



**RugbyConnect Club Administrators
Member Renewal and Registration Guide
For the 2023/24 season**

Table of Contents

RugbyConnect Member Renewal Process	3
RugbyConnect Registration Process (Matching and Approving Members)	4
Adult Members (Matching and Approving Members)	4
Youth Members (Matching and Approving Members)	9

Renewal Process for members who registered on RugbyConnect previously

Any member renewing their membership in RugbyConnect will get a renewal email reminder in Mid-August, if your club wants to send reminder emails earlier, please follow the steps in the Form Setup Guide.

When the user clicks on the link in the email here it will bring them to where they log in with their existing RugbyConnect details and click to renew:

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

(they can also use the membership link you send them, or find their club on the IRFU Portal:

<https://rugbyconnect.irfu.ie/>

To gain direct access to their existing account they should use the link:

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

Members click 'Register/ Renew' and they select again the membership they wish to renew 'youth', 'mini' 'coach' etc. The system will complete the form with previously entered information, and the member can simply fill in any outstanding, i.e. the consents for the 23/24 season. They can also update any of their personal information on file in the system at this time. There is a guide for members also on the website.

Please note renewing members will be required to complete consents for the 23/24 season, along with any new questions added.

Renewing Youths are no longer required to upload a new headshot style photograph if within 3 years of the previous upload. If a Youth is renewing from Minis or is a new member they will be required to upload a headshot style photograph.

Summary of renewals versus newly registering members:

Adults / Coaches / Non-Playing Members:

- Renewing Adults / Coaches / Non-Playing members automatically become active your club
- 'New' Adults / Coaches / Non-Playing members who are 'matched' by the club, automatically become active in your Club
- 'New' Adults/ Coaches / Non-Playing members who are not matched, need to be approved by the Club
- No Adults need to be approved at Branch level

Youths:

- Renewing Youths do not need to upload a new photograph each season provided the previously submitted photo is less than 3 years from first upload. After 3 years, renewing youths will need to upload a new photo and therefore be approved by your club.
- 'New' Youths who are 'matched' by the club or came from Minis, need to upload a headshot photo and need to be approved by the Club (to check the quality of the picture uploaded), and then go for branch approval
- 'New' Youths who are not matched, need to be approved by the Club and then the branch, please do not approve any youth who has not uploaded the correct ID and a recent headshot photograph – new screens have been added where you can contact the parent directly from the system requesting any missing information (i.e. ID or photograph) – see below in approving youths section

Minis:

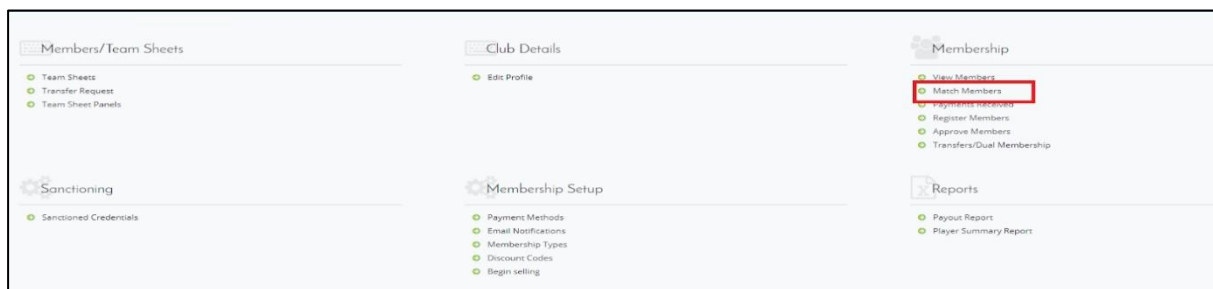
- Renewing Minis automatically become active (there will be a placeholder PDF in the ID field for all youths saying 'ID previously uploaded and verified by branch')
- 'New' Minis need to be approved by the Club and then the branch, please do not approve any mini who has not uploaded the correct ID – new screens have been added where you can contact the parent directly from the system requesting any missing information (i.e. ID or photograph) – see below in approving youths section
- If your club uses 'Pre' mini's, they are treated exactly the same as mini's above. ('Pre' Minis is for clubs who are taking payments through Sportlomo and have a pre-mini offering in their club.)

