



RugbyConnect Club Administrators User Guide

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com   



Table of Contents

Introduction.....	1
Rugby Connect Registration Process (Matching and Approving Members).....	4
Adult Members (Matching and Approving Members)	8
Youth Members (Matching and Approving Members).....	13
Additional Features available in RugbyConnect	15

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com   



Introduction

RugbyConnect is the new online administration system for clubs for the 2020/2021 season, it will be the sole platform for all aspects game and competition management. It features a wide range of paperless functionalities to help volunteers manage areas such as player registration, safeguarding and club membership.

All players will be required to register themselves individually on the system in order to participate in the 2020/21 season.

The system is also designed to play its part in COVID-19 risk management and includes a paperless version of the IRFU's Pre-Rugby Personal Assessment Form.

This guide will take you through section by section the various modules currently available. We also will have a number of these modules available in short videos for you to coming weeks on <https://www.irishrugby.ie/running-your-club/rugbyconnect/>

How to set up the IRFU forms for RugbyConnect

To get set up on RugbyConnect your Honorary Secretary will have to contact your provincial representative requesting 'Registrar' / 'Data Officer' access for you.

- **Connacht:** Fraser Gow – fraser.gow@connachtrugby.ie
- **Leinster:** Dermot O Mahony Dermot.OMahony@leinsterrugby.ie and Carol Maybury – carol.maybury@leinsterrugby.ie
- **Munster:** Jane Burns - JaneBurns@munsterrugby.ie
- **Ulster:** rugbyconnect@ulsterrugby.com

In turn your provincial representative will provide you with your username and password. You can now log into <https://irfu.sportsmanager.ie/maint.php> and get started.

Irish Rugby Football Union

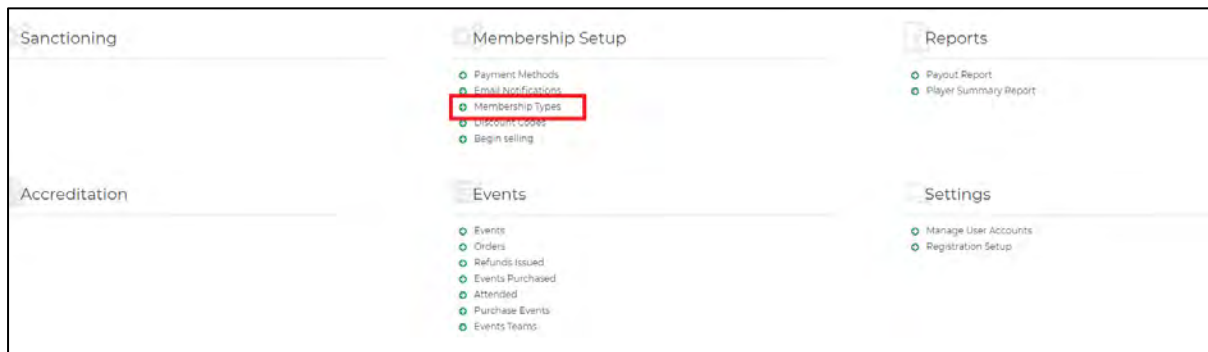
10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

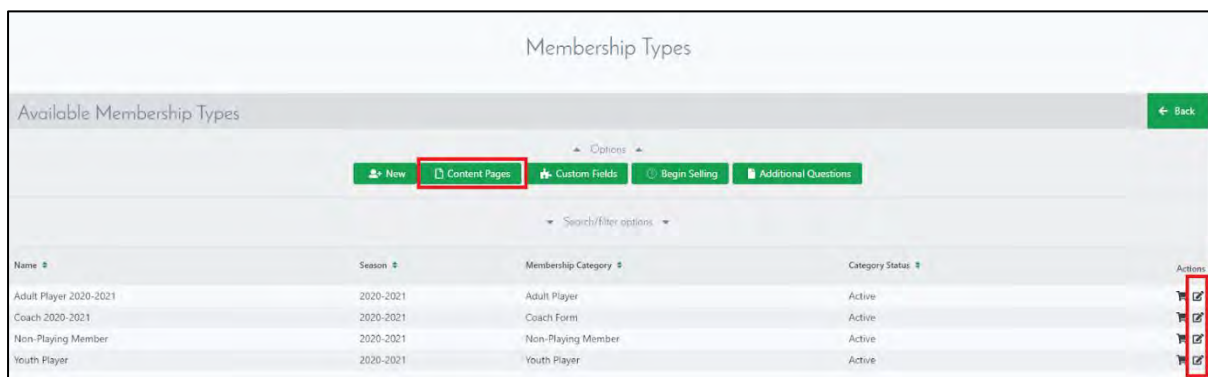
www.irishrugby.com   



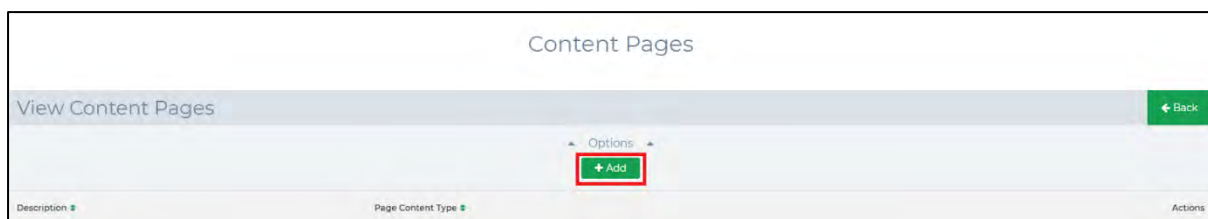
Once you have your access, upon logging in, you will be focusing on the 'Membership Setup' to get started. The Membership Types the IRFU have created have been published down to your club. You can access these by clicking Membership Setup > Membership Types.



