

END OF SEASON GUIDE

This guide will detail how users can complete **Annual Validation** 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 **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 **SCRUMS** users will receive an **Annual Validation Email** to their registered email address, as highlighted.



Dear Tim Key (SCRUMS ID 130888),

We are carrying out an annual review of all SCRUMS records. Please confirm that the data we hold about your involvement at your local rugby club (and / or school) is accurate.

Click Here to Confirm Your Details

How to confirm your details:

- 1. Please click the button above to view the data held in SCRUMS.
- 2. Check that the data is correct and, if applicable, please delete any that are no longer accurate.
- 3. Once you are happy that the information listed is correct, please click CONFIRM.
- Please note, this link is unique for your record. Please do not forward this email or share the link with anyone else.



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



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.

SOF	SCRUMS SCOTTISH RUGBY MANAGEMENT SYSTEM		GADNEDN		
		ANNUAL VALIDATION			
	The SCRUMS record of Tim Key (SCRUMS ID 130888), currently contains the follow links to clubs / schools				
	Role Type	Club			
	Player	New Rugby Club RFC	Delete this role		
	Referee	New Rugby Club RFC	Delete this role		
	Team Manager (youth rugby)	New Rugby Club RFC	Delete this role		
	Member	New Rugby Club RFC	Delete this role		
	Coach	New Rugby Club RFC	Delete this role		
	If you have any other questions, please contac	t scrums@sru.org.uk			
	Once you are happy that the inf	formation listed is correct, please click the l	outton below to confirm.		
	Confirm above is correct				
	Scottish Rugby Union Limited, Scottish Gas Murrayfield, Edinburgh EH12 5PJ; email: scrums@sru.org.uk				

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 profile or click **"Cancel"** to prevent the role from being deleted.

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-	Are you sure you wish to remove this role from your record?	
ŧ	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 its associated **Role Type** will be also removed from your details.

Changes saved successfully						
		ANNUAL VALIDATION				
	The SCRUMS record of Tim	The SCRUMS record of Tim Key (SCRUMS ID 130888), currently contains the following links to clubs / schools				
	Role Type	Club				
	Player	New Rugby Club RFC	Delete this role			
	Referee	New Rugby Club RFC	Delete this role			
	Team Manager (youth rugby)	New Rugby Club RFC	Delete this role			
	Coach	New Rugby Club RFC	Delete this role			

Once you are happy that your 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 your 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 **SCRUMS** account.

		GADNLONE		
	Thank you for your response			
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