



END OF SEASON GUIDE

This guide will detail how **Parent / Guardians** can complete **Annual Validation** on behalf of their child / dependent on **SCRUMS**, the Scottish Rugby User Management System.

WHAT IS ANNUAL VALIDATION?

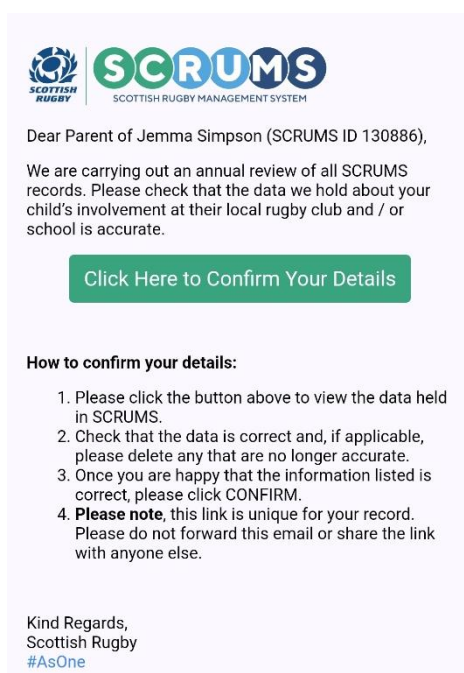
Annual Validation asks users to confirm and update their existing **Club / School Links** on **SCRUMS**.

At the end of every playing season all active parent registered **SCRUMS** users are sent an **Annual Validation Email**. The email contains a **Unique User Link** that presents users with their current **Club / School Links** and associated **Role Type**.

PLEASE NOTE: A **Role Type** refers to whether you are registered at a club as a Player / Coach / Match Official or Volunteer.

STEP 1 – ANNUAL VALIDATION EMAIL

All active parent registered **SCRUMS** users will receive an annual validation email to their parent registered email address, as highlighted.





STEP 2 – UNIQUE USER LINK

To complete **Annual Validation** for the season, click on the **Unique User Link**, as highlighted.



IMPORTANT: The **Unique User Link** contained in the email is unique to each users record. Please do not forward the **Annual Validation Email** or share the link with anyone else.

STEP 3 – CONFIRM DETAILS

The **Annual Validation Screen** will present a user's **Club / School Links** and **Role Types**.

If all **Club / School Links** and their associated **Role Types** are correct click the “**Confirm Above is Correct**” button to complete **Annual Validation**.

ANNUAL VALIDATION

The SCRUMS record of Jemma Simpson (SCRUMS ID 130886), currently contains the following links to clubs / schools

Role Type	Club	
Player	New Rugby Club RFC	Delete this role
Player	New Rugby School	Delete this role

To view your child's record in SCRUMS please click here .
If you have any other questions, please contact scrums@sru.org.uk

Once you are happy that the information listed is correct, please click the button below to confirm.

Confirm above is correct

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

STEP 3 – CONFIRM DETAILS (CONTINUED)

If any of your available **Club / School Links** and their associated **Role Types** are no longer relevant you can remove them from your record by clicking on the “**Delete this Role**” button, as highlighted.

Role Type	Club	
Player	New Rugby Club RFC	Delete this role
Player	New Rugby School	Delete this role

You will then be asked to confirm your deletion. Click “**Proceed**” to delete this role from your child / dependents profile or click “**Cancel**” to prevent the role from being deleted.

Are you sure you wish to remove this role from your record?

Proceed Cancel

A **Green Banner** will appear at the top of the screen to confirm that the **Role Type** has been removed successfully.

The **Club Link** and associated **Role Type** will be also removed from your child / dependent’s details.

Changes saved successfully

ANNUAL VALIDATION

The SCRUMS record of Jemma Simpson (SCRUMS ID 130886), currently contains the following links to clubs / schools

Role Type	Club	
Player	New Rugby Club RFC	Delete this role

To view your child's record in SCRUMS please click [here](#).
If you have any other questions, please contact scrums@sru.org.uk

Once you are happy that your child / dependents details are correct, press the “**Confirm above is correct**” button to complete **Annual Validation** for the season.

Once you are happy that the information listed is correct, please click the button below to confirm.

Confirm above is correct

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STEP 4 – COMPLETION SCREEN

Once you have confirmed **Annual Validation** you will be presented with a **Confirmation Screen**.

This means you have successfully completed **Annual Validation** for the season and no further action is required.

Any changes made will be automatically applied to your child / dependents **SCRUMS** account.