You will be presented with a list of pre-created membership types. You may want to add club-specific Terms and Conditions to your forms. In order to create your club terms and conditions, click on 'Content Pages'.



On the resulting page, click Add to create new terms.



Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com



Next, simply give your terms a title, leave the content type as the default Terms and Conditions and type or copy & paste your club terms and conditions into the text box field. Click Save when finished.

You can also create new membership types by returning to the Membership Types page and clicking 'new'. You may want to create new membership types so as your Youth membership is split into U8, U10, U12 etc.

Name	Season	Membership Category	Category Status	Actions
Adult Player 2020-2021	2020-2021	Adult Player	Active	
Coach 2020-2021	2020-2021	Coach Form	Active	
Non-Playing Member	2020-2021	Non-Playing Member	Active	
Youth Player	2020-2021	Youth Player	Active	

On the resulting page, give your new type a name and select the Category it is to be assigned to. In this case, if we were to create a new U10 Membership Type, we would assign it to the Youth Membership Category. Once selected, you can choose a DOB range to associate with the membership type.

Irish Rugby Football Union

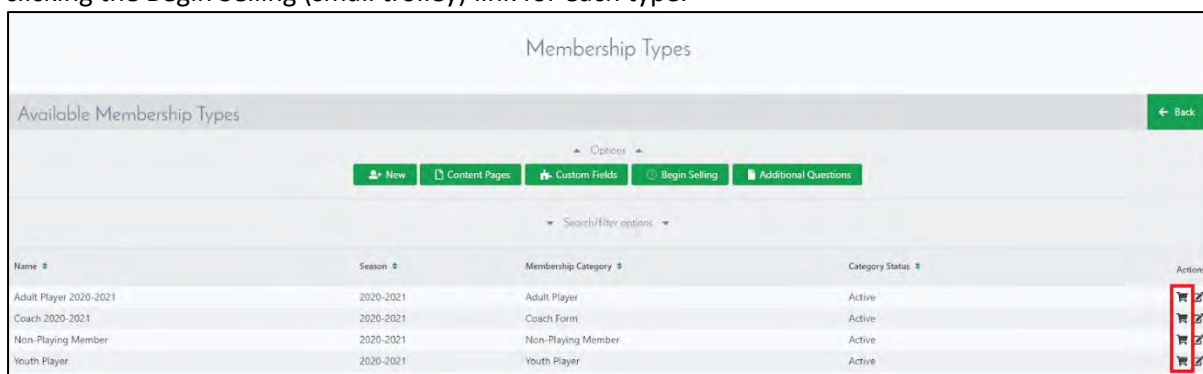
10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com



Once all Membership Types have been created, you can make them available for registration by clicking the Begin Selling (small trolley) link for each type.

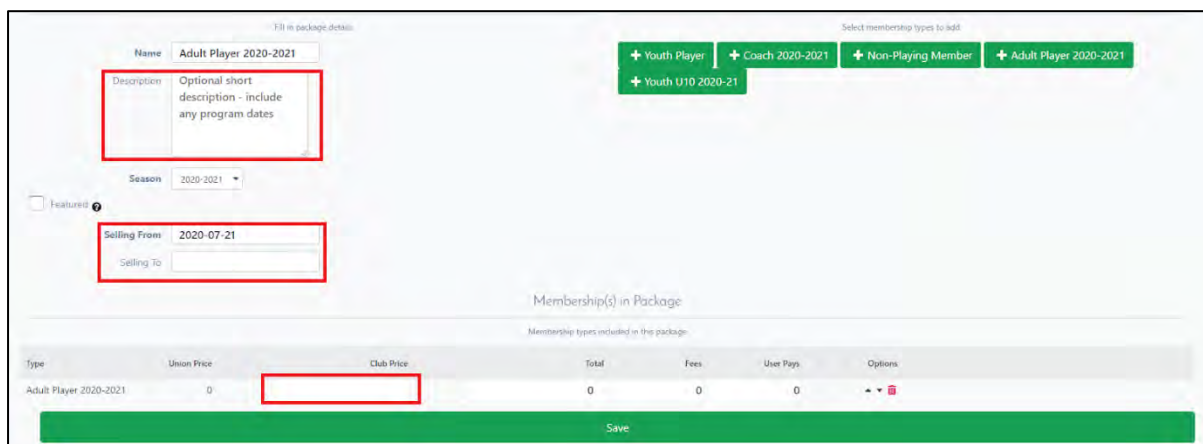


You can enter a description for the Membership Type if you feel it is necessary, but this is not required.

You must enter selling from and selling to dates. Between these dates are when your registrations will be open to your members. (i.e. from today until end of June 2021)

In the club price field, enter a price of 0 and click Save.

If you omit the selling date the form will expire in one day, please ensure you leave this until the end of the season.



