



**RugbyConnect:
Panel Creation, Team Sheets and Attendance
For Club Administrators**

Irish Rugby Football Union

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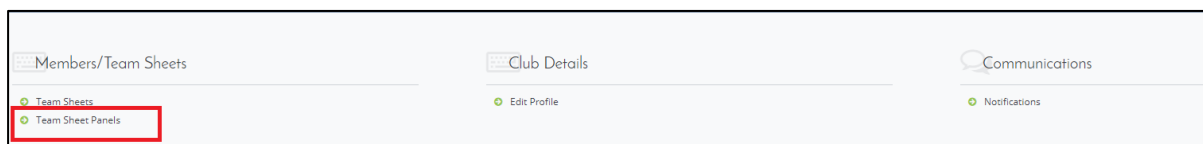


Log in to Sportlomo as a Club Administrator by entering your username and password your branch has provided you with – <https://irfu.sportsmanager.ie/maint.php>

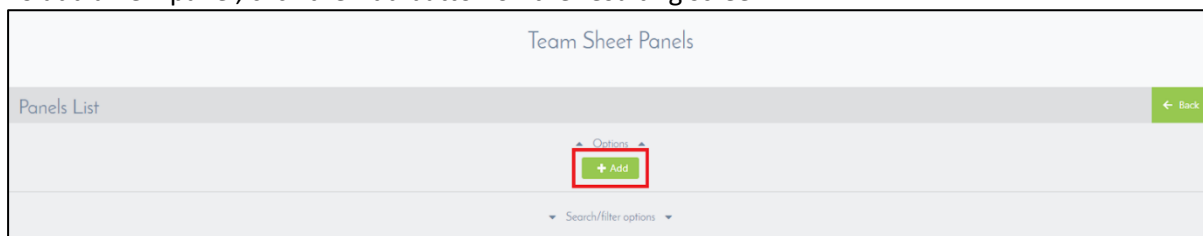
You will be brought to the Sportlomo Administration home page.

Creating Panels

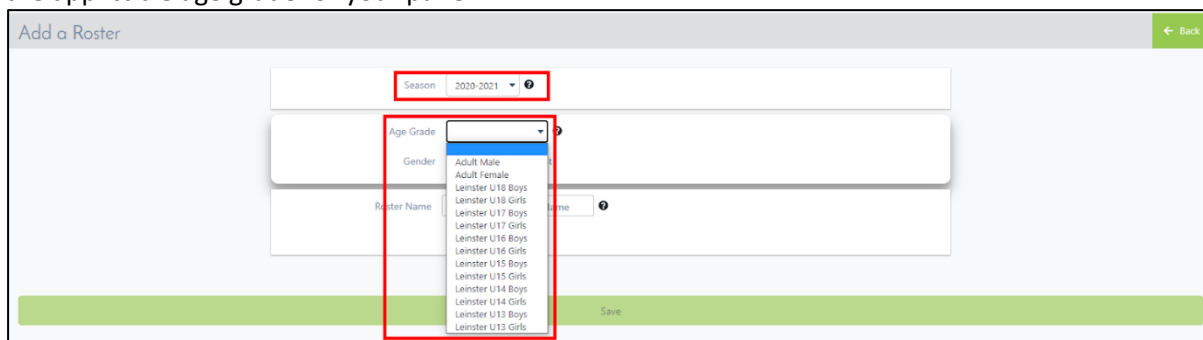
Each attendance session must be assigned to a panel. In other words, a Men's Senior panel will have attendance sessions, a Women's Junior panel will have separate attendance sessions and a Boy's U14 panel will have their own separate attendance sessions too. Therefore, the first step needed to track attendance is to have your panels set up. To create a new panel, click the 'Team Sheet Panels' link from your home page.



To add a new panel, click the Add button on the resulting screen.



When creating a new panel, firstly ensure that you have selected the correct season and then select the applicable age grade for your panel.



After selecting the age grade, an additional field will appear which allows you to select a team. Select your team name from this dropdown menu. After selecting your team name, click Save to save your panel.

Adding Players to the panel

After creating your panel, you can now add players and officials to it. To add players, click the Players tab. To add Officials, click the Officials tab.

To add a player, click the Add button.

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Clicking the add button will bring up a list of players. To add any player, simply click the icon next to the player's name. You can click on 'Member Name' to alphabetically arrange your list or 'DOB' to bring back players by youngest first etc.

Select player(s)

Member ID	Member Name	DOB	
J			
D			
N			
C			
N			
J			
S			
R			
C			
C			
D			
M			
B			
P			
E			

To search for a specific player, open the search/filter options by clicking on the search/filter icon.

Select player(s)

Member Name
Gender
From Dob
Category

Member ID
To Dob
Type

Apply Filter

Repeat the same process to add Officials to your panel. Any officials that you assign to a panel will be able to manage this panel from their own public user account.