Matching Members

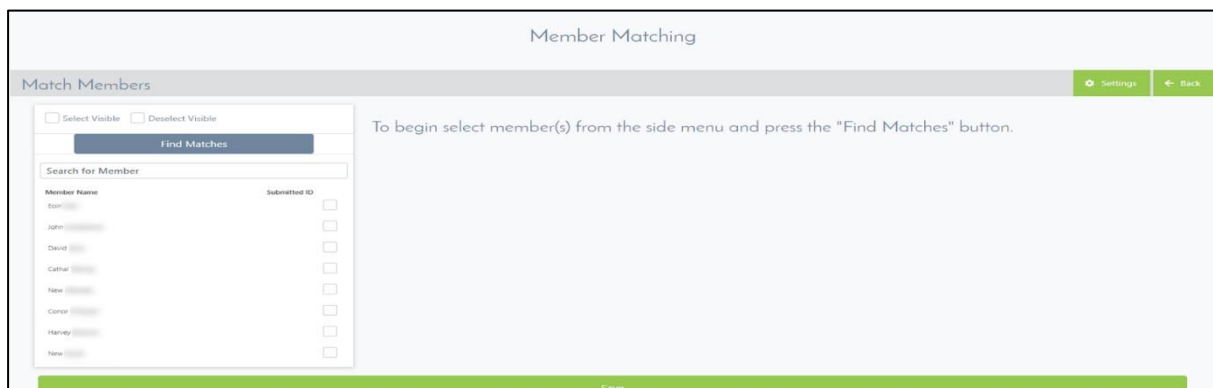
Once new members register, members will automatically be set a status of 'pre-Approval'.

Outlined below is each step in the Approval process, however as a rule of thumb, please go to 'Membership' on your home page and 'Match Members' first and then into 'Approve Members'.

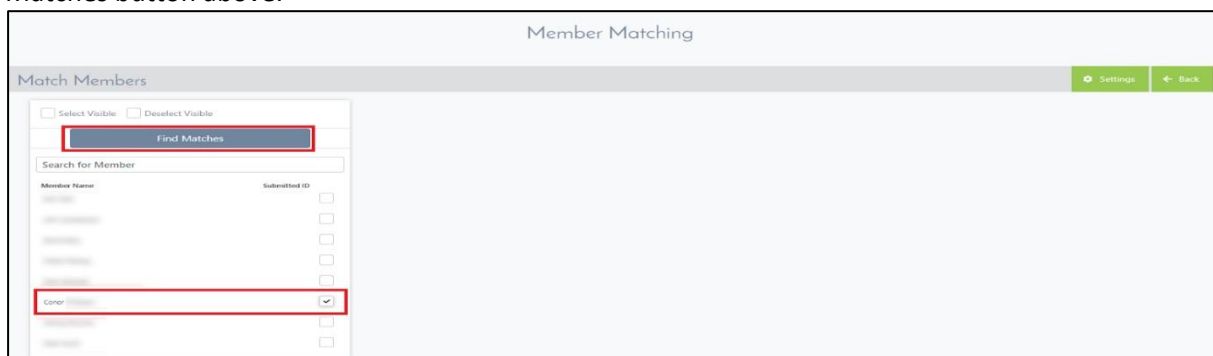
'Match Members' allows you to see if the form filled in by the member has found any matches in the system for an old IRFU ID number. Matching will be based on they played on a team sheet in the club previously and Date of Birth. To Begin click 'Match Members'.



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.



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.

The screenshot shows the 'Member Matching' interface. On the left, there's a search panel with 'Select Visible' and 'Deselect Visible' checkboxes, a 'Find Matches' button, and a 'Search for Member' input field. Below this is a list of member names with corresponding 'Submitted ID' checkboxes. The main panel displays 'Conor O'Dwyer' as the selected member. Under 'Registration Details', a table shows 'Submitted ID', 'First Name', 'Last Name', and 'DOB'. The 'Matching Members' table is currently empty. At the bottom, it shows 'Age Group: Adult' and 'New Registration Status: Awaiting Approval'. A green 'Save' button is at the very bottom.

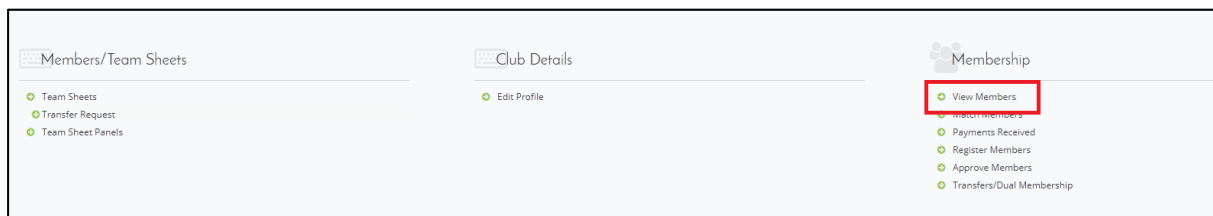
As mentioned matches are found based on the submitted DOB by the member when they register, and are matched to any existing records within your club who share the same DOB.