Your memberships will now be appearing on the Irish Rugby Website: <https://rugbyconnect.irfu.ie/>

If you wish to accept membership payments through the Sportlomo system, please contact Ronan Keane in Sportlomo directly on ronan.keane@sportlomo.com

Irish Rugby Football Union

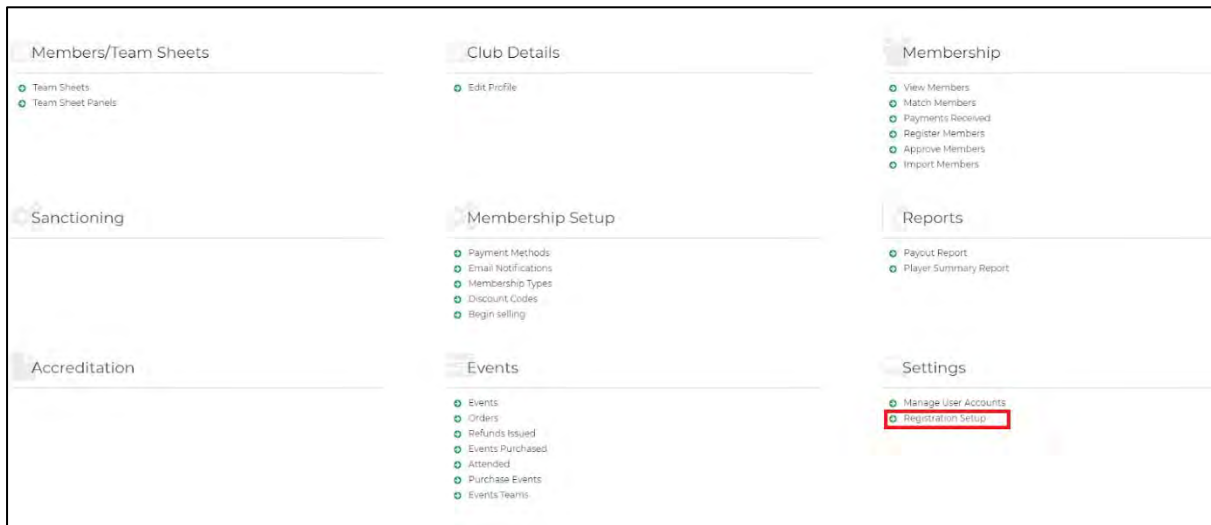
10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

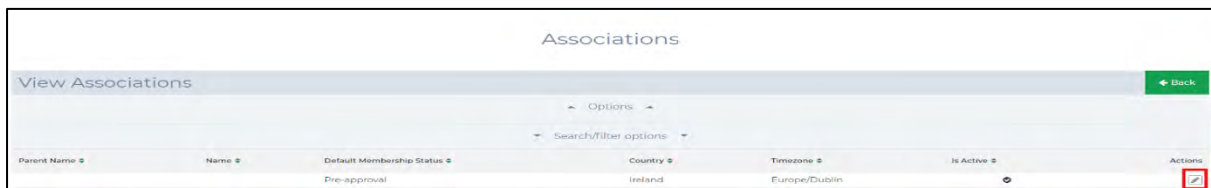
www.irishrugby.com



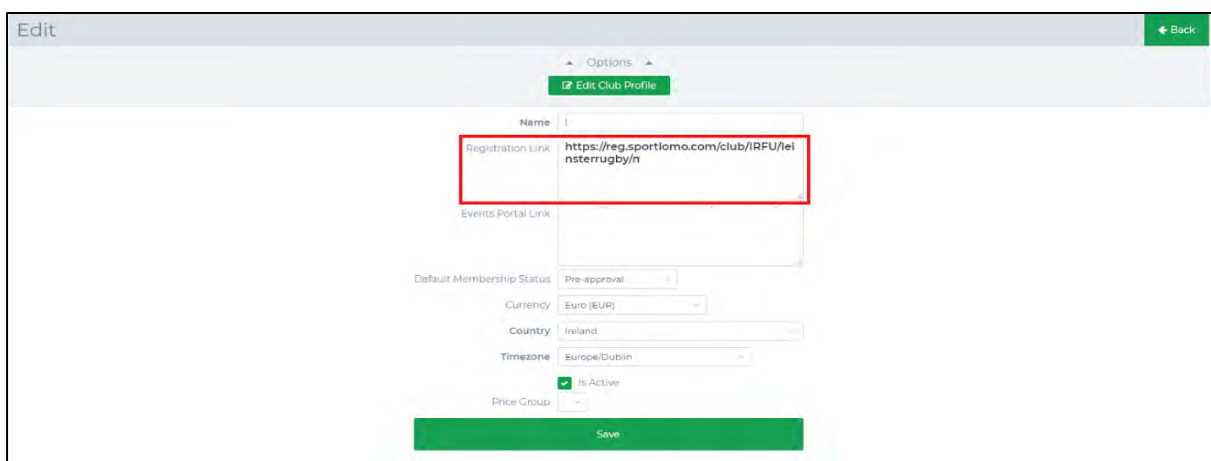
To allow members to begin registering, you can distribute a club-specific registration link to them. To access this registration link, click the 'Registration Setup' in 'Settings' on the home page.



On the resulting page, click the pencil Edit icon next to your club details



Copy the link from the Registration Link field and distribute this to your members to allow them to begin registration.



Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com

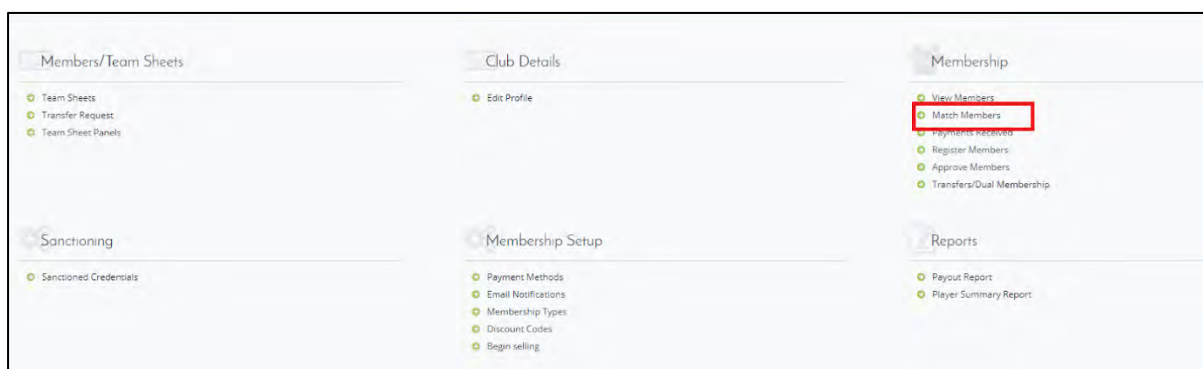


IRFU

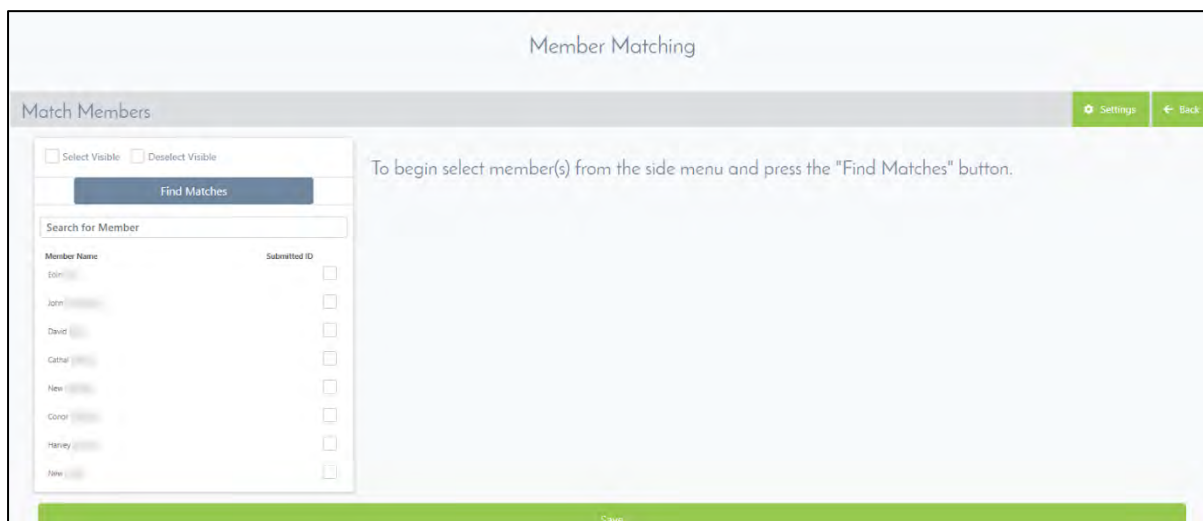
Rugby Connect Registration Process (Matching and Approving Members)

Members can now begin registering into your club. Once registered, members will automatically be set a status of 'pre-Approval'. The Registration process now kicks off for the club; Outlined below is each step, however as a rule of thumb, please go to 'Membership' on your home page and 'Match Members' first and then into 'Approve Members'. Outlined below is the process for Adult members followed by Youth Members.

'Match Members' allows you to see if the form filled in by the member has found any matches in the system. Matching will be based on they played on a team sheet in the club previously and Date of Birth. To Begin click 'Match Members'.



By clicking the Match Members link, you will be brought to the Member Matching page. Here you will see a list of members on the left-hand side who have registered using the forms and are available to you to match to existing records.



Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

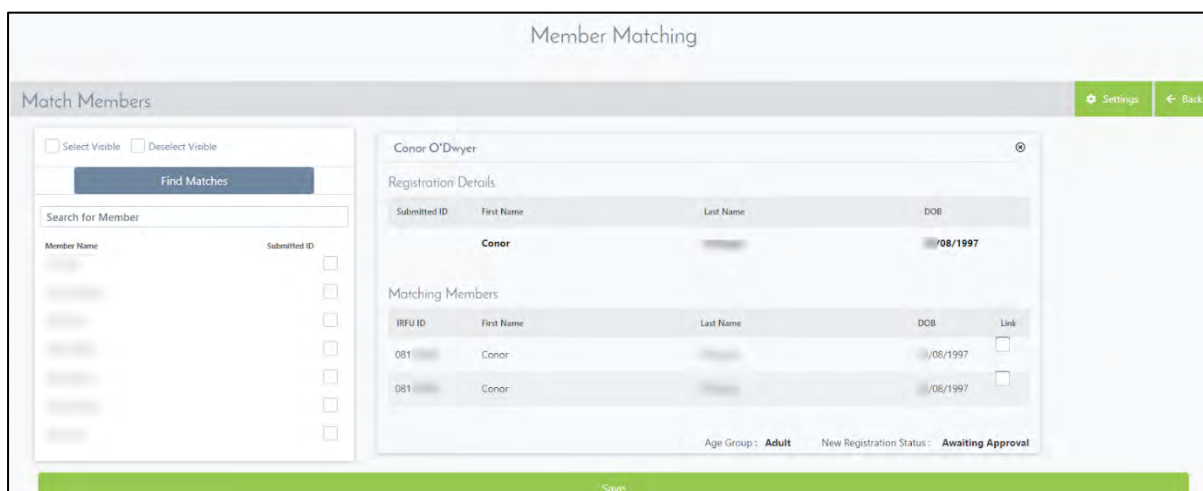
www.irishrugby.com



You can begin the matching process by ticking the box next to any player record and clicking the Find Matches button above.



