



RugbyConnect Registration Form Setup for the new season

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Introduction

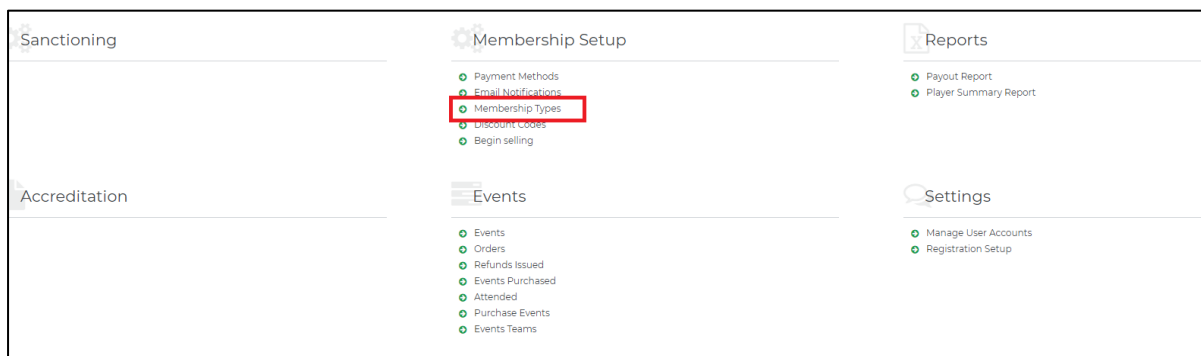
All players will be required to renew or register themselves individually on the system in order to participate in the 2022/23 season.

Points of note for the 22/23 season:

- The 22/23 season will run from July 1st 2022 until May 31st 2023, please ensure your selling date on the form is until 31/05/2023.
- We will be requiring clubs to submit club 'roles' through the system, e.g. President, Treasurer, Mini Coordinator etc. – you will need to have a Non-Playing membership form created in order for these people to register and be assigned to a role.
- Preventing duplicates in the system is a key focus this season – all members who have registered in the previous two years should be renewing – when registering they should be selecting themselves to renew in the form – this way they fill in a much shorter form, and are not requested for ID etc. The system now has checks in place to identify potential duplicates, these registrations go up the branch for approval, so registration will be slowed down if your members choose to register instead of renewing.
- We added a new form called 'Pre' Minis, this is for clubs who are taking payments through Sportlomo and have a pre-mini offering in their club. Please note this form is much like the mini form in that ID is required (this is so in subsequent years when renewing, their ID will already have been verified)
- ****Forms will be available from July 1st 2022. If you require the forms earlier please contact rugbyconnect@irfu.ie**

1. How to create your forms for the 2022/23 season

Click on Membership Setup > Membership Types.



You will be presented with a list of pre-created membership types the IRFU have created, that contain all the information and terms and conditions we need the relevant members of your club to input / consent to.

To view this years membership types you will need to enter in the 2022-23 in the Season drop down.

Name	Season	Membership	Category Status	Actions
Adult Player	2020-2021	Adult Player	Active	[Edit] [Delete]
Coach	2020-2021	Coach	Active	[Edit] [Delete]
Mini / Youth Player	2020-2021	Mini / Youth	Active	[Edit] [Delete]
Mini Player	2020-2021	Mini Player	Active	[Edit] [Delete]
Non-Playing Member	2020-2021	Non-Playing	Active	[Edit] [Delete]

Steps to add club specific terms or if your club wants to make age specific forms the steps to do so our outlined below in section 2 and 3. If not, you are ready to 'begin selling' your memberships any date from July 1st 2021 onwards outlined in section 4.

2. How to add club-specific Terms and Conditions to your form:

You may want to add club-specific Terms and Conditions to your forms. To create your club terms and conditions, click on 'Content Pages'.

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

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

Next, 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.

3. How to break your memberships down if your club wishes:

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.

4. 'Begin Selling' your memberships

The following steps can only be completed on or after July 1st.