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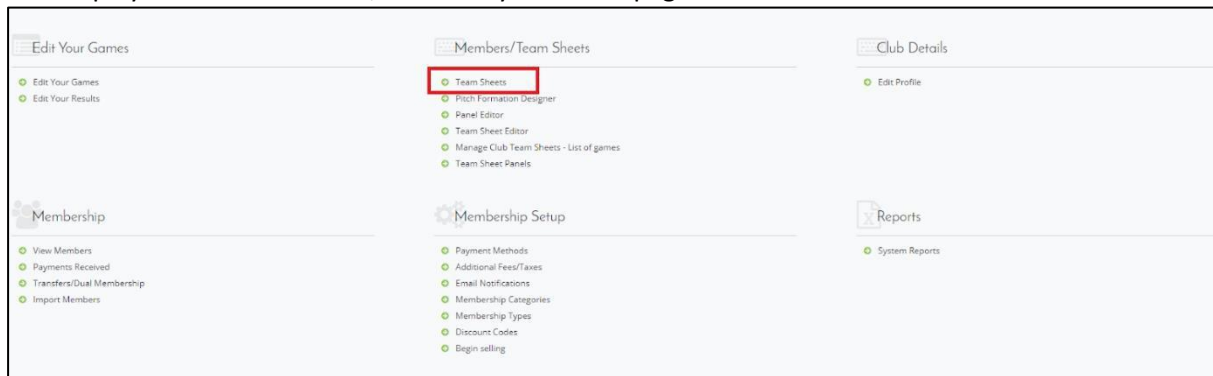
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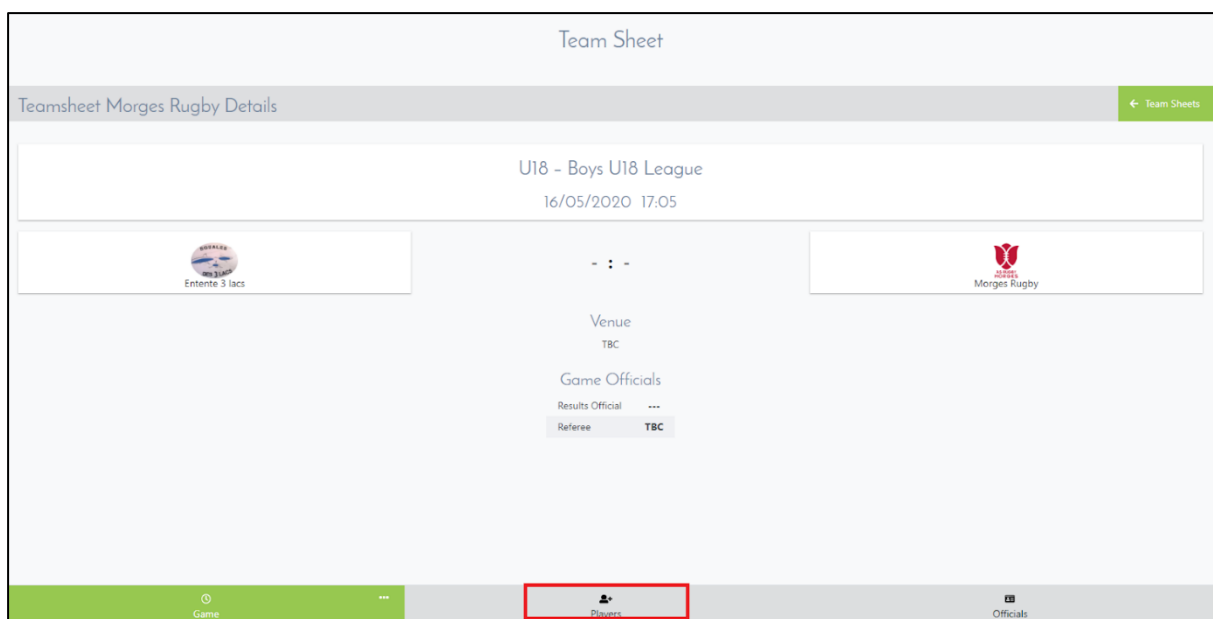


Adding Players to Team Sheets

To add players to a team sheet, return to your home page and click the 'Team Sheets' link.



On the resultant page, you will be presented with a list of fixtures for your club. Click on your club



On the players screen, you will be presented with different views depending on the team sheet configuration set down by your province. You may have a set number of players and substitutes to choose from. You may have a set number of players but no subs to choose from. You may have the option to add any amount of players.

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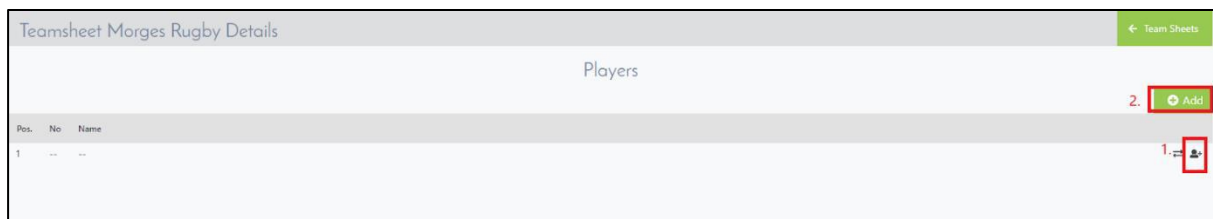
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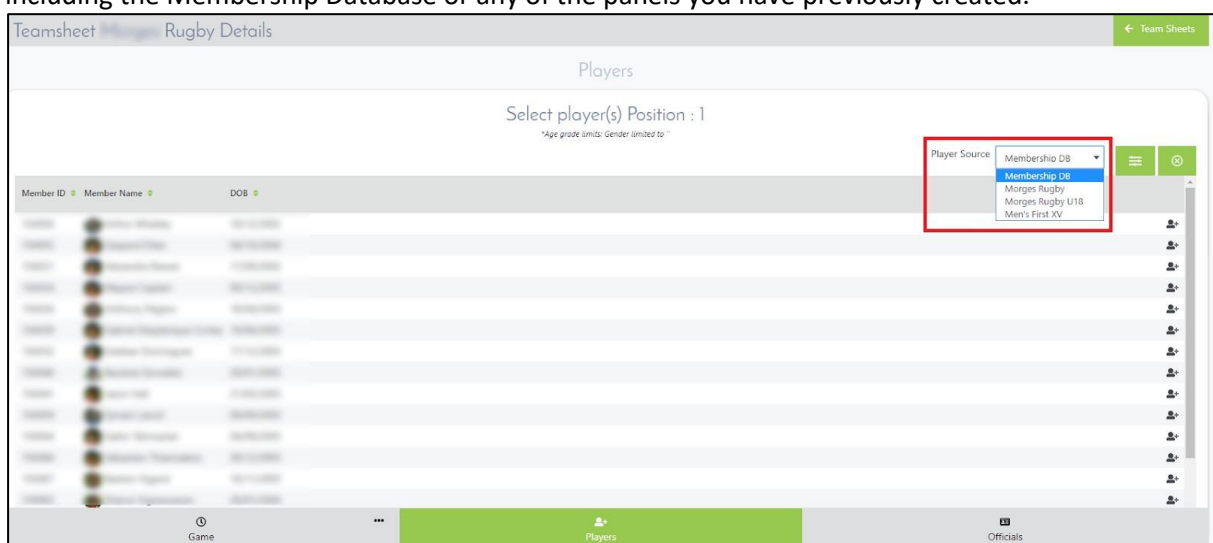


