



***RugbyConnect* Registration Sign-Up User Guide
(For players / Parents / Guardians / Coaches / Club
Members)**

Irish Rugby Football Union

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

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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 is for players, parents, guardians, coaches and non-playing members who will sign up to *RugbyConnect* for the first time this season.

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

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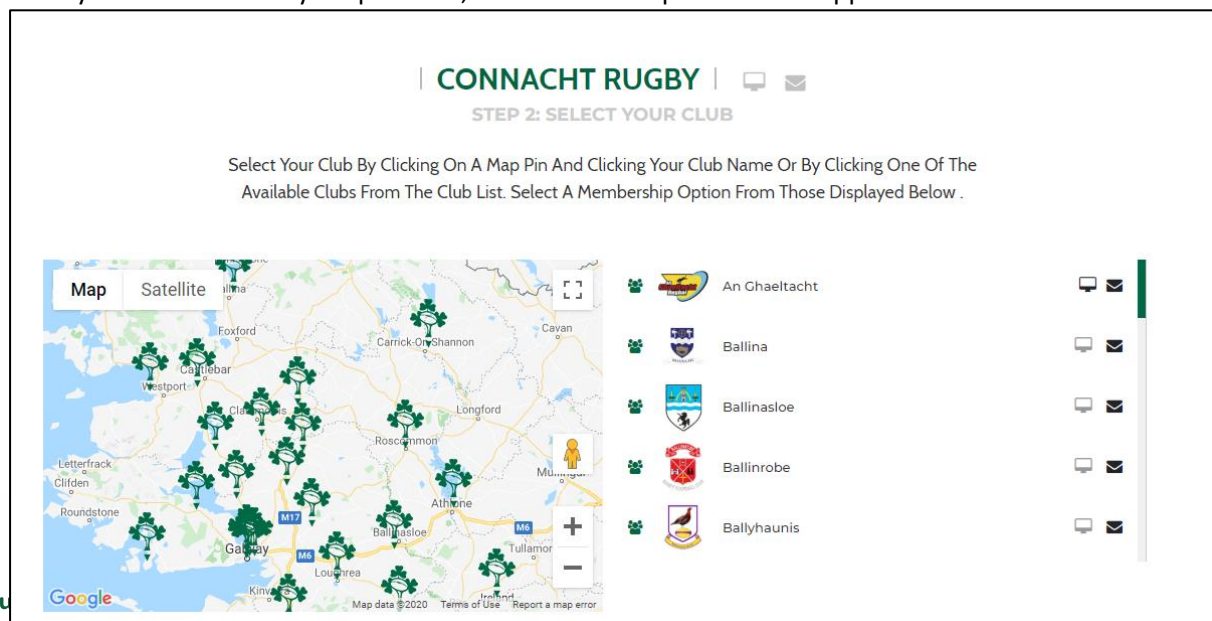
Registering through *RugbyConnect.irfu.ie*:

There are 2 ways to register with your club. The first is by using this link and finding the club you wish to register with from the IRFU Registration Portal – <https://RugbyConnect.irfu.ie/>

The first step on the portal is to choose the Province in which your club is based.



Once you have selected your province, all clubs in that province will appear below.



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You can choose to click your club name on the right hand side, or click the map pin on the left hand side to choose the club you want to register with. For example, if I choose Ballina here a list of available memberships for the Ballina club will appear below.

CONNACHT RUGBY | STEP 2: SELECT YOUR CLUB

Select Your Club By Clicking On A Map Pin And Clicking Your Club Name Or By Clicking One Of The Available Clubs From The Club List. Select A Membership Option From Those Displayed Below .

Map Satellite

An Chaehtacht

Ballina

Ballinasloe

Ballinrobe

Ballyhaunis

CONNACHT RUGBY | BALLINA | SELECT YOUR MEMBERSHIP(S)

Adult Player Membership 2020/2021

Non-Playing Membership 2020/2021

Coach Membership 2020/2021

Mini / Youth Player Membership 2020/2021

Choose the membership package you wish to register with by checking the box next to it, before clicking Register.