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.

Membership Types				
Available Membership Types				
Options				
New Content Pages Custom Fields Begin Selling Additional Questions				
Search/filter options				
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	

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 May 2023 (31/05/2023))

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

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

NameAdult Player 2020-2021

DescriptionOptional short description - include any program dates

Season2020-2021

☐ Featured

Selling From2020-07-21

Selling To

Select membership types to add

+ Youth Player

+ Coach 2020-2021

+ Non-Playing Member

+ Adult Player 2020-2021

+ Youth U10 2020-21

Membership(s) in Package

Membership types included in this package

Type	Union Price	Club Price	Total	Fees	User Pays	Options
Adult Player 2020-2021	0		0	0	0	

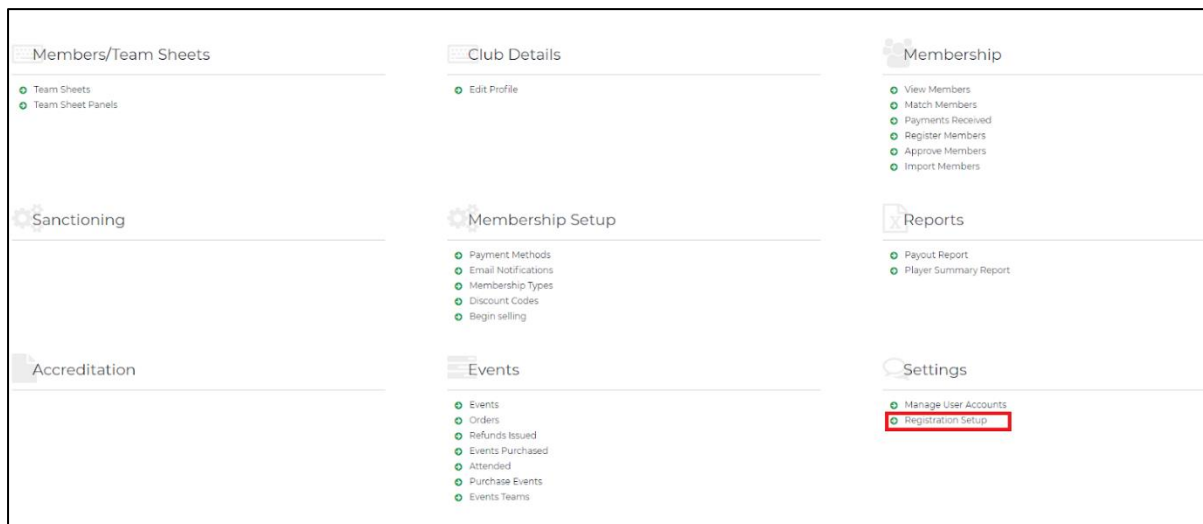
Save

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

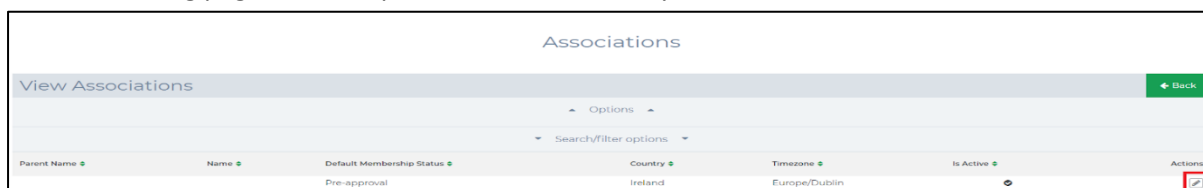
If you wish to accept membership payments through the Sportlomo system, please contact Eoin Carney in Sportlomo directly on eoin.carney@sportlomo.com

