



RugbyConnect User Guide for Assigning Access to an Account

Irish Rugby Football Union

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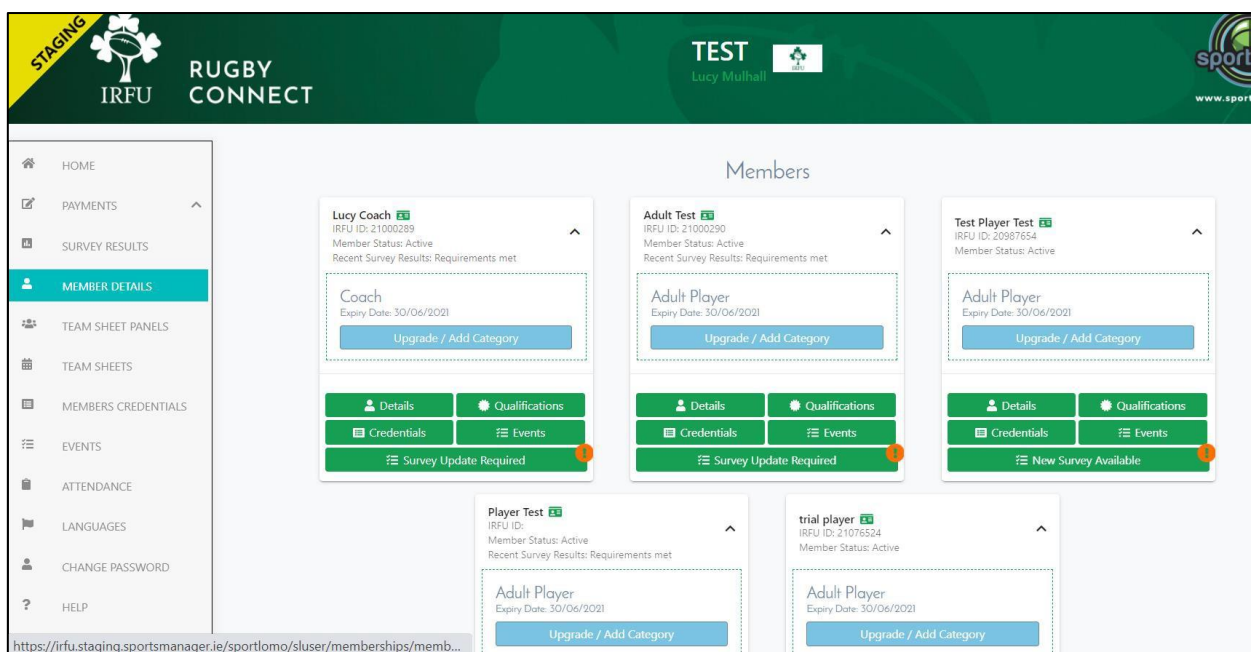
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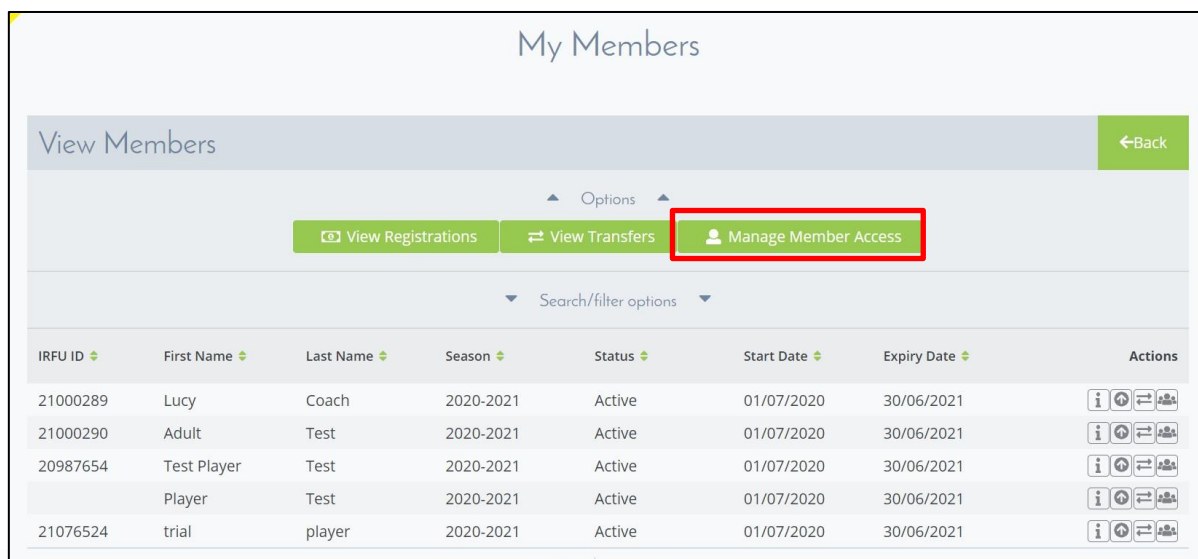