After ticking the box next to a player and clicking the Find Matches button, none, one or a number of records of that same member will appear, provided a record of this member already exists in the database.



As mentioned matches are found based on the submitted DOB by the member when they register, and are matched to any existing records within your club who share the same DOB.

If multiple matches are found which are all the same person, please click on all the records, this will link in all the history to the member, and use the oldest IRFU ID available.

Irish Rugby Football Union

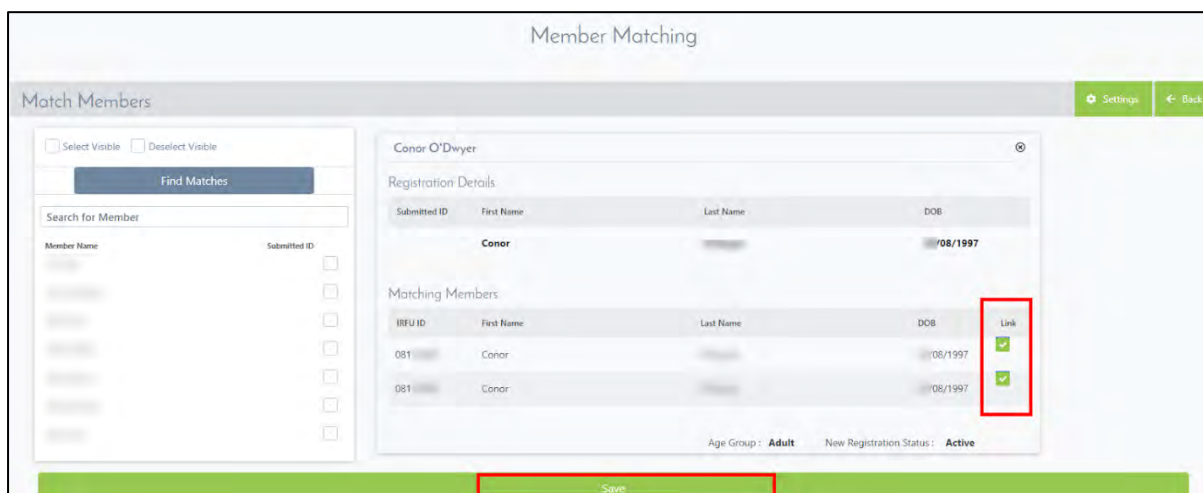
10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

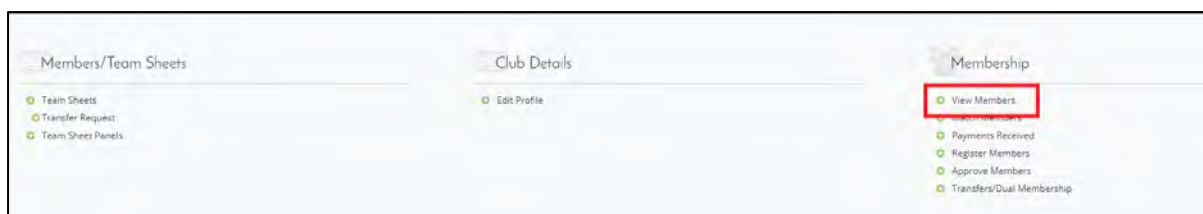
www.irishrugby.com   



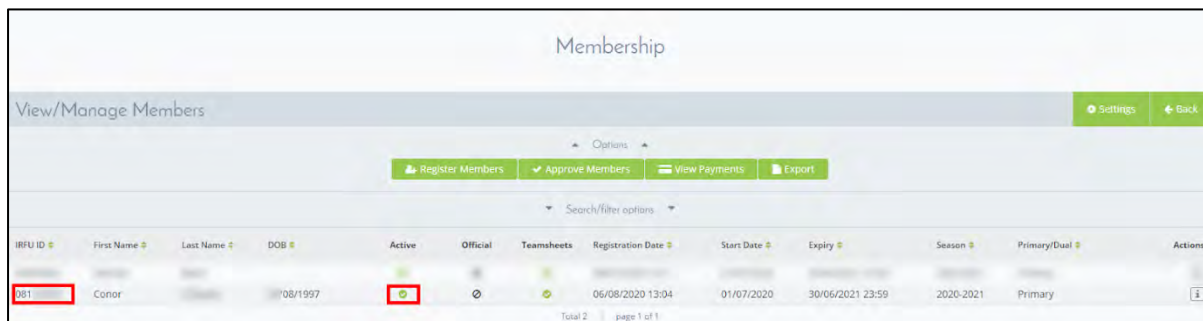
If the information in the Registration Details field matches that in the Matching Members field, you should tick the Link box next to each matched record and click Save. You can do a number of these at a time if you wish.



If you have successfully matched the member with an existing record, they will become Active within your club and will retain the oldest version of their IRFU ID which exists on our system. To confirm that your member is active within your club, you can view their record from the Membership > View Members link on the home page.



Your member will be displayed with their existing IRFU ID and will have a tick in the Active column to indicate that their membership is Active.