How to create a club-specific registration link

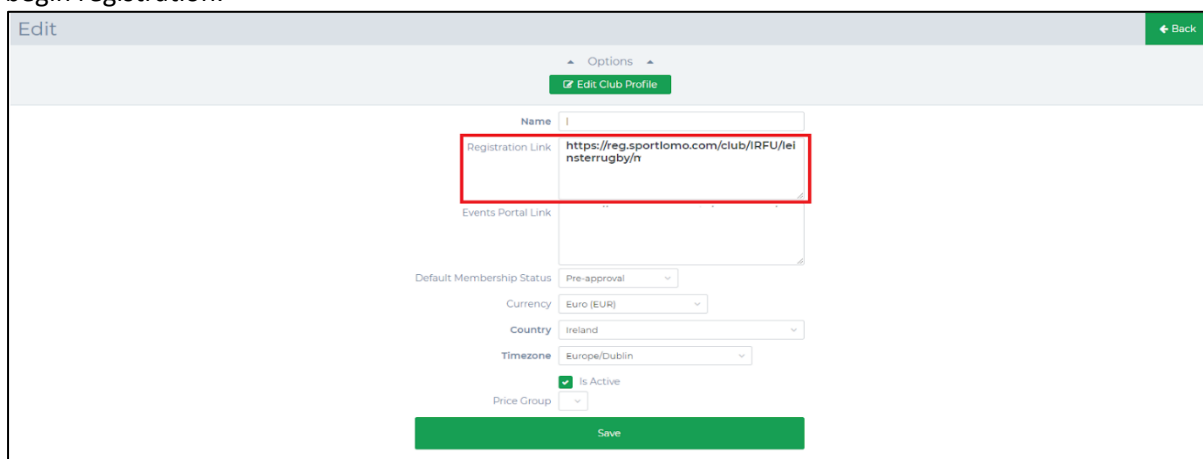
To allow members to begin registering, you can distribute a club-specific registration link to them. To access this registration link, click the 'Registration Setup' in 'Settings' on the home page.



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.



Sending Expiry Emails

this can only be done from July 1st 2021 when all members have expired*

Last season the IRFU sent expiry emails to all members, we will do so again this year, however not until Mid-August. You may want to send expiry emails sooner – if so, you can do so in the

Go to 'Notifications' under 'Communications', and click on 'Send Notifications'

Id	Category	Type	Recipients	Subject	Created	Status	Actions
914	Newsletters	Instant	Members	Claremorris Colts ECM, Oct 7th, 8pm	28/09/2021 15:00	Sent	[i] [d]
940	Newsletters	Instant	Members	Claremorris Colts Registration – Youth and Minis	11/10/2021 17:00	Sent	[i] [d]
941	Newsletters	Instant	Members	Change of venue for registration	11/10/2021 17:30	Sent	[i] [d]
945	Newsletters	Instant	Members	Registration evenings postponed	16/10/2021 07:30	Sent	[i] [d]
1,010	Newsletters	Instant	Members	Minis registration, Convent Pitch Saturday 13th 9:30 to 11:30am	09/11/2021 20:30	Sent	[i] [d]

On the first line click on;

Recipient Type: Members

Filter: Search Members

Notification Details

Recipients Type: **Members** Filter: **Search Members** Email Category: Newsletters

Notification Recipients Find Recipients Opted Out

Template One-off Message

Then Click on the Find Recipient Tab;

Here click on the 21/22 in Season

And 'Expired' in Membership Status

Notification Details

Recipients Type: **Members** Filter: **Search Members** Email Category: Newsletters

Notification Recipients **Find Recipients** Opted Out

Search/filter options

Member ID: [] From: [] To: [] Season: **2021/2022**

First Name: [] From Registration Date: [] To Registration Date: [] Lapsed Season ID: []

Last Name: [] Gender: [] Member Identifier: []

Email Address: []

Identifier Type: []

Membership Status: **Expired**

Primary/Dual: All

Category: []

Type: []

To Search Lapsed members first choose season, then lapsed season.
To select multiple lapsed seasons press and hold CTRL, and click seasons you want to search.

