



***RugbyConnect* Renewal User Guide
(For players / Parents / Guardians / Coaches / Club
Members)**

Irish Rugby Football Union

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

T +353 01 6473800 | **F** +353 01 6473801

www.irishrugby.com   



How to renew in RugbyConnect:

You will either have received an email renewal reminder or your club may be in touch to remind you to renew your membership.

Please renew by clicking on the following link, and logging into your existing account:

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

You will be brought to the SportLoMo registration screen where you must use the details you previously used to create your account. **I.e. the email address the renewal notice went to.**

Do not create a new account – this will cause a duplicate in the system and make you complete the full registration process as opposed to a condensed renewal process.

sportlomo SPORTSMANAGER

You need to login or create a SportLoMo account to continue registration with Bantry Bay RFC

Log In

Glad to see you!

Please login if you have a Sportlomo User Account.

carolyn.oconnor@irfu.ie

Log in

Forgot password?

Don't have an account? Sign up here

sportlomo | SPORTSMANAGER

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Irish Rugby Football Union

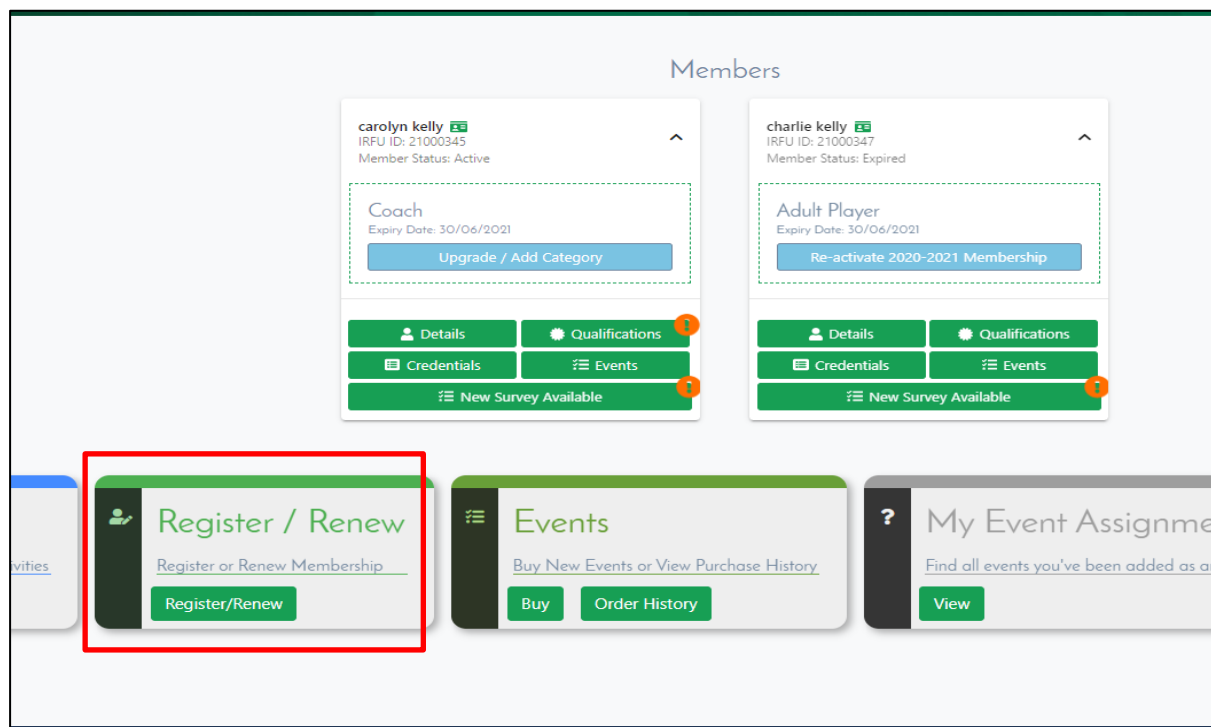
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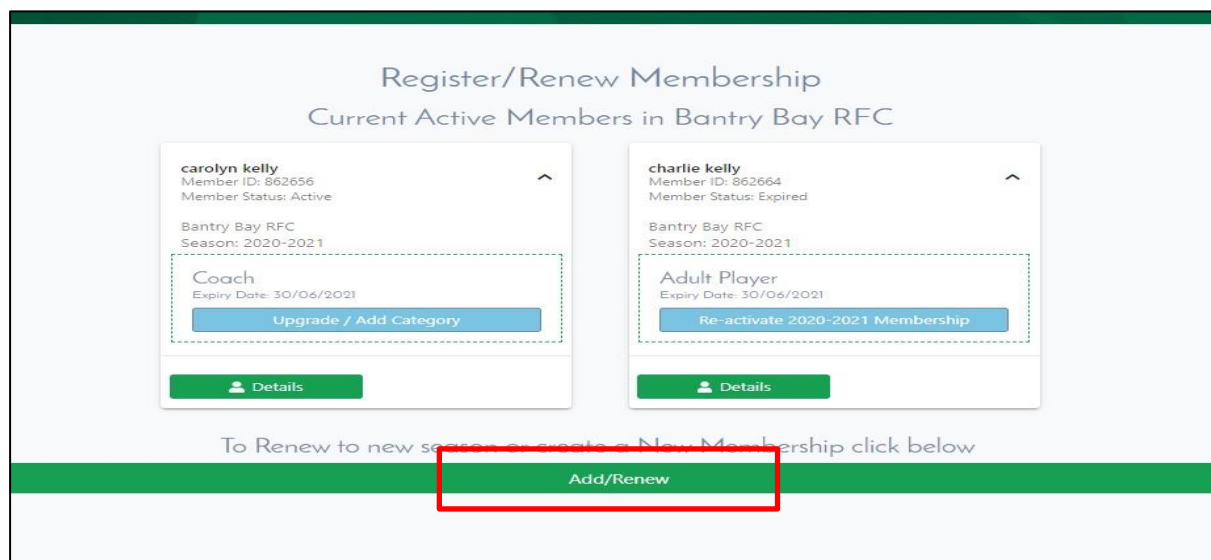
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When you login – you will see all the members on the account and you will see members that have expired and need to be renewed. Click on the 'register / renew' button.



