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.
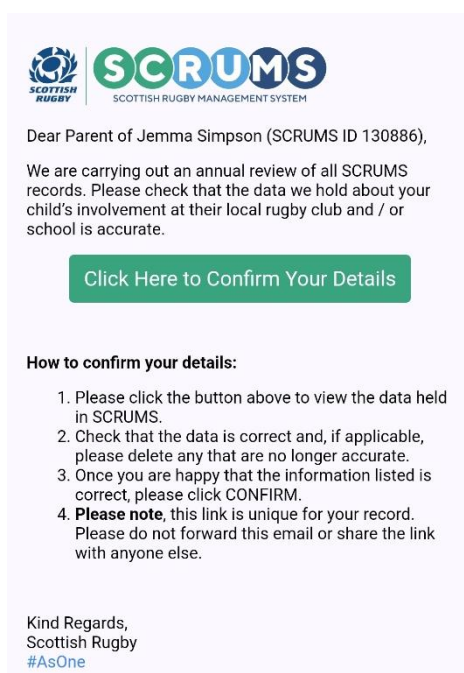
WHAT IS ANNUAL VALIDATION?

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**.

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.

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.

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.

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.

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

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.

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