Irish Rugby Football Union

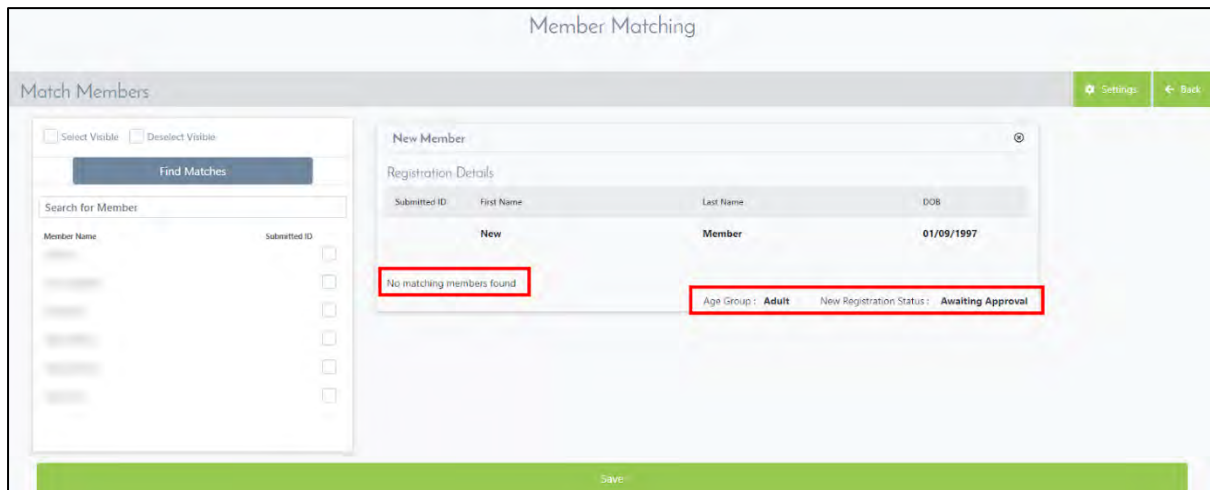
10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

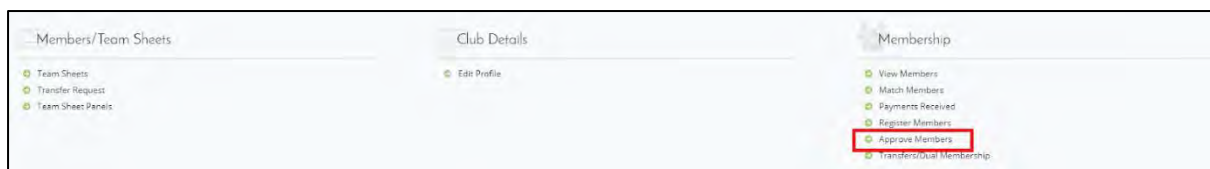
www.irishrugby.com   



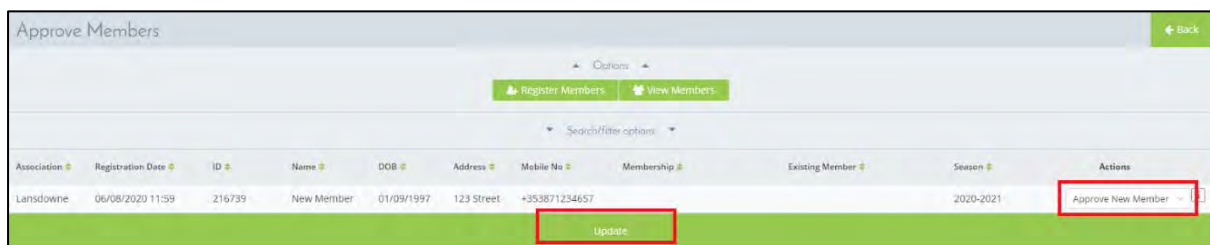
Not all the members who register for your club will have an existing record to match to. However, they must still go through the matching process. After repeating the steps above, a player with no found matches will produce a result like that illustrated below.



If no matches are found, you can still save your new member by clicking save. However, the member does not become active in your club yet. They will need to have their application approved. To approve, click on the Approve Members link from the admin panel. An unmatched adult member will only need to be approved at club level.



To approve a member, there are 2 options. You can select the Approve New Member option from the dropdown list in the Actions column and click the Update button to immediately approve.



Irish Rugby Football Union

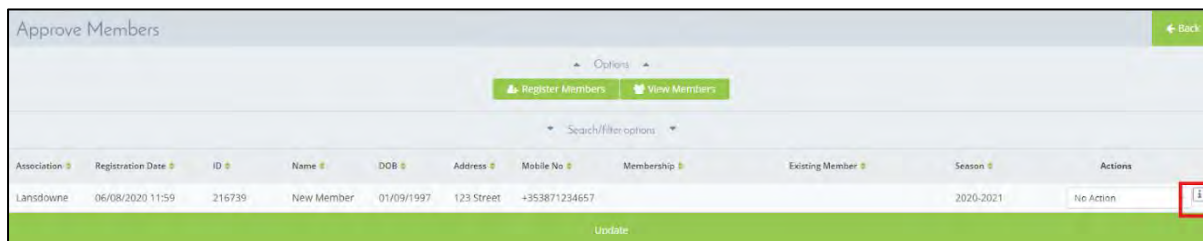
10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