CONNACHT RUGBY | BALLINA | SELECT YOUR MEMBERSHIP(S)

Adult Player Membership 2020/2021

Non-Playing Membership 2020/2021

Coach Membership 2020/2021

Mini / Youth Player Membership 2020/2021

Life Membership 2020/2021

REGISTER

You need to login or create a SportLomo account to continue registration with Ballina

sign Up Log In

Create Account

Please create a Sportlomo User Account.

E-Mail

This field is required.

Confirm E-Mail

Password

This field is required.

First Name

Last Name

Language

Terms and Conditions Accept terms and conditions

Register

Already have an account? Log in here

You will be brought to the Sportlomo registration screen where you must create a Sportlomo account, or if you already have a Sportlomo account from a previous registration, simply log in.

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The next step after logging in or registering is to choose the number of packages you require. Type in a number next to each package that you wish to register with. If you want just 1 registration, enter 1. If you want to register for multiples of the same package, enter the amount in the field. You can also register for a number of different packages.

To Renew or create a New Membership please select the package below

Name	Price	Quantity	Total (EUR)
2020-2021	100.00	<input type="text"/>	0.00
	0.00	<input type="text"/>	0.00
	150.00	<input type="text"/>	0.00
	100.00	<input type="text"/>	0.00
	0.00	<input type="text"/>	0.00
	250.00	<input type="text"/>	0.00
	0.00	<input type="text"/>	0.00
Total Cost			0.00

[Continue](#)

Once you have chosen your package, the next step is to fill out the registration form. You will be presented with a number of fields to be filled in as per below. Fields with **Bold** headings are required fields. Those in regular font are not mandatory but are useful to fill in.

First Name

Last Name

DOB
 Day... Month... Year...

Address Line 1

Address Line 2

Town / City

There will be a number of Notices / Statements and Consents to accept at the end of the form before you add your signature and click Register.

Confirmation

Signature
 Type name here

Confirmation will be emailed to

[Register](#)

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If your club is not accepting payments, you will have completed registration and will receive a notification that your registration is complete.

Registration Complete

Your registration has been successful, please see details of this below.

Membership Details		
Email Address	Registration Date	Total Fee charged
[Redacted]	[Redacted]	0

Memberships			
Membership ID	Name	Membership Type	Status
[Redacted]	[Redacted]	Adult Player	Pre-approval

If you are making payment through your club, you will be redirected to the payment page after clicking the Register button on the form. Enter your card details and click Continue.

Purchase Summary

Receipt: [Redacted]

Payment Summary

Item	Quantity	Price
Adult Player 2020-21	1	50.00
Discount Code: <input type="text"/>	<input type="button" value="Apply"/>	
Total		50.00

Payment Breakdown

Association	Category	Price	Additional Fees	Discount	Amount Due
IRFU	Adult Player	0.00		0.00	0.00
Connacht Rugby	Adult Player	0.00		0.00	0.00
[Redacted]	Adult Player	50.00		0.00	50.00

Card Details

You will have an opportunity to review and confirm your payment before payment is taken. Your payment will be processed using Stripe, one of the world's leading Payment Processors. No financial information is disclosed to SportLomo or your Club.

Please enter your card details

Card Number:

Expiry:

CVV:

What is my CVV code?

Powered by **stripe**

You will be asked to confirm your payment. Depending on how your club has set this up, you may be charged a small additional fee here. Click Make payment to confirm payment.

Payment Summary

Item	Quantity	Price
Adult Player 2020-21	1	50.00
Discount Code: <input type="text"/>	<input type="button" value="Apply"/>	
Total		50.00

Confirm Payment

Description	Amount
Registration Fee	50
Total charge to card	50

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Once payment is complete, you will receive a payment success confirmation as below.

Payment Success			
Your registration has been successful, please see details of this below.			
Membership Payments Received			
Email Address	Registration Date	Total Fee charged	
		50.00	
Memberships			
Membership ID	Name	Membership Type	Status
		Adult Player	Pre-approval

Registering through your club's direct link


The second way to register will be if your club distributes a direct registration link to their members and asks them to sign up using it. The link will look something like this:

<https://reg.sportlomo.com/club/IRFU/province/club>

Once accessed, this link will bring you to your club registration portal and you will be presented with the available membership packages within your club. Choose a package and click Register.

