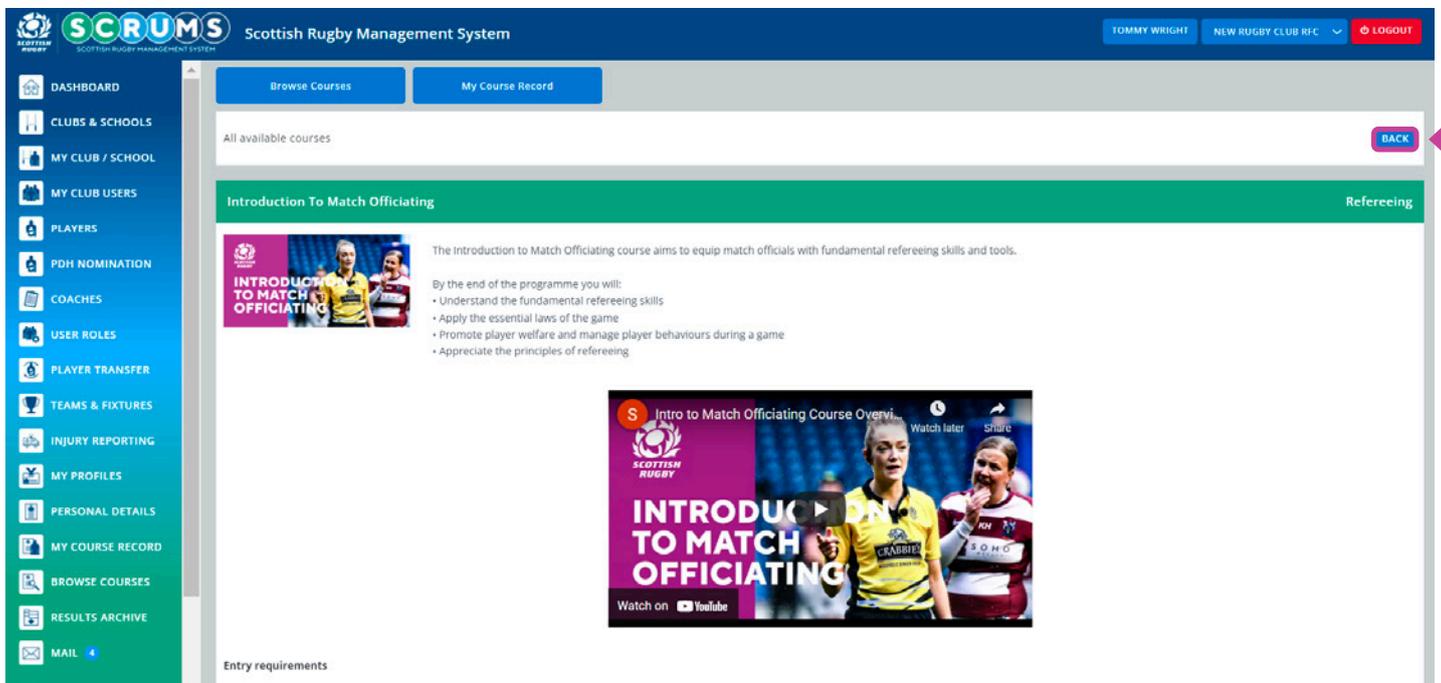


The screenshot displays the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and user information: 'TOMMY WRIGHT', 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. A left-hand sidebar menu lists various system functions such as 'DASHBOARD', 'CLUBS & SCHOOLS', 'MY CLUB / SCHOOL', 'MY CLUB USERS', 'PLAYERS', 'COACHES', 'USER ROLES', 'PLAYER TRANSFER', 'TEAMS & FIXTURES', 'INJURY REPORTING', 'MY PROFILES', 'PERSONAL DETAILS', 'MY COURSE RECORD', 'BROWSE COURSES', 'RESULTS ARCHIVE', 'MAIL', 'TRAINING MATERIALS', 'TERMS OF USE', 'PRIVACY POLICY', and 'COOKIE POLICY'. The main content area features two tabs: 'Browse Courses' (active) and 'My Course Record'. Below the tabs, a message states: 'This page lists courses currently offered by Scottish Rugby that can accessed through SCRUMS. Click on any course to view further details, book a place or complete online.' The 'E-Learning' section highlights a 'RUGBYRIGHT' course, supported by 'SRU'. The 'Coaching' section features three course cards: 'GIRLS GAME WEBINAR SERIES' (with an image of a girl holding a rugby ball), 'PRO COACH MASTERCLASSES' (with an image of a coach), and 'COACHING ESSENTIALS' (with an image of a coach addressing a group of players).

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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.