Any Number of Players, No (Or Any) Subs Allowed Configuration

In this configuration, we can add an unlimited number of players to the team sheets. Firstly, add a player to the first position which is included by default. Once this player is included, you can add additional player rows by clicking the Add icon above the player list.



For any configuration, players to be added to the team sheet can be taken from a number of sources including the Membership Database or any of the panels you have previously created.



Continue to add rows and players until your teamsheet is complete.

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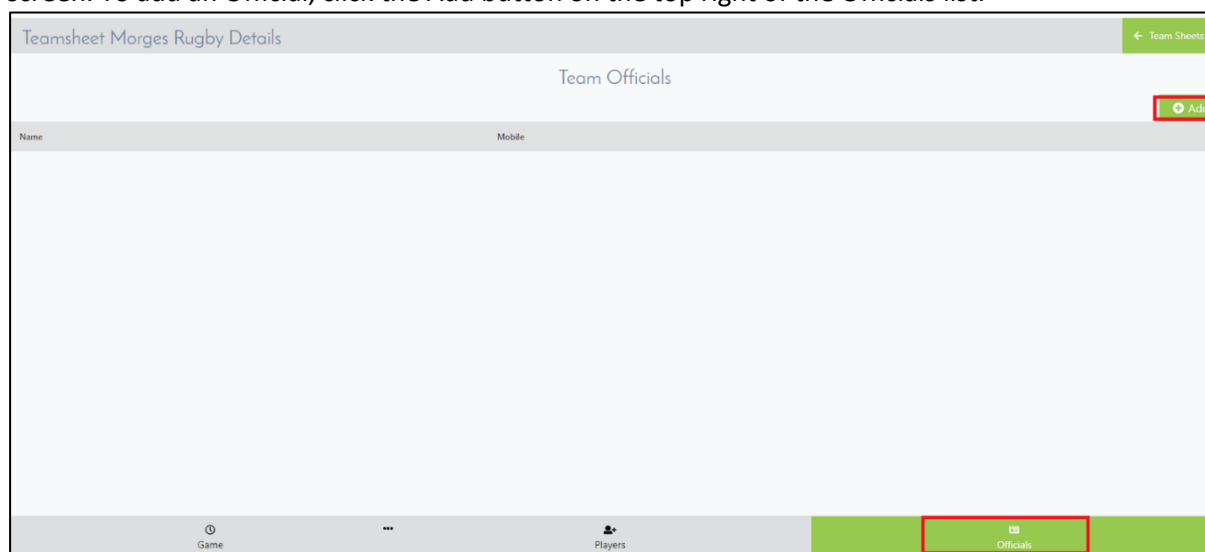
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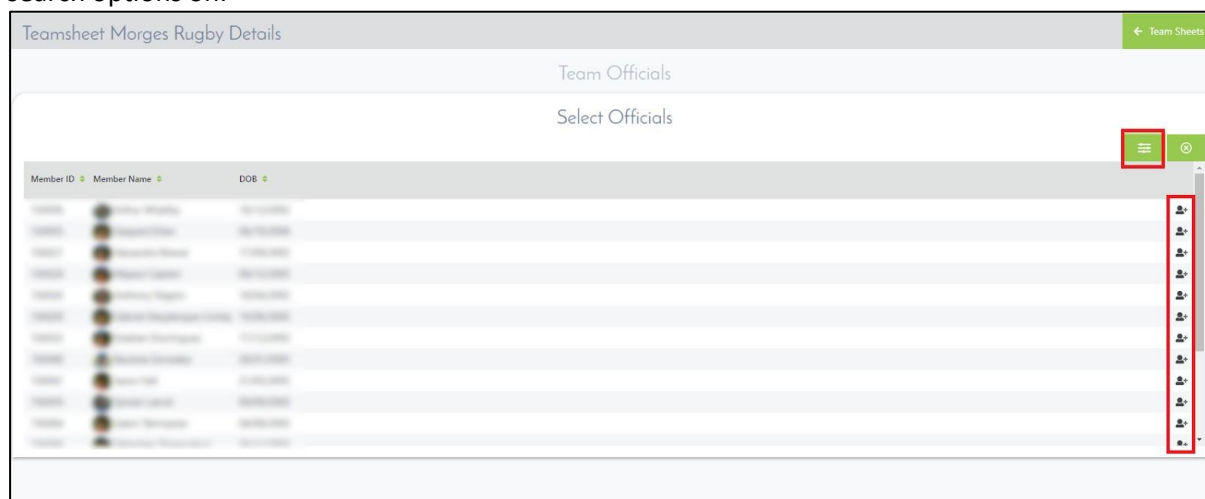


Adding Officials

We can also add Officials to the team sheet by clicking on the Officials tab at the bottom of the screen. To add an Official, click the Add button on the top right of the Officials list.