Member Registration Portal

for



Available Membership(s)

Please select the membership(s) you wish to purchase

- [Membership Package]
- [Membership Package]
- [Membership Package]

Register

After clicking Register, you can repeat the steps from above to complete the registration.

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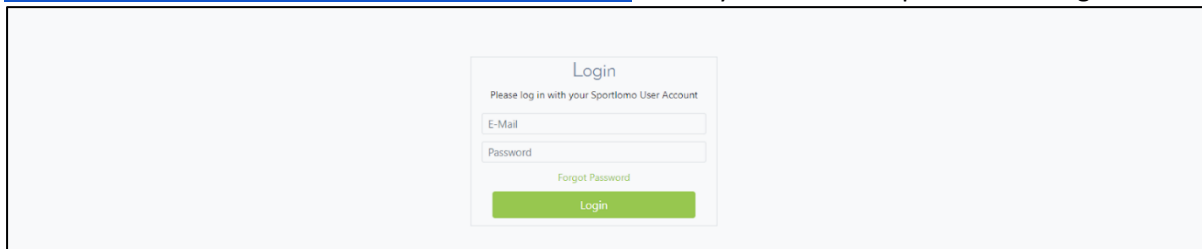
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Upgrade Your Membership

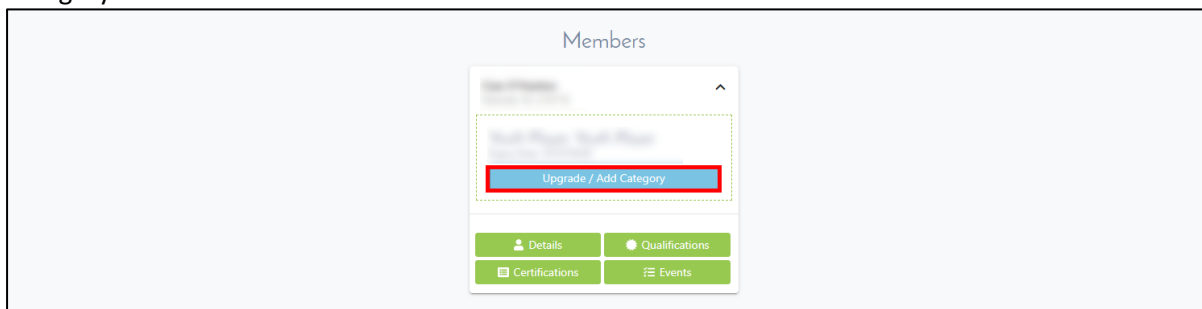
Some members may be required to upgrade their registration. This will be required in circumstances such as if a member who has registered as a player also needs to register as a coach. In order to upgrade, a member must login to their public user account. That can be done from this link: <https://irfu.sportsmanager.ie/sportlomo/users/login>. Enter your email and password to login.



The screenshot shows a 'Login' form with the following elements:

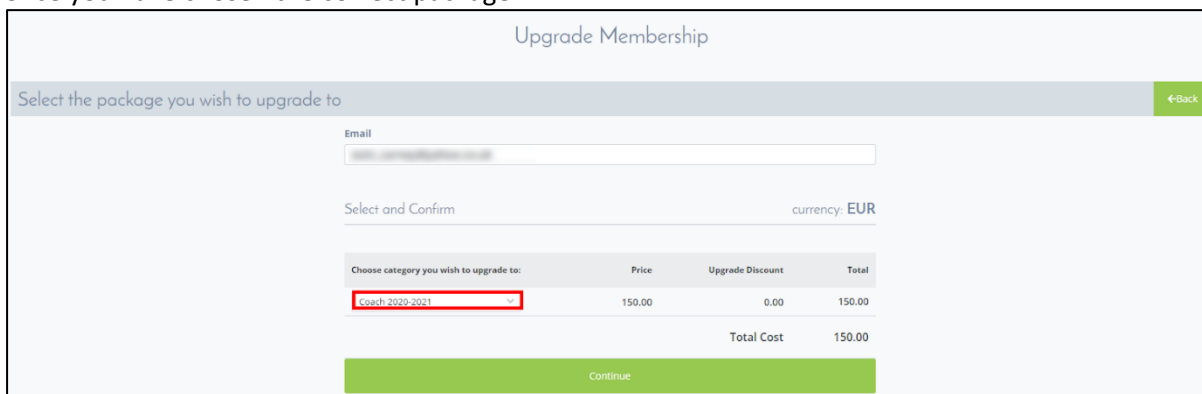
- Title: Login
- Instruction: Please log in with your Sportlomo User Account
- Input fields: E-Mail and Password
- Link: Forgot Password
- Button: Login