The screenshot shows the SCRUMS interface. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and user information: 'TOMMY WRIGHT', 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. A left-hand sidebar contains various menu items such as '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', 'BROWSE COURSES', 'RESULTS ARCHIVE', and 'MAIL'. The main content area has two tabs: 'Browse Courses' (selected) and 'My Course Record'. Below the tabs, it says 'All available courses' with a 'BACK' button on the right. The selected course is 'Introduction To Match Officiating' under the category 'Refereeing'. The course description states: 'The Introduction to Match Officiating course aims to equip match officials with fundamental refereeing skills and tools.' It lists learning objectives: 'By the end of the programme you will: • Understand the fundamental refereeing skills • Apply the essential laws of the game • Promote player welfare and manage player behaviours during a game • Appreciate the principles of refereeing'. Below the text is a video player for 'Intro to Match Officiating Course Overview' with 'Watch later' and 'Share' options. At the bottom left of the course page, the text 'Entry requirements' is visible. A pink arrow points to the 'BACK' button in the top right corner of the course information area.

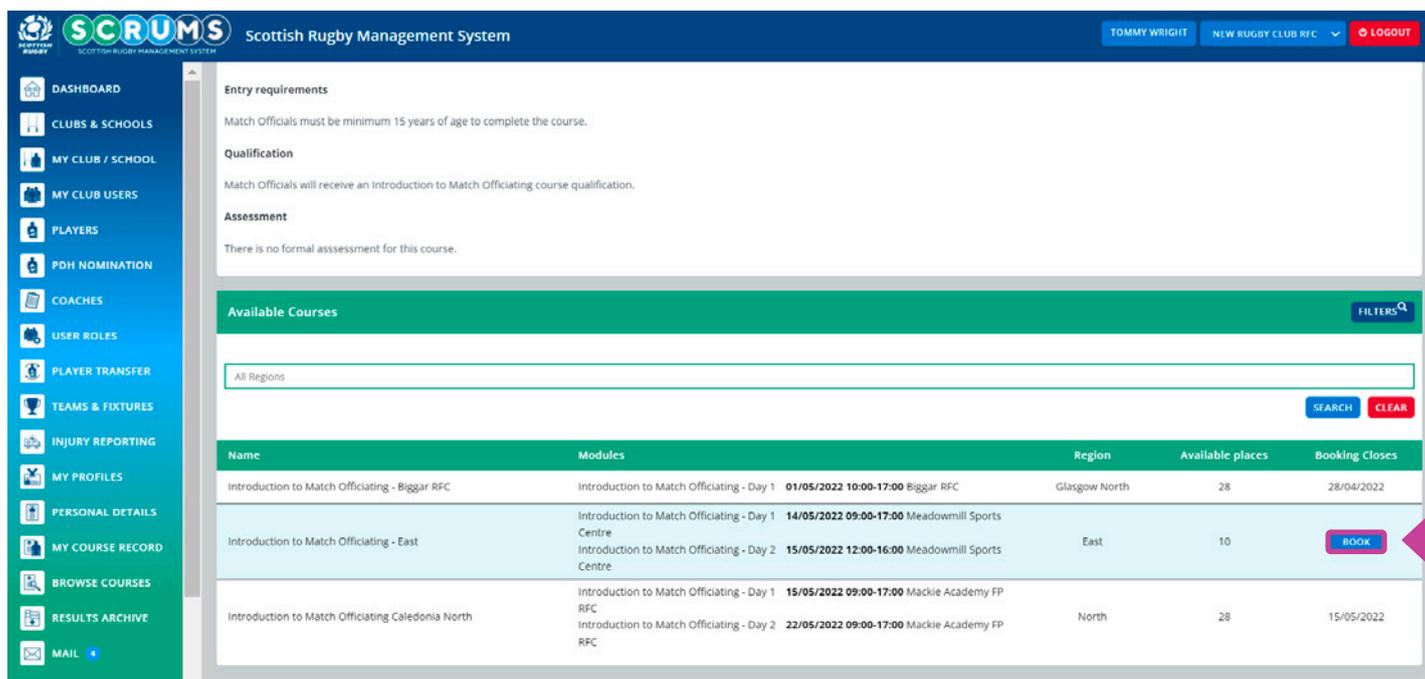
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STEP 4

To view the different date / venue options for attending that course scroll down to the **'Available Courses'** section.

You can filter this list to only view those taking place in your region.

To book this course, hover your mouse over the course you wish to view and click **'Book'** on that course option to view further details and book a place.



Entry requirements
Match Officials must be minimum 15 years of age to complete the course.

Qualification
Match Officials will receive an Introduction to Match Officiating course qualification.

Assessment
There is no formal assessment for this course.

Available Courses FILTERS

All Regions SEARCH CLEAR

Name	Modules	Region	Available places	Booking Closes
Introduction to Match Officiating - Biggar RFC	Introduction to Match Officiating - Day 1 01/05/2022 10:00-17:00 Biggar RFC	Glasgow North	28	28/04/2022
Introduction to Match Officiating - East	Introduction to Match Officiating - Day 1 14/05/2022 09:00-17:00 Meadowmill Sports Centre Introduction to Match Officiating - Day 2 15/05/2022 12:00-16:00 Meadowmill Sports Centre	East	10	BOOK
Introduction to Match Officiating Caledonia North	Introduction to Match Officiating - Day 1 15/05/2022 09:00-17:00 Mackie Academy FP RFC Introduction to Match Officiating - Day 2 22/05/2022 09:00-17:00 Mackie Academy FP RFC	North	28	15/05/2022

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STEP 5

On the Course booking page, you can view the course information. Navigate to the **'Booking'** section to view the course price and to see the available spaces. Book your place by clicking the **'Book Course'** button.