After clicking the Add button, a popup list will appear. Add officials to your team sheet by clicking the + icon to the right of any member. Again, you can search for members as before by toggling the search options on.



Note that when adding Officials to the team sheet, the popup does not automatically close. You will add all officials to the team sheet in a single popup before clicking the close icon on the top right corner.

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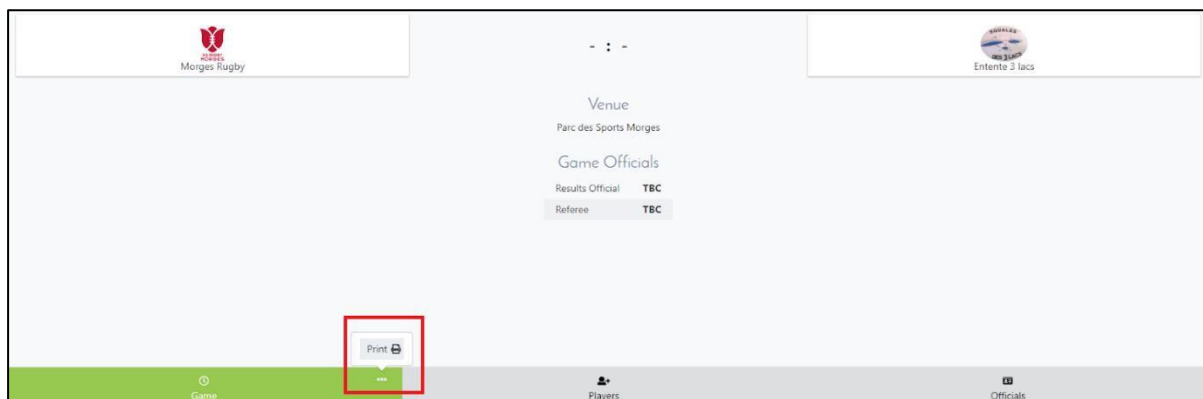
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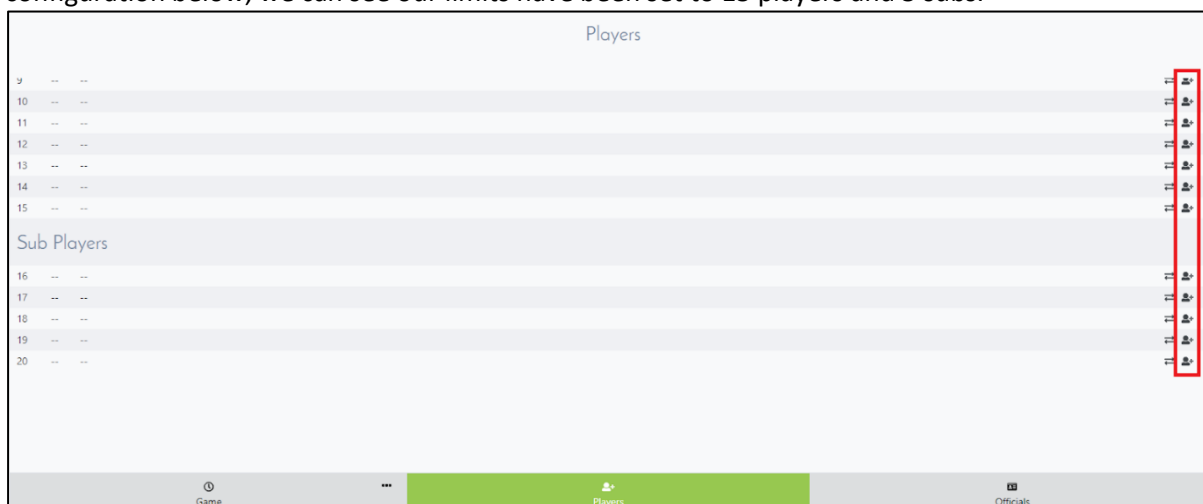
Printing the Team Sheet

When all players and officials have been added to the team sheet, the team sheet can be printed by clicking the 3 dots icon at the top of the Game tab and then clicking Print. Team sheets can also be printed by clicking on the Printer icon next to any fixture on the Team Sheets page.



Maximum Number of Players, Maximum Number of Subs Configuration

In this configuration, we can add a limited number of players and subs to the team sheets. On the configuration below, we can see our limits have been set to 15 players and 5 subs.



This time we will be adding players to their specifically numbered positions. Click the +Player icon on a row/position to add the player to that position from the resulting popup list. As before, all players can be selected from the Membership Database or from a previously created panel.

To add a substitute, click on the +Player icon in the same way and assign the players to the relevant substitute position. In this configuration, a maximum of 5 substitutes are allowed to be added to the team sheet.

Adding Officials and printing team sheets is done in the same way as previously outlined above.