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.

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.

This screenshot shows the same interface as the previous one, but with two records in the 'Matching Members' table. Each record has a 'Link' checkbox that is now checked. A red box highlights these checkboxes. The 'New Registration Status' has changed to 'Active'. The green 'Save' button at the bottom is also highlighted with a red box.

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.

The screenshot shows the 'View/Manage Members' table. The first row shows a member with IRFU ID 051, First Name Conor, Last Name O'Sullivan, DOB 08/1997, and a tick in the Active column. The Active column is highlighted with a red box. The table has columns for IRFU ID, First Name, Last Name, DOB, Active, Official, Teamsheets, Registration Date, Start Date, Expiry, Season, Primary/Dual, and Actions.

IRFU ID	First Name	Last Name	DOB	Active	Official	Teamsheets	Registration Date	Start Date	Expiry	Season	Primary/Dual	Actions
051	Conor	O'Sullivan	08/1997	☒	☐	☒	06/08/2020 13:04	01/07/2020	30/06/2021 23:59	2020-2021	Primary	i

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.

The screenshot shows the 'Member Matching' form. The 'No matching members found' message is highlighted with a red box. The 'Age Group' is set to 'Adult' and 'New Registration Status' is 'Awaiting Approval', both highlighted with red boxes. The form has a 'Find Matches' button and a 'Search for Member' input field.

Member Matching

☐ Select Visible ☐ Deselect Visible

Find Matches

Search for Member

Member Name Submitted ID

New Member

Registration Details

Submitted ID	First Name	Last Name	DOB
New	Member		01/09/1997

No matching members found

Age Group: **Adult** New Registration Status: **Awaiting Approval**

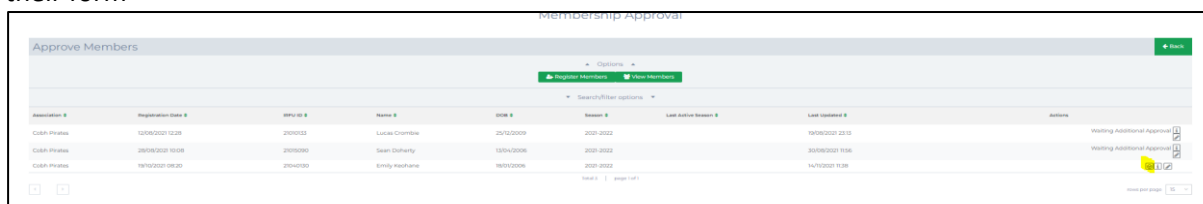
Save

Approving 'New' Adult Members to your club

If no matches are found, i.e. it is a new Adult Member, 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 Click on the small tick box – this opens up the information the member has entered in their form



There are 4 'headings' under the players details:

- Registration Details – the details the member has entered on their form
- Member History – the history of their registration
- Attachments – any attachments they uploaded in their form
- Member Approval – where you go to approve them

The screenshot shows the 'Member Details' page for a member named 'Emily Kachane'. The page is divided into four sections: Member Details, Registration Details, Member History, and Member Approval. The Registration Details section is expanded, showing fields for Parent/Guardian First Name, Parent/Guardian Last Name, Address Line 1, Address Line 2, Town/City, County, Postcode/Town, Parent/Guardian Email, Parent/Guardian Phone Number, Additional Parent/Guardian First Name, Additional Parent/Guardian Last Name, Additional Parent/Guardian Phone Number, Player First Name, Player Last Name, Player DOB, Player Gender, and Player Identifies as. There are also checkboxes for 'Is there anything about the player's general health that you wish to tell us?' and 'Is there any disability the player has that you wish to tell us?'. At the bottom, there is a 'Tick to Confirm Correct Registration' section and a 'I have read and will abide by The Irish Rugby Charter' section.

To approve – click on the white circle in Approve

Should you require more information form the player you can select 'Need More Info' and email them directly from the system.