Add to recipients **Restore recipients**

Member ID First Name Last Name Dob Status Club E-mail

Once you have parameters set – the search brings back all the members below – you can select all here by click on the checkbox beside ‘member id’, or individually select people. Then you need to select ‘add to recipients’

Member ID	First Name	Last Name	DOB	Status	Club	Email
233480	Terence	Egan	14/04/1993	Active	Claremorris	terence99egan@gmail.com
233985	Andy	Bilby	15/12/1955	Active	Claremorris	andy@bradonleaf.co.uk
236778	Tom	Merrick	23/01/1962	Active	Claremorris	mericktom@gmail.com
236801	Ben	Miles	09/05/1974	Active	Claremorris	ben.miles@live.com
236868	Eoin	Colgan	08/01/1972	Active	Claremorris	Eoincolgan@hotmail.com
237944	Robert	Campbell	03/05/1967	Active	Claremorris	cathroben@hotmail.com
242809	James	Kean	11/09/1986	Active	Claremorris	jamestkean@gmail.com
250079	Ever	Campbell	11/03/2006	Active	Claremorris	cathroben@hotmail.com

You can check before you send all those it may be going to by clicking on the recipient’s tab:

Click back into notifications:

You can now enter in the message you would like to send to all members – and click Send

Provided below is a sample template of an expiry email you could copy and paste.

Dear Member

Your RugbyConnect registration for the 2021/22 season has expired. You will need to renew your registration in order to be eligible to participate in rugby activities in the 2022/23 season. The renewal process allows you an opportunity to update your personal information in RugbyConnect. All parents and guardians renewing a **youth** membership will be required to upload a recent 'headshot' photograph, that will be used in team sheets for the upcoming season.

Please renew as soon as possible so you can compete in games; you will not be eligible for selection on a team sheet until your renewal is complete.

You can renew by clicking on the following link; <https://irfu.sportsmanager.ie/sportlomo/users/login>

Please look for the RENEW button - scroll down if using a phone.

Renewing your registration has no effect on your current safeguarding status within the system.

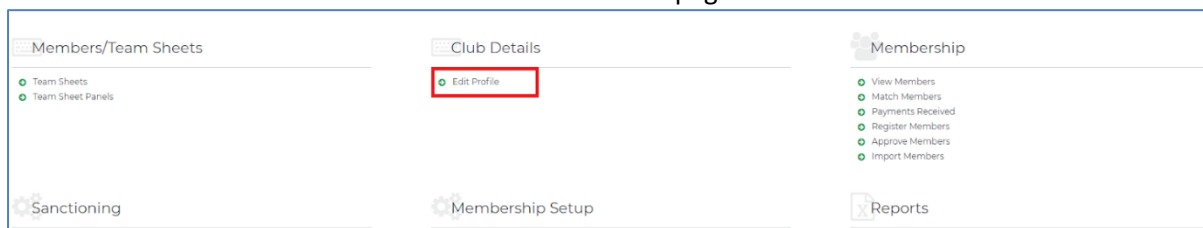
If there is a youth currently registered on your account which needs to be updated to an adult registration and therefore have their own account created, please see guide on: <https://www.irishrugby.ie/running-your-club/rugbyconnect/>

Kind regards,

Updating your 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.



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 co-ordinates as well as your club website if available.

A screenshot of the 'Update Club Details' form. The form has a light blue header with the title 'Update Club Details' and a 'Back' button. Below the header, there are two tabs: 'Profiles' (selected and highlighted with a red box) and 'Registration Config'. The main content area is titled 'Club Details' and contains various input fields for club information. The fields are: Name (Ashbourne), Alternate Name, Alternate Name 2, Description, Web Address (http://), Email, Phone No, Club Logo (ashbourne.png), Latitude (53.51182), Longitude (-6.38129), Postcode & City, Country, Facebook, Twitter, Snapchat, Instagram, Home Colours, and Alternate Colours. A green 'Save' button is at the bottom.

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:** rugbyconnect@ulsterrugby.com