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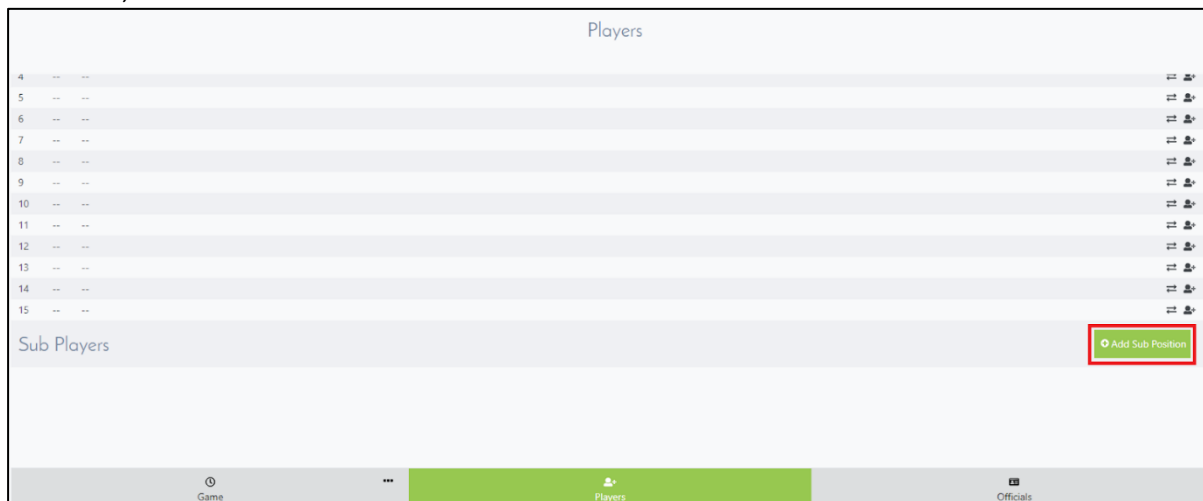
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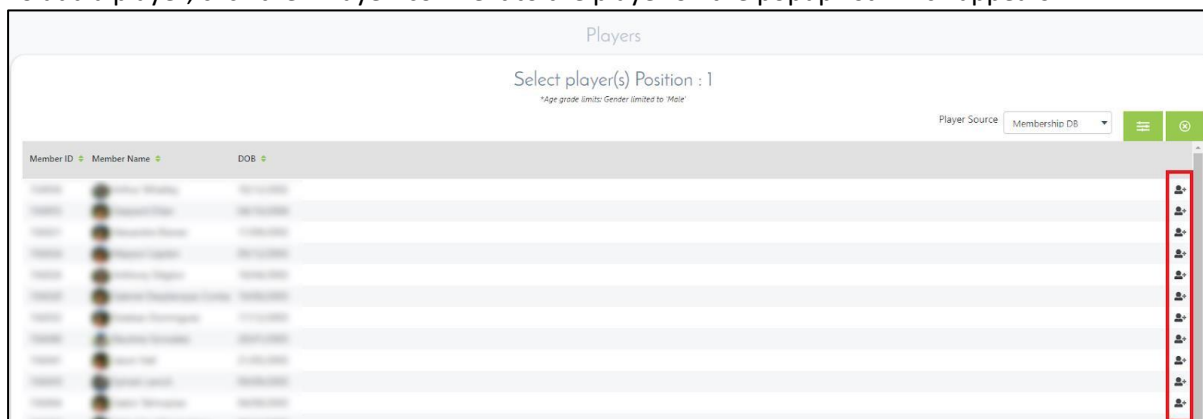
Maximum Number of Players, Any Number of Subs Configuration

This is a very similar configuration to above but this time we are not limited to the amount of substitutes we can add. For this reason, we will look straight at the configuration of the substitutes. Again, we are limited to 15 players which we can add as before. However, with no defined number of subs we must begin to add substitute positions.

To do this, click the Add Sub Position button.



To add a player, click the +Player icon next to the player on the popup list which appears.



The popup will close when the player has been added. To add more substitute positions, continue to repeat the steps above.

Adding Officials and printing team sheets is done in the same way as previously outlined above.

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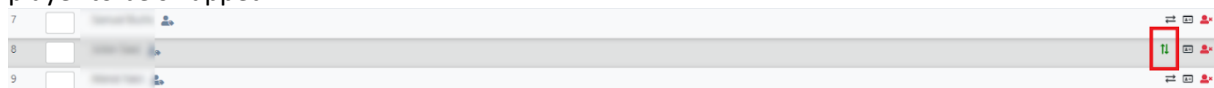
Additional Features

There are some additional features which can be used on all configurations of team sheets.

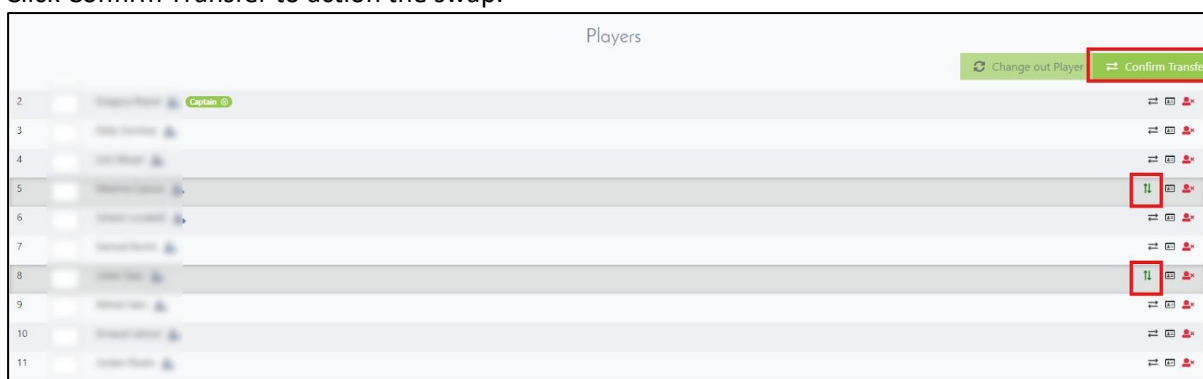
Swapping Players

There may be instances where you have entered players on to a team sheet but you notice that some are in incorrect positions. Likewise, you may wish to swap a player from the substitute list onto the starting-team list and vice versa.