Please do not Reject – unless you are sure this player is never to be a member in your club

Then click 'SAVE' at the bottom of the page

The screenshot displays a web application interface for 'Member Approval'. At the top, a progress bar shows four steps: 'Registration Details', 'Member History', 'Attachments', and 'Member Approval', with the last step being the active one. The main form area is titled 'Member Approval' and contains several sections. The 'Member Status' section has three buttons: 'Approve' (green), 'Need More Info' (yellow), and 'Rejected' (red), each with a white circle for selection. Below this is a 'Reason' text input field. The 'Member Notification' section includes a checkbox for 'Notify Member'. There are two input fields: 'Subject' and 'User Email', with the latter containing the text 'keohaneclaire@gmail.com'. A rich text editor follows, featuring a toolbar with various formatting icons (bold, italic, underline, link, unlink, text color, background color, bulleted list, numbered list, indent, outdent, quote, unquote, link, unlink, table, unlink, code, settings) and a large text area with the placeholder 'Type something'. At the bottom of the form, it says 'Powered by Froala' and 'Characters : 0'. Finally, there are two buttons at the very bottom: 'Prev' (green) and 'Save' (blue).

Approving 'New' Youths / Minis

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's a search panel with 'Select Visible' and 'Deselect Visible' checkboxes, a 'Find Matches' button, and a 'Search for Member' input field. Below this is a list of member names with corresponding 'Submitted ID' checkboxes. The main panel shows details for 'Harvey Browne'. Under 'Registration Details', there's a table with columns: Submitted ID, First Name, Last Name, and DOB. The entry shows 'Harvey' with a redacted last name and DOB '/10/2005'. Below this, the 'Matching Members' section has a table with columns: IRFU ID, First Name, Last Name, DOB, and Link. It lists two matches: IRFU ID 13 for 'Lucas' and IRFU ID 14 for 'Harvey', both with DOB '/10/2005'. The 'Link' column has checkboxes, with the one for 'Harvey' (ID 14) being checked. At the bottom, it says 'Age Group : Youth' and 'New Registration Status : Awaiting Approval'. A green 'Save' button is at the bottom right.

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.**

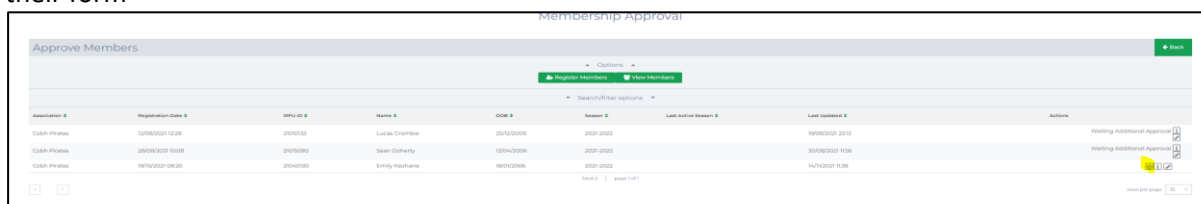
This screenshot shows the same 'Match Members' interface after the correct match has been linked. The 'Link' checkbox for 'Harvey' (ID 14) is now checked with a green checkmark. The 'New Registration Status' at the bottom has changed from 'Awaiting Approval' to 'Active'. The 'Save' button remains at the bottom right.

The process for matching a youth / mini 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.

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 Click on the small tick box – this opens up the information the member has entered in their form



There are 4 'headings' under the players details:

- Registration Details – the details the member has entered on their form
- Member History – the history of their registration
- Attachments – any attachments they uploaded in their form
- Member Approval – where you go to approve them

The screenshot shows the 'Member Details' form. It includes a 'Registration Details' section with fields for 'Parent / Guardian First Name', 'Parent / Guardian Last Name', 'Address Line 1', 'Address Line 2', 'Town / City', 'County', 'Postcode / Eircode', 'Parent / Guardian Email', 'Additional Parent / Guardian First Name', 'Additional Parent / Guardian Last Name', 'Additional Parent / Guardian Email', 'Additional Parent / Guardian Phone Number (in case of emergency)', 'Player First Name', 'Player Last Name', 'Player DOB', 'I am registering the player up for', 'Is there anything about the player's general health that you wish to tell us?', 'Is there any disability the player has that you wish to tell us?', 'What school did you / are you attending?', 'Did this person play Rugby in this club last season?', and 'Tick to Confirm Correct Registration'. The form also includes a 'Notices / Statements and Consents' section with a 'Click here to view acceptance' link and a 'I have read and will abide by The Irish Rugby Charter' section.

For youths you need to pay particular attention to the 'Attachment screen'.

For new youths make sure the Date of Birth provided on the form – and viewable across the top of the record is the same as on the proof of age.

For all youths ensure the photo is a headshot, similar that which you would provide to the passport office.

