



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.





STEP 2 – UNIQUE USER LINK

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

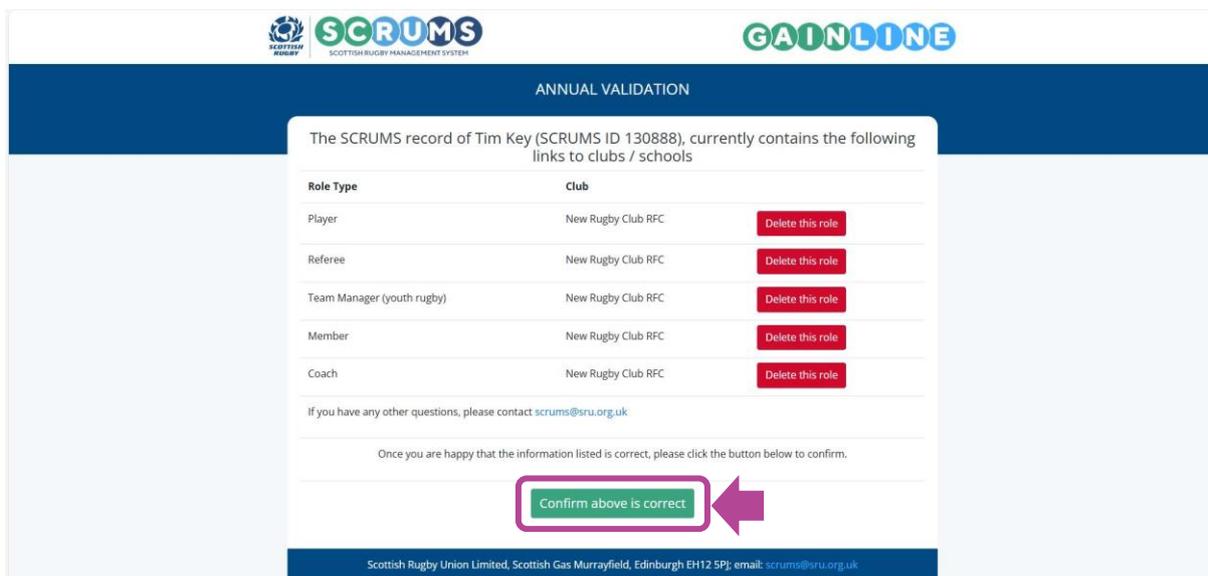


IMPORTANT: The **Unique User Link** contained in the email is unique to each users record. Please do not forward the **Annual Validation Email** or share the link with anyone else.

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.

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

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.

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 its associated **Role Type** will be also removed from your details.

Changes saved successfully

ANNUAL VALIDATION

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.

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 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.