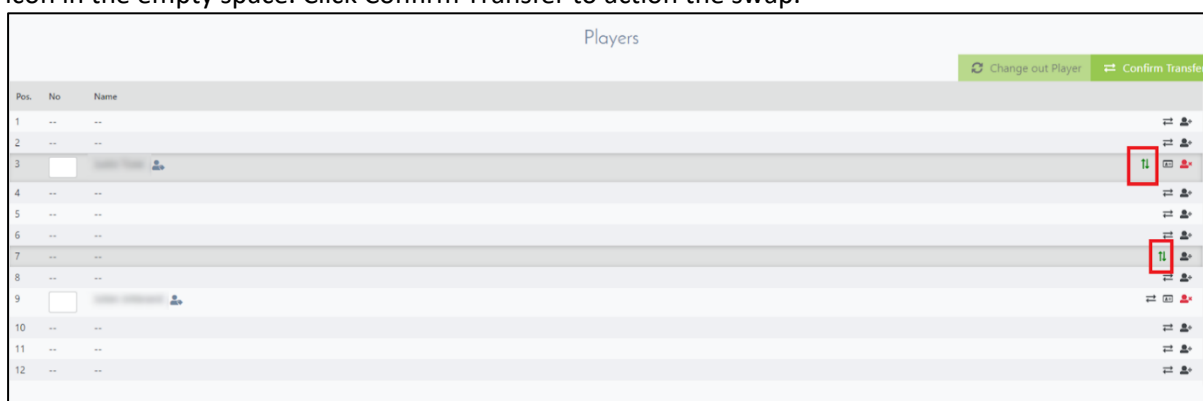
In order to swap players, we can choose our first player by clicking the dual arrows icon next to the player to be swapped.



Now we can do the same with our second player, the one who we want to swap our first player with. Click Confirm Transfer to action the swap.



Player swaps like this can be done between players on the first team or between players and subs. It is also possible to swap a player into an empty space on the team sheet by clicking the dual arrow icon in the empty space. Click Confirm Transfer to action the swap.



It is also possible to swap a player out of the team sheet and replace them with a player not yet added to the team sheet. To do this, click the dual arrows icon next to the player you wish to swap out.

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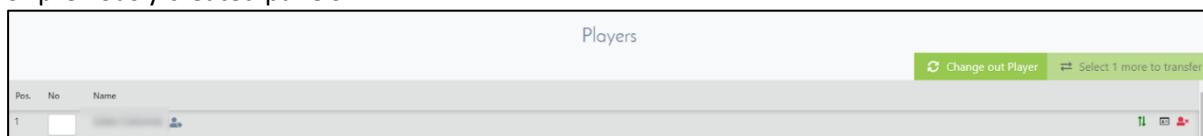
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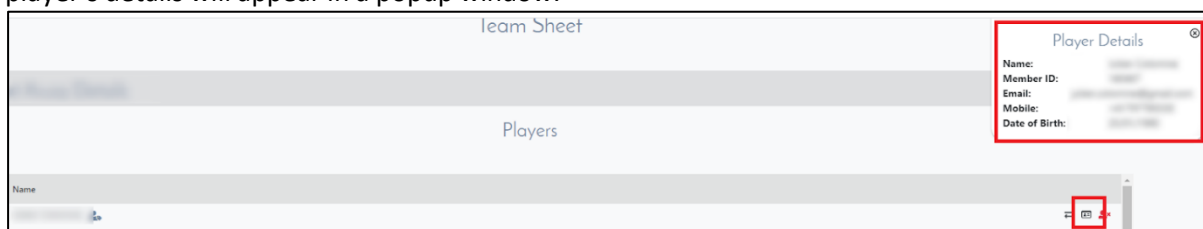


This time, instead of selecting a second player to swap with, click the Change Player Out button at the top of the player list. This will allow you to swap a player with one in the membership database or previously created panels.



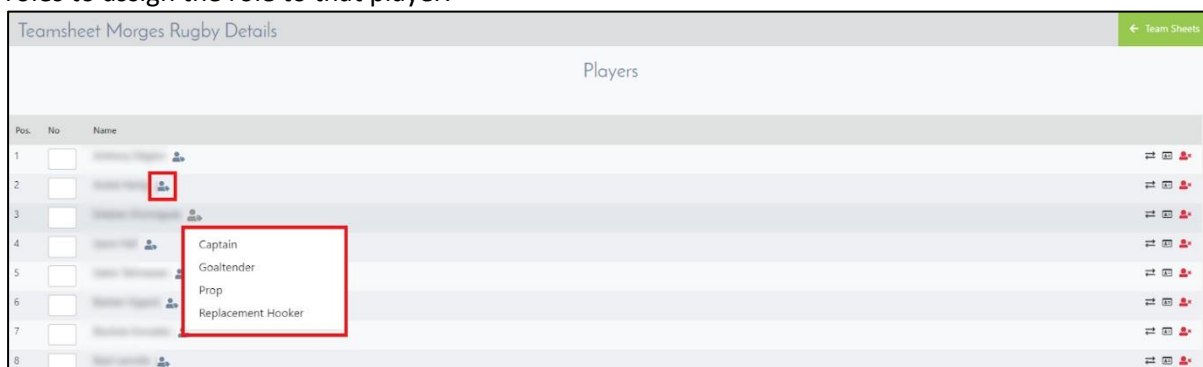
Player Details

To view the details of any player on a team sheet, click on the Information Card icon to view. The player's details will appear in a popup window.