Assigning access to an account in RugbyConnect

It is now possible to add multiple emails to an account, assigning them 'view only' or 'edit' access. This can be used by two parent's to share access to their children's schedule and membership through their own accounts/ emails. This may be completed by logging in to the RugbyConnect account. The process is described below:



Log in as shown. On the left side of the screen select the "Member Details" link from the list of tabs. The page below will show. Next, you will select "Manage Member Access" as shown below.



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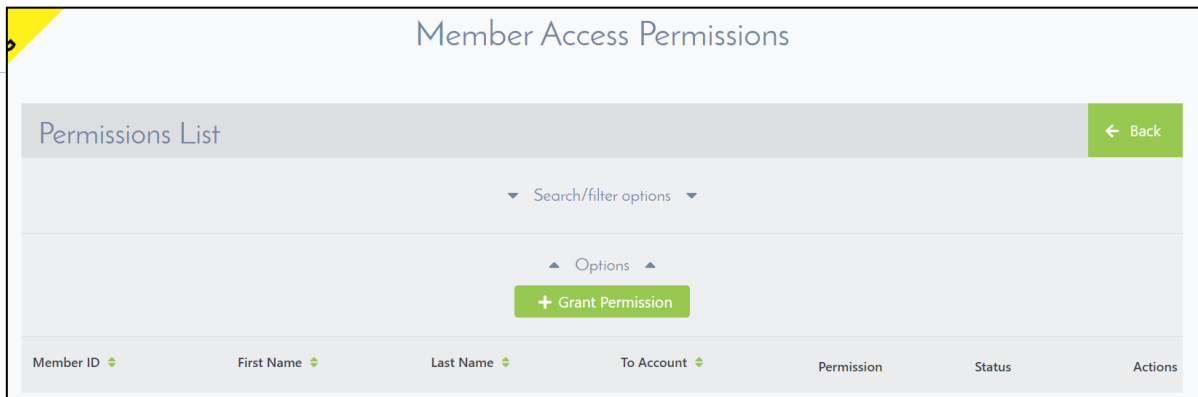
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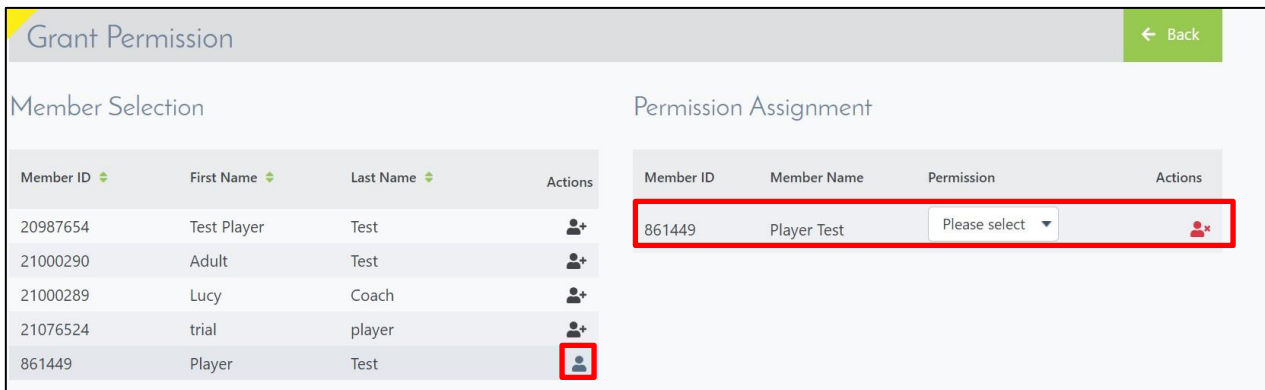
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Select "+ Grant Permission".