After logging in, you will see your member details. To upgrade membership, click the Upgrade / Add Category button.



The screenshot shows a 'Members' page with a user profile card. The 'Upgrade / Add Category' button is highlighted with a red box. Below the card are buttons for 'Details', 'Qualifications', 'Certifications', and 'Events'.

On the resulting screen, choose the membership package you wish to upgrade to. Click Continue once you have chosen the correct package.



The screenshot shows the 'Upgrade Membership' page with the following elements:

- Title: Upgrade Membership
- Header: Select the package you wish to upgrade to
- Back button: ← Back
- Input field: Email
- Section: Select and Confirm (currency: EUR)
- Table for choosing a category:

Choose category you wish to upgrade to:	Price	Upgrade Discount	Total
Coach 2020-2021	150.00	0.00	150.00
Total Cost			150.00

Continue button

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Foreign/Returning player approval

If you are a returning player who has played rugby with a team in a different country, or if you are entering Ireland from another country where you have played rugby before, then you must receive IRFU clearance **BEFORE** registering with a Rugby club on RugbyConnect. This Player Clearance process is done outside of Rugby Connect.

1. The process begins with the IRFU International Clearance form being completed (attached below), and sending it to playerclearances@IRFU.ie . You must wait to receive clearance from the IRFU via email BEFORE beginning any registration on Rugby Connect.
2. If you have been previously registered and are **returning** to Ireland you will receive an email notifying you, your club and your province of your clearance. This email will also invite you to register with your club on RugbyConnect. If you have been overseas for less than 12 months, you will be required to register with your previous club. If you wish to return and play for a different club, an inter club transfer form must be completed.
3. If you are **new** to Ireland, you must still complete step 1 and then the IRFU will issue their clearance via email to the player and the club honorary secretary with a Registration & Residency form attached. Your Branch will also be copied on the email also. You will be asked to complete the form and send it to your club's honorary secretary along with a photocopy of your passport. On receiving the completed form and copy of passport, the Branch will send an email to the IRFU, the club honorary secretary and the player to confirm clearance and invite the player to register via an attached link to RugbyConnect.

IRFU World Rugby Clearance Form: [IRFU World Rugby Clearance Form](#)

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Points to note:

To log into your account at anytime to amend or edit your details you can use the following link:

<https://irfu.sportsmanager.ie/sportlomo/users/login>

Some details can only be amended by your branch, such as Date of Birth and IRFU ID number.

All your details stored in our system is secure and follow the IRFU data provisions:

<https://www.irishrugby.ie/privacy/>

Proof of age identification documents stored in the system will be removed and deleted bi-annually (Mid and end of season)

Ideally the photograph should be:

- Passport standard size where at all possible
- Shoulders and head where possible in shot
- White background
- No cap/hat/scarf, covid mask :)
- using the phone to register, it will allow to take and upload a selfie/rotate camera.

RugbyConnect will automatically generate a new IRFU for each person if they did not match. Those who may have been missed in the matching process but have an old IRFU ID will be matched during the course of the season.

Although you may have in the past provided a photograph and Proof of age identification, in order to maintain the integrity of the new system we need all youth players to have these documents resubmitted. The proof of age identification will not need to be submitted in subsequent years. We will require up to date photographs every season though.

If you have additional questions, please refer to our frequently asked document where you may find the answer, or 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

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