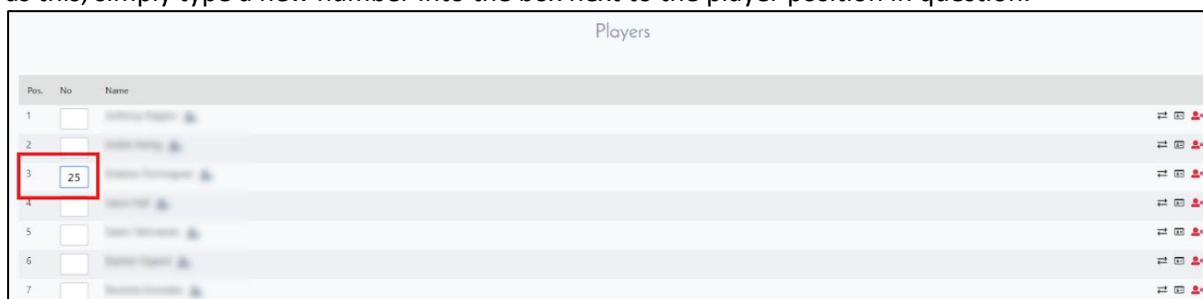
Player Roles

To add a player role to a specific player, such as captain, goalkeeper, kicker etc, click the icon next to the player's name. A popup will appear with all previously created player roles. Choose any of these roles to assign the role to that player.

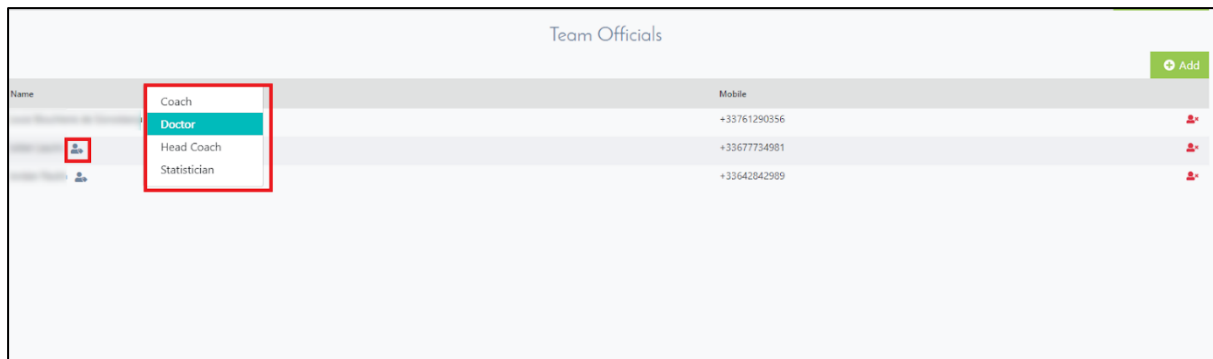


Player Numbers

On some occasions, player numbers will differ from those listed on the team sheet. In instances such as this, simply type a new number into the box next to the player position in question.



As with players, it is also possible to assign roles to your officials such as Coach, Selector or Medic. Again, these roles will have been previously created at IRFU level. To add a role to your official, click the icon next to the official's name before selecting the relevant role from the popup list to assign the role.



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Once your panel has been created, you can create attendance sessions for this panel. To do so, return to the 'Team Sheet Panels' page and click the Clipboard icon next to the relevant panel.

Club	Team	Age	Gender	Panel	Players	Team Officials	Events	Actions
		Senior A			0	0	0	  
Total 1 page 1 of 1								

To add a new attendance session, click Add on the resulting page.

Options

+ Add

Search/filter options

Start Time

End Time

Venue

Description

Group Count

Attendance Count

Created

Last Modified

Actions

You will be presented with the Settings page for your attendance session. The first portion of this to complete is the Location details. To select your location, find it from the Venue dropdown menu.

Attendance

Settings

Attendance 0/0

Contact

Location Details

Venue

Select a Venue

☐ Venue not found

Time Details

Start

01/01/2020 12:00

Finish

Select Date / Time

Attendance Sheet Details

Description

Type

Training Session

Status

Created

If you cannot find your venue from the dropdown menu, check the Venue not Found box. This will allow you to add a new venue.

Settings

Attendance 0/0

Contact

Location Details

☒ Venue not found

New Venue

* Will override selection if valid details provided.

Venue Name

Postcode

Check Venue

Time Details

Start

01/01/2020 12:00

Finish

Select Date / Time

Attendance Sheet Details

Description

Type

Training Session

Status

Created

Enter your venue name, postcode and click Check Venue to add your new venue.

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The second section to complete in your session settings are the time details. This is the start date and time, and end date and time for your session.

The screenshot shows the 'Settings' tab with three sub-sections: 'Location Details', 'Time Details', and 'Attendance Sheet Details'. The 'Time Details' section is highlighted with a red box. It contains two input fields: 'Start' with the value '01/01/2020 12:00' and 'Finish' with the placeholder 'Select Date / Time'. The 'Attendance Sheet Details' section has a 'Description' field, a 'Type' dropdown set to 'Training Session', and a 'Status' dropdown set to 'Created'.

To choose the date and time for the start of the session, simply click the date field and choose your date from the calendar popup that appears. Enter the start time of the event below the calendar. Be sure to toggle correctly between AM and PM for the time of your session.

This screenshot shows the 'Time Details' section with a calendar popup open for the 'Start' field. The calendar is for January 2020, and the date '01/01/2020' is selected. The time '12:00 PM' is entered in the field below the calendar. The 'Finish' field remains empty with the placeholder 'Select Date / Time'. The 'Attendance Sheet Details' section is also visible.

Repeat the process for the Finish time of the session.

The final stage of the settings to complete are the Details. This involves giving your session a title. To do this, simply type the title into the Description field. Choose Type as Training Session and keep the status as Created. You can change this status to Submitted once the session is complete.