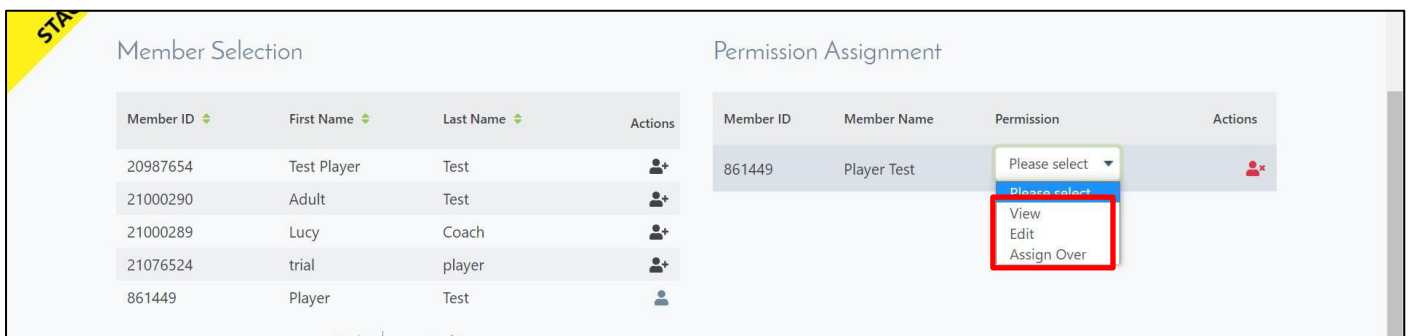


Next, select the member you wish to add access to. In this case I am selecting to add access to the 'Player Test' membership from my account. Click the  icon and the player will show on the right side of the screen under "Permission Assignment".



From the Permissions Dropdown options select '**View**' if you want to assign view only access or '**Edit**' if you wish for the account to have access to edit member details also. This will allow you to share the selected member from your account so that when the other account logs in they will see the member's details and schedule also.

***If you select 'Assign Over' you will REMOVE this membership from your account and ASSIGN OVER ALL access to the email provided below. This is used for the reassignment of a youth account from their parent's account as they turn 18.*



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Member ID	First Name	Last Name	Actions
861449	Player	Test	

Total 1 | page 1 of 1

rows per page 15

Member ID	Member Name	Permission	Actions
861449	Player Test	Please select	

Account that will be granted access to selected members

E-mail address of an account

When you have selected 'View' or 'EDIT' from the dropdown (I will select view in this case) fill in the email you wish to assign the account/membership over to. **DOUBLE CHECK** the email is correct and click 'Grant Permissions' as shown in the red boxes above.

The confirmation of the access assignment will show on the next page. If the email provided is already linked with an account in RugbyConnect this will be fully Granted and complete. When the account holder logs in they will see the member in their homepage. The account holder will also receive an email informing them of this additional access.

You have been given access to manage Details for the following member(s) via your SportLoMo Account

Player Test

To log in to manage the associated data go to [Login Page](#)

When logging into your SportLoMo account, please use the email address on this email notification lucy.mulhall@irfu.ie

SportLoMo is the software platform used by TEST and its subsidiaries to manage member data.

(www.Sportlomo.com)

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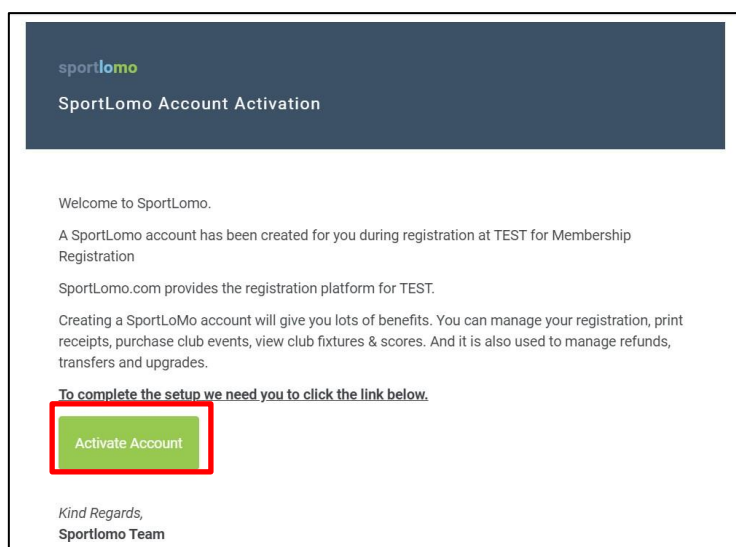
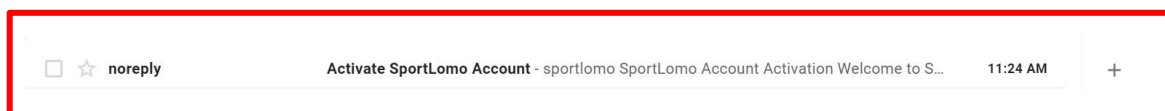
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Member Access Permissions						
Permissions List						← Back
Search/filter options Options + Grant Permission						
Member ID	First Name	Last Name	To Account	Permission	Status	Actions
861449	Player	Test	lucy.mulhall@irfu.ie	View	Granted	 