If there is no course fee to pay, and there are places available, you will be booked onto the course and taken to the **'My Course Record'** page of SCRUMS where you will see details of the course you have booked.

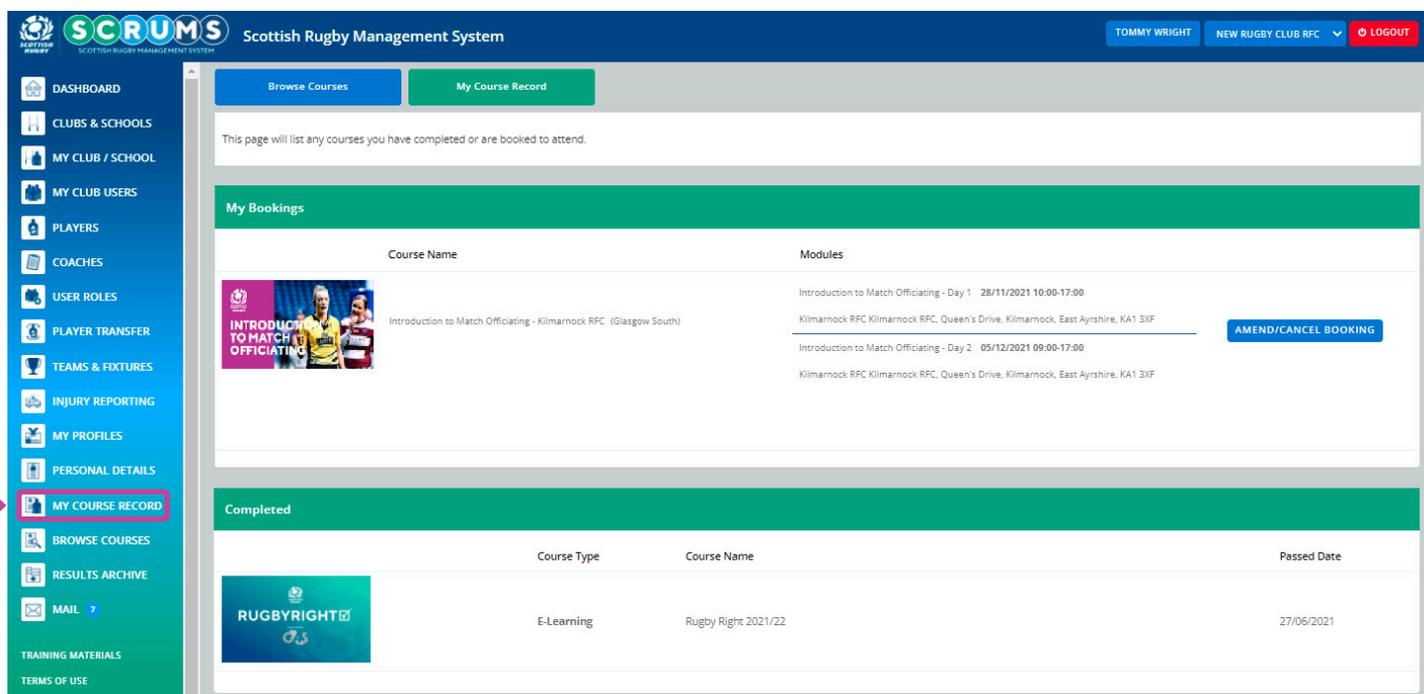
If there is a course fee to pay, and there are places available, once you click the **'Book Course'** button you will be redirected to our payment gateway page.



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STEP 6

Once your payment has been processed you will return to SCRUMS where your course booking information will be available to view. Thereafter, from the **'My Course Record'** option on the left-hand menu, you will see the course you have booked to attend, as well as any others that you have booked onto or completed.



The screenshot shows the SCRUMS interface. The top navigation bar includes the user name 'TOMMY WRIGHT', a dropdown menu for 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. The left-hand menu lists various options, with 'MY COURSE RECORD' highlighted in a pink box and a pink arrow pointing to it. The main content area is divided into two sections: 'My Bookings' and 'Completed'.

My Bookings

Course Name	Modules
 Introduction to Match Officiating - Kilmarnock RFC (Glasgow South)	Introduction to Match Officiating - Day 1 28/11/2021 10:00-17:00 Kilmarnock RFC Kilmarnock RFC, Queen's Drive, Kilmarnock, East Ayrshire, KA1 3XF Introduction to Match Officiating - Day 2 05/12/2021 09:00-17:00 Kilmarnock RFC Kilmarnock RFC, Queen's Drive, Kilmarnock, East Ayrshire, KA1 3XF

Completed

Course Type	Course Name	Passed Date
 E-Learning	Rugby Right 2021/22	27/06/2021