In the below example the photo here should NOT be approved – the photo is of a passport not a photo of the youth – this document can be marked awaiting approval.

Once the documents are approved, you can move across to the 'Member Approval' screen

The screenshot displays the 'Attachment Approval' interface. At the top, a progress bar indicates the current step is 'Attachments'. Below this, there are two attachment entries. The first entry, 'photo.jpg', shows a passport photo and is marked with a large red 'X'. The second entry, 'ID Copy', shows a document and is marked with a large red checkmark. Both entries have an 'Approval Status' dropdown menu set to 'Awaiting Approval'. The interface includes a 'Comment' field, a 'Remove physical file' checkbox, and 'Prev' and 'Next' buttons at the bottom.

To approve – click on the white circle in Approve

Should you require more information form the player you can select 'Need More Info' and email them directly from the system.

Click on Notify Member

Enter in a Subject

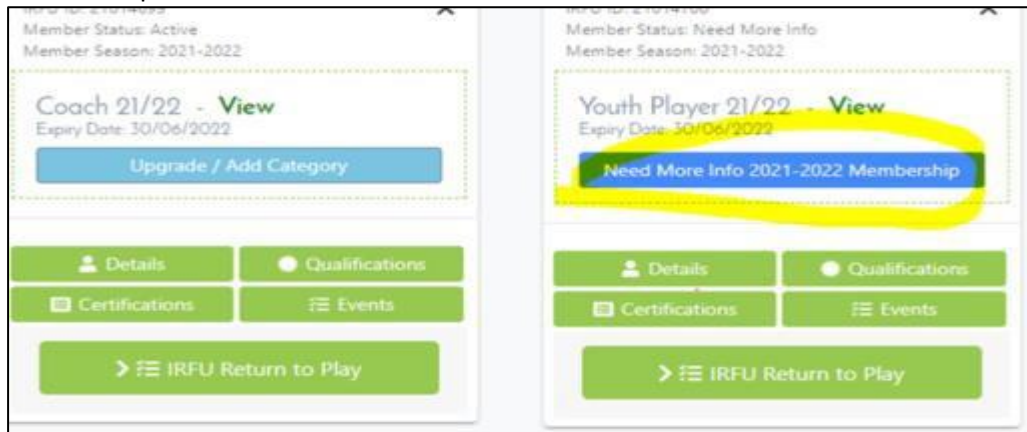
Type into the main body of the message

Then click 'SAVE' at the bottom of the page

Please do not Reject – unless you are sure this player is never to be a member in your club

The screenshot displays the 'Member Approval' interface. At the top, a progress bar shows four steps: 'Registration Details', 'Member History', 'Attachments', and 'Member Approval', with the last step being the active one. Below this, the 'Member Approval' section contains three status buttons: 'Approve' (green), 'Need More Info' (yellow), and 'Rejected' (red). Each button has a white circle indicating the selection point. Below the status buttons is a 'Reason' text area. The 'Member Notification' section includes a checkbox for 'Notify Member'. Below this is a 'Subject' text field and a 'User Email' field containing 'keohaneclaire@gmail.com'. A rich text editor follows, with a toolbar containing various formatting options like bold, italic, underline, link, unlink, text color, background color, bulleted list, numbered list, indent, outdent, quote, unquote, link, unlink, table, table of contents, undo, redo, and a settings gear. The text area of the editor contains the placeholder 'Type something'. At the bottom left is a 'Prev' button and at the bottom right is a 'Save' button. The footer of the editor shows 'Powered by Froala' and 'Characters : 0'.

Parents should be guided to log back into their account and click on the 'Need More Info 2022 -2023 Membership'



Once parents have done this, they will appear back on the list with the green button on them ready for you to check and approve again.

You will now be able to filter back on your approvals screen to see all those who you are waiting for the parents to resubmit; click on 'Needs More Information' in the Current Approvals filter.

Once you have fully approved a youth / mini they will automatically go to the branch for approval it will now read 'Waiting Additional Approval'

Association	Registration Date	ID	Name	DOB	Season	Last Active Season	Actions
UL Bohemian	13/08/2020 08:57	261639			2020-2021		Waiting Additional Approval
UL Bohemian	13/08/2020 08:57	261640		16/02/2012	2020-2021		
UL Bohemian	13/08/2020 10:07	261829			2020-2021		
UL Bohemian	14/08/2020 20:40	267261		01/02/1995	2020-2021		
UL Bohemian	18/08/2020 14:32	285289			2020-2021		

Please note: Dates of Birth and IRFU ID numbers can only be edited through your Provincial Branch.