Should the email provided not have an existing account they will receive an email asking them to activate an account under this email.

The email will be from a no-reply SportLomo account.



Click to 'Active Account'.

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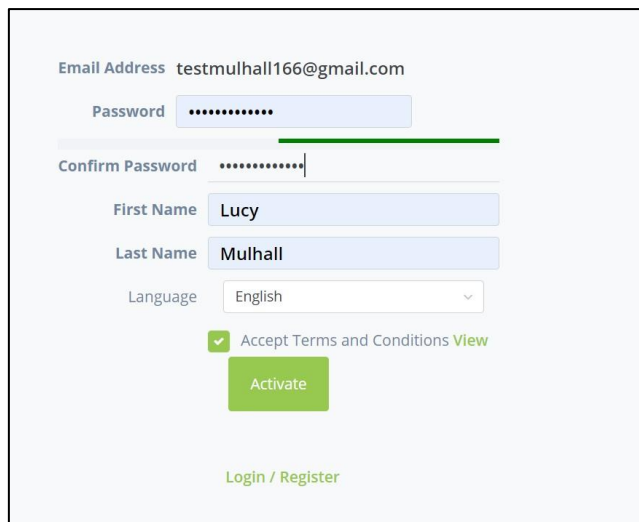
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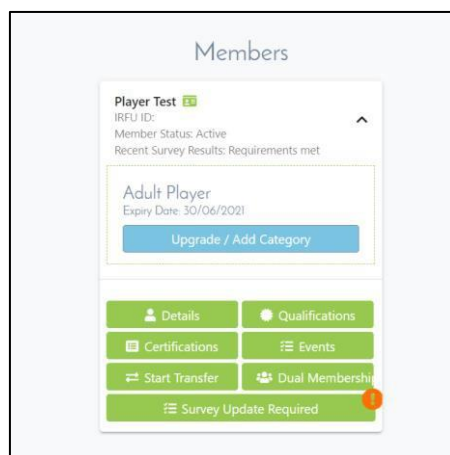
This will bring you to the RugbyConnect page where you will fill in your details in the boxes shown below. You must input their First Name, Last Name, Password, Language and accept the Terms and Conditions.



The registration form is titled 'Email Address testmulhall166@gmail.com'. It contains fields for 'Password' (masked with dots), 'Confirm Password' (masked with dots), 'First Name' (Lucy), 'Last Name' (Mulhall), and 'Language' (English). Below these fields is a checkbox labeled 'Accept Terms and Conditions' with a green checkmark and a 'View' link. A green 'Activate' button is positioned below the checkbox. At the bottom of the form, there is a link that says 'Login / Register'.

Click on the green Activate button to complete.

Select Login on the confirmation page and fill in your email and password as created. You will then see the member details page under your new RugbyConnect account.



The member details page is titled 'Members'. It displays a 'Player Test' status with a green 'TS' icon. Below this, it shows 'IRFU ID:', 'Member Status: Active', and 'Recent Survey Results: Requirements met'. A section for 'Adult Player' includes an 'Expiry Date: 30/06/2021' and a blue 'Upgrade / Add Category' button. At the bottom, there is a grid of green buttons: 'Details', 'Qualifications', 'Certifications', 'Events', 'Start Transfer', 'Dual Membership', and 'Survey Update Required' (which has an orange notification bubble with the number '1').

Please note there is another guide available on <https://www.irishrugby.ie/running-your-club/rugbyconnect/> where you can see details of how to reassign an account to a different email address/account holder. This is used when a youth turns 18 and is released from their parent's account.

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