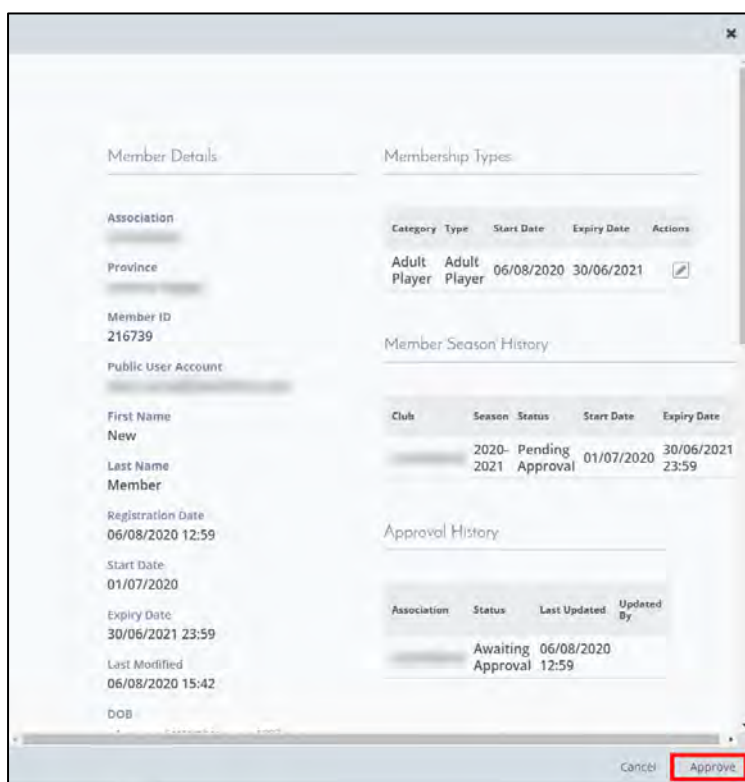
www.irishrugby.com



The second option when approving a new member allows you to view the information submitted by the member. To view this information, click the “i” information icon related to the member.



Once clicked, a popup will appear showing all of the information which has been submitted by the member. If all of the information provided is satisfactory, you can approve the member by clicking Approve.



Please do not Reject!

Contact the club or person to upload the correct details, then you can approve. Currently the reject button does not work. Sportlomo are looking into a fix for this.

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com   



The process of matching a youth member to an existing record is exactly the same as matching an adult to an existing record.

Looking at a slightly different scenario here, our youth member has matched with 2 different records in the club who share the same DOB.

The screenshot shows the 'Match Members' interface. On the left, there is a search area with 'Find Matches' and a list of members. The main area displays 'Harvey Browne' registration details. Below this is a table of 'Matching Members'.

Submitted ID	First Name	Last Name	DOB
	Harvey	[Redacted]	/10/2005

IRFU ID	First Name	Last Name	DOB	Link
13	Lucas	[Redacted]	/10/2005	<input type="checkbox"/>
14	Harvey	[Redacted]	/10/2005	<input checked="" type="checkbox"/>

Age Group: Youth New Registration Status: Awaiting Approval

We know that Harvey (name redacted) matches with the Matching Members version of Harvey and not Lucas. In this case, just tick the box to Link Harvey before clicking Save. Harvey will retain their old IRFU ID, however you will still need to approve them. This is so you can check the quality of the photograph uploaded before fully approving the member.

This screenshot is identical to the previous one, but the 'Link' checkbox for the Harvey entry in the 'Matching Members' table is now checked. Additionally, the 'New Registration Status' at the bottom has changed from 'Awaiting Approval' to 'Active'.

The process for matching a youth member when no existing record is found exactly the same as per an adult, however this time, once the club has approved it will be automatically sent to the provincial branch for approval if the record was not matched. After you approve the member in your club, they will not become Active until they have also been approved by your province. You will however want to use Option 2 to approve members (i.e. click on the 'i' button)

Irish Rugby Football Union

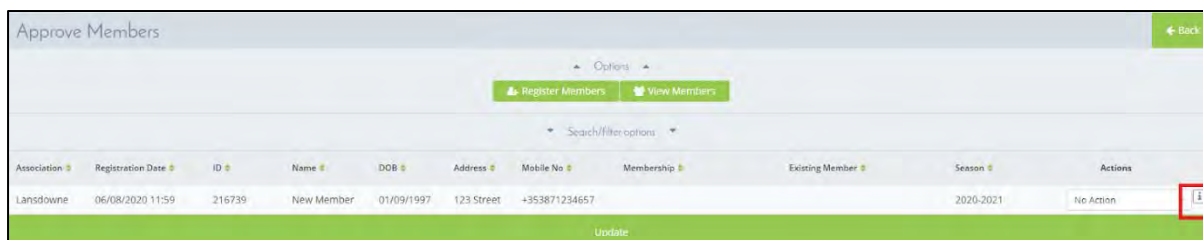
10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