The screenshot shows the 'Attendance Sheet Details' section highlighted with a red box. It contains a 'Description' field, a 'Type' dropdown set to 'Training Session', and a 'Status' dropdown set to 'Created'. The 'Time Details' section shows the 'Start' time as '01/01/2020 12:00' and the 'Finish' field as 'Select Date / Time'.

Assigning Players & Officials to Sessions

Once you have applied the settings to your session, you are now ready to add players and officials to the session. To begin this process, click the Attendance tab.



You can quickly add all members of your panel to the session by clicking the Panel button. This will add all players and officials on your panel to the attendance session in two separate groups - one for players and one for officials.



You can also create your own groups and add players to these groups individually. There is one group automatically created by default but to add a new group, click the Group button.



Players can be added to groups in two ways. The first way is to click the Attendee button.



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A popup will appear with search filters and a list of members. To add a member to a training group, select the group from the dropdown list and tick the box to Select. Click Add at the bottom to add the member to the group.

portlomo SPORTS MANAGER

Member Source: Juniors Seconds XV

Member Name:

Member ID:

Gender:

From Dob:

To Dob:

Category:

Type:

Apply Filter

Name	Group	Select
JLD2 A -Ungrouped	JLD2 A -Ungrouped	☒
Select a Group	Select a Group	☐
Select a Group	Select a Group	☐
Select a Group	Select a Group	☐
Select a Group	Select a Group	☐

Close Add

You can choose to add different players to different groups and you can add multiple members at the same time.

You can also add members to specific groups by clicking the Add to Group link.

Settings Attendance 0/0 Contact

JLD2 A -Ungrouped 0/0

No Members added

Mark All Add to Group

Attendee Panel Group

The same popup will appear but this time you do not need to choose a group, just tick the box next to the member to be added. The members will be added to the specific group you have clicked the Add to Group link from.

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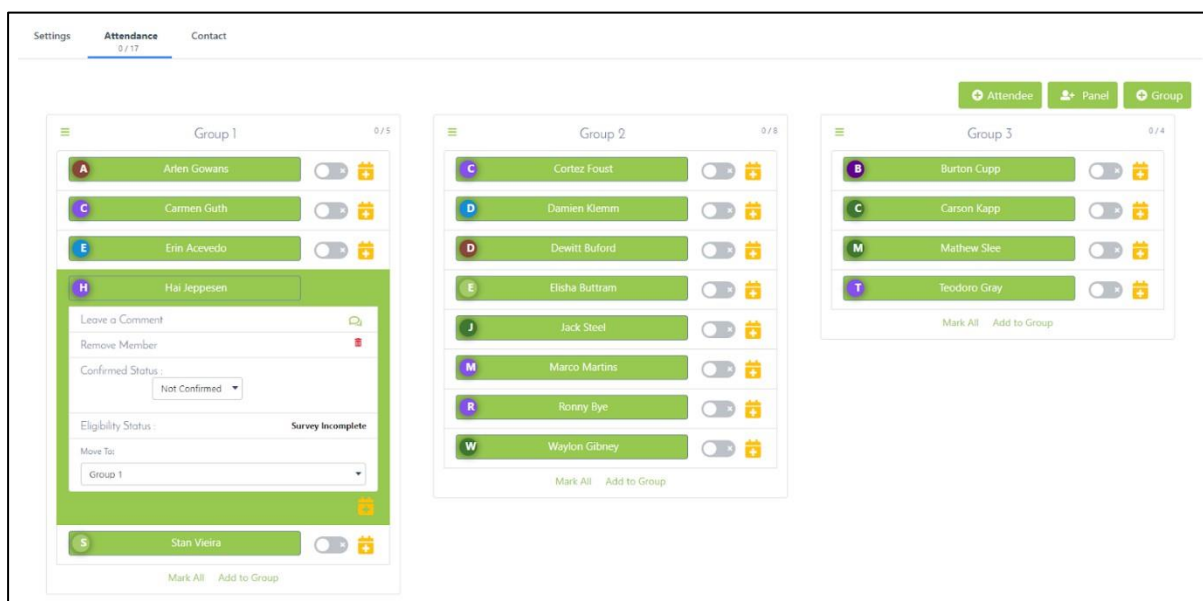
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Once all members have been added to the attendance session, you have some options which are available by clicking any member's name. This will expand the options below.



To add a comment to a player, click the speech bubble icon next to the Leave a Comment text.

To Remove a member from the session, click the red bin icon next to the Remove Member text.

To move a player from one group to another, choose the group you want to move the member to from the Dropdown list under the Move To heading.

Once you are satisfied that all members have been added to groups successfully and your session is created, you can invite these members to the session by contacting them by email. To contact all members, tick the Contact All box above the email form field. You should then enter a subject and dictate a message to your attendees before clicking the Send Email button to contact all attendees. You can also contact a single member by entering their email address in the Email field without needing to contact all members.



When all details have been completed and your session has been created, click the Save button on the bottom of any of the Settings, Attendance or Contact tabs.

Attendance

Settings Attendance 0 / 17 Contact

Location Details

Venue

☐ Venue not found

Time Details

Start

Finish

Attendance Sheet Details

Description

Type

Status

Save

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

Please contact your Club Support Officer:

- **Connacht:** Zoe Langsdale – zoe.langsdale@connachtrugby.ie
- **Leinster:** Carol Maybury – carol.maybury@leinsterrugby.ie
- **Munster:** Bernadette Linnane – Bernadettelinnane@munsterrugby.ie
- **Ulster:** Graeme Ormiston – rugbyconnect@ulsterrugby.com

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