Then click on Add/Renew



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You will then be presented with the memberships your club offers (your club may take payments through the system – if not memberships are set at 0)

Add the memberships you wish to renew but putting how many of each you require (1 adult), and then click continue.

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

2020-2021

Name	Price	Quantity	Total (EUR)
Adult 1st Year	100.00		0.00
Adult 2nd Year	0.00		0.00
Adult 3rd Year	150.00		0.00
Adult 4th Year	100.00		0.00
Adult 5th Year	0.00		0.00
Adult 6th Year	250.00		0.00
Adult 7th Year	0.00		0.00
Total Cost			0.00

Continue

Once you have chosen your package, the next step is to fill out the registration form. This will be prepopulated with information you completed last season, so you will only have to update your information if anything has changed.

Member Registration

Enter your details

Selected Membership

YOUTH PLAYER 2022-23

MINI PLAYER 2022-23

Mini Player 2022-23

☒ AutoFill same field

Personal Data

Parent / Guardian First Name
tom

Parent / Guardian Last Name
oconnor

Address Line 1
14a ballinacorney road

Address Line 2
[empty]

Town / City
castleknock

County
dukin

Postcode / Eircode
dublin 15

Parent / Guardian Phone number (in case of emergency)
+353 1 313 45 6789

Additional Parent / Guardian Last Name
[empty]

Additional Parent / Guardian First Name
[empty]

Additional Parent / Guardian Phone Number (in case of emergency)
+353 1 313 45 6789

Player First Name
carrigan

Player DOB
17 April 2010

I am signing the player up for
1. Mini Rugby

☐ Is there anything about the player's general health that you wish to tell us? If yes, please tick this box.

☐ Is there any disability the player has that you wish to tell us? If yes, please tick the box.

How to Rugby? Please Upload Proof of Age (Passport or Birth Certificate)
[empty]

Upload Photo
[empty]

IRFU ID (if known)
[empty]

What school did you / are you attending?
[empty]

Parent / Guardian Email
tomcarrigan@gmail.com

Player Last Name
oconnor

The player identifies as
Male

Did this person play Rugby in this club last season?
Please Select

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If you are a youth or mini renewing – you already submitted ID last season, this ID was verified in the branch and subsequently deleted for security purposes. You do not have to submit any ID again.

If you are a youth renewing and you already uploaded a passport style headshot picture then you may choose to use the same photo. All photos will expiry after 3 years at which point a new photo will need to be uploaded. If you are a youth renewing from a mini status then you will be required to upload a passport style headshot picture. Similarly, if you are a new member then you will be also be required to upload a photo.

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'.

This screenshot shows the bottom portion of a registration form. At the top, there are two checkboxes for consent: 'By ticking this box, you give permission for the IRFU to contact you from time to time as we seek to gain more awareness on current player options that will form the basis of how we do things. This contact could take the form of a questionnaire or survey.' and 'I would like to subscribe to the IRFU newsletter and other IRFU email marketing communications. I am aware I can unsubscribe at any time.' Below this is a 'Receipt' section with a 'Signature' field (with a placeholder 'Type name here') and a 'Confirmation will be emailed to' field (with the email 'kellycarolyn96@gmail.com'). A blue 'REGISTER' button is located at the bottom right.

If you are signing up more than one person, at the end of the first form, you will click next and proceed to the next persons form.

This screenshot shows the bottom portion of a registration form. It features a detailed privacy policy notice from the IRFU, followed by an 'Accept' checkbox. Below this is another consent section with a checked box for 'I am aware that the Player's photograph or video image may be taken whilst attending or participating in games or activities connected with Irish Rugby.' and two unchecked checkboxes for contact permissions. A green 'NEXT →' button is at the bottom right, with 'Step 1/2' written below it.

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.

This screenshot shows the bottom portion of a registration form. It includes a 'Confirmation' field, a 'Signature' field (with a placeholder 'Type name here'), and a 'Confirmation will be emailed to' field. A large green 'Register' button is positioned at the bottom center.

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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	
123456789@123.com	12/01/2021	0	

Memberships			
Membership ID	Name	Membership Type	Status
123456789	123456789	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: 123456789

Payment Summary

Item	Quantity	Price
Adult Player 2020-21	1	50.00
Discount Code	Apply	
Total		50.00

Payment Breakdown

Association	Category	Price	Additional Fees	Discount	Amount Due
IRFU	Adult Player	0.00	0.00	0.00	0.00
Connacht Rugby	Adult Player	0.00	0.00	0.00	0.00
123456789	Adult Player	50.00	0.00	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	Apply	
Total		50.00

Confirm Payment

Description	Amount
Registration Fee	50
Total charge to card	50

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	
123456789@123.com	12/01/2021	50.00	

Memberships			
Membership ID	Name	Membership Type	Status
123456789	123456789	Adult Player	Pre-approval

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