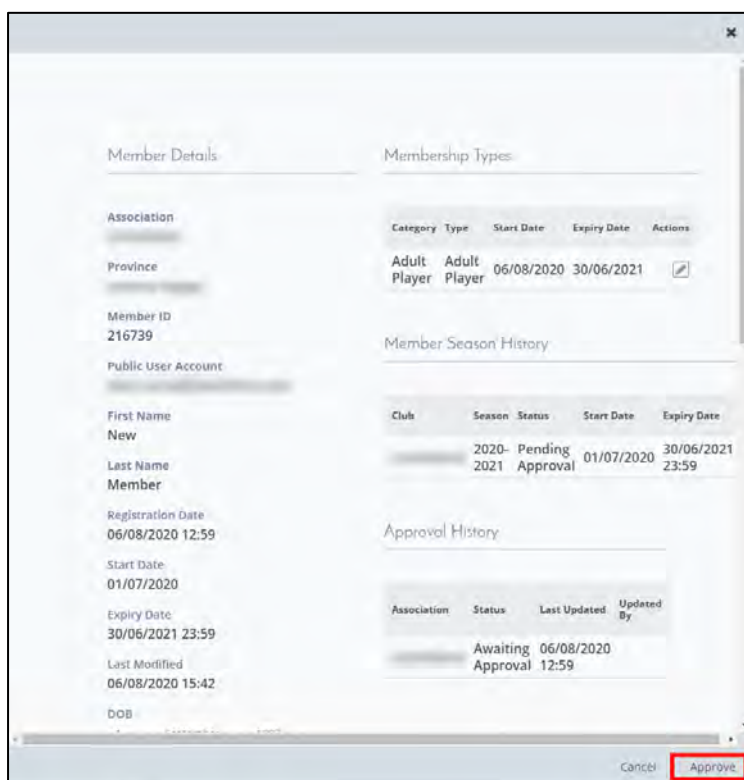
www.irishrugby.com   



The second option when approving a new member allows you to view the information submitted by the member. To view this information, click the “i” information icon related to the member.



Once clicked, you will be able to see if the photo uploaded by the youth is satisfactory, and if they have attached the correct proof of age identification. If all of the information provided is satisfactory, you can approve the member by clicking Approve. It will now automatically be sent to the provincial branch for approval.



If you are not happy with the quality of the photo or the proof of age identification is incorrect you must ask the parent or guardian to go into their account and add the updated documentation. Similarly, if there are details they have incorrectly entered you must ask the member themselves to correct it. Dates of Birth and IRFU ID numbers can only be edited through your Provincial Branch.

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com



IRFU

When they go through to the branch for approval it will now read 'Waiting Additional Approval'

Membership Approval

Approve Members Back

Options

View Members

Search/Filter options

Association #	Registration Date	ID #	Name	DOB	Season	Last Active Season	Actions
Ul Bohemian	13/08/2020 08:57	261639			2020-2021		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Ul Bohemian	13/08/2020 08:57	261640		16/02/2012	2020-2021		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Waiting Additional Approval [1]
Ul Bohemian	13/08/2020 10:07	261829			2020-2021		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Ul Bohemian	14/08/2020 20:40	267261		01/02/1995	2020-2021		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Ul Bohemian	18/08/2020 14:32	285289			2020-2021		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Total 5 | page 1 of 1

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com   



IRFU

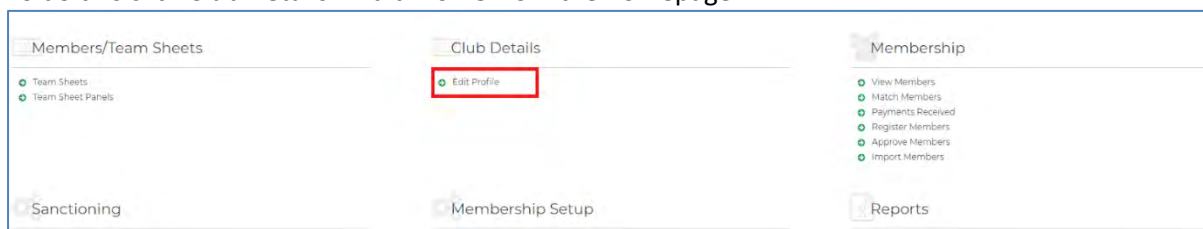
Additional Features available in RugbyConnect

As RugbyConnect is still undergoing significant development this section will be added to as new modules become available.

Club Details

Please ensure you have filled in all your Clubs details on RugbyConnect.

To do this click Club Details > Edit Profile from the homepage.

A screenshot of the 'Club Details' registration form. The form contains several input fields: 'Name', 'Alternate Name', 'Alternate Name 2', 'Description', 'Web Address' (with 'http://' entered and a red box around it), 'Email', 'Phone No', 'Club Logo' (with a red box around it), 'Latitude', 'Longitude', 'Postcode & City', 'Country', 'Facebook', 'Twitter', 'Snapchat', 'Instagram', 'Home Colours', and 'Alternate Colours'. A green 'Save' button is at the bottom.

On the resulting screen, fill in all relevant information. To ensure that your club displays correctly on the registration portal page, it is important that you include a club logo, latitude and longitude coordinates as well as your club website if available.

Click Save when complete.

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com



If you have additional questions, please refer to our frequently asked document where you may find the answer, or to view a webinar we held for clubs please click on the below link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjNhMjU0MTUtZGNlZS00YWYyLTg2ZjEtMDdiYWVlOTI2OTAy%40thread.v2/0?context=%7b%22Tid%22%3a%22ceda1b25-1daa-42a2-9e33-fe6e22b18378%22%2c%22Oid%22%3a%2210e875e2-506b-4700-bf1c-658fc1fbb6d6%22%2c%22IsBroadcastMeeting%22%3a%22true%7d

Who can I contact for more information about the *RugbyConnect*?

Please contact your Club Support Officer:

- **Connacht:** Fraser Gow Email – fraser.gow@connachtrugby.ie
- **Leinster:** Carol Maybury – carol.maybury@leinsterrugby.ie
- **Munster:** Bernadette Linnane – Bernadettelinnane@munsterrugby.ie
- **Ulster:** Matthew Holmes – rugbyconnect@ulsterrugby.com
- **IRFU:** rugbyconnect@irfu.ie

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | **F** +353 01 6473801

www.irishrugby.com   

