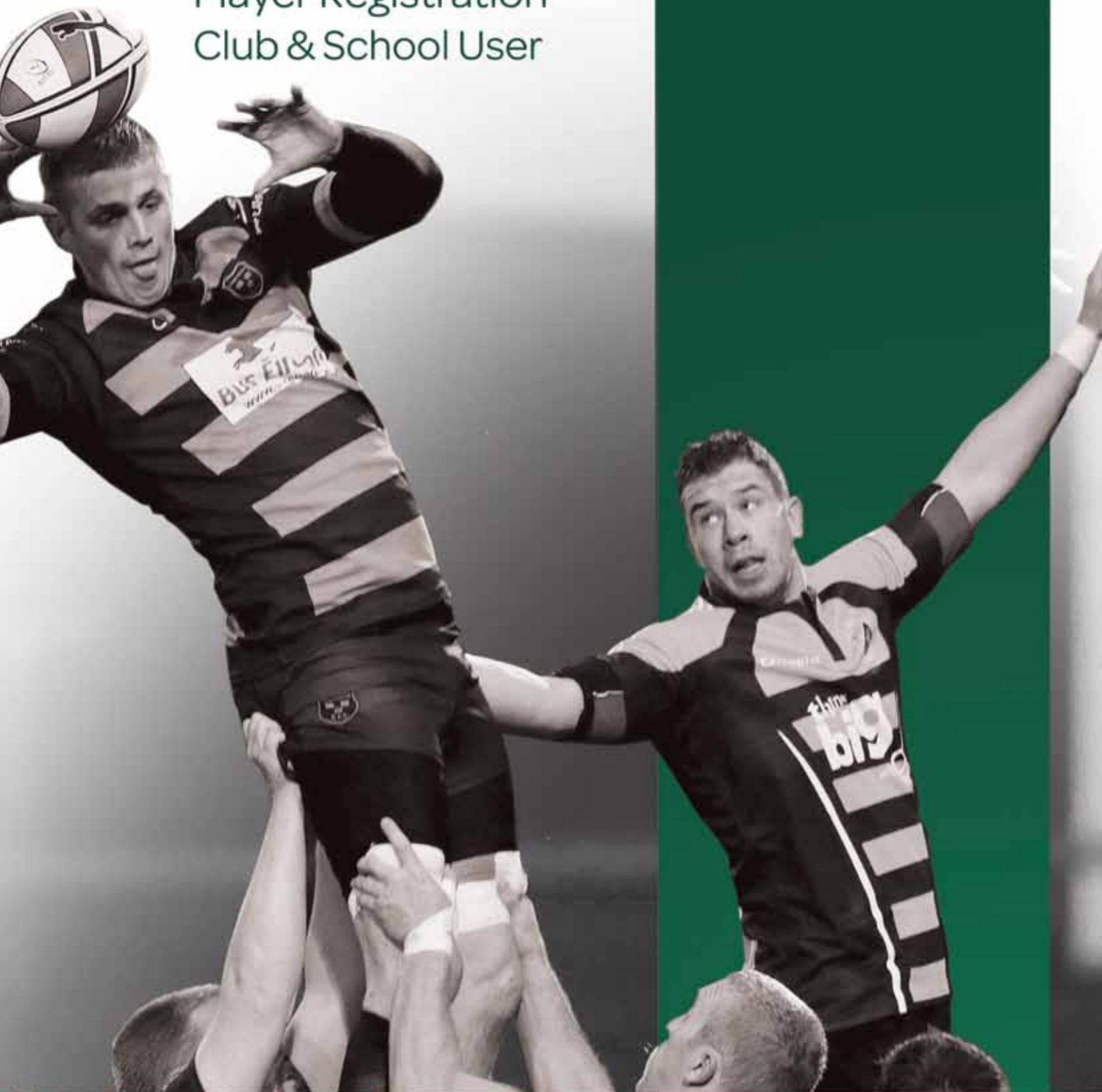




Player Registration
Club & School User



GGL SECURITY

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LOGGING IN TO CLUBHOUSE

Before being able to log into the portal the Branch administrator will supply you with a Username to the *email address supplied. Follow the email instructions to generate your own password. These credentials should be entered into the named fields in the Login screen which opens when first accessing the portal. You must agree to be bound by the terms and conditions by ticking the checkbox; only once this box has been ticked will you be able to click the Login button. Click on the Login button to gain access to the portal.

- Access portal through the IRFU Clubhouse pages www.irishrugby.ie/clubhouse
- Enter User Name
- Enter Password
- Tick the checkbox to confirm you agree to be bound by the terms and conditions
- Click on Login

*email address should contain your name and surname –
EXAMPLE – Name.Surname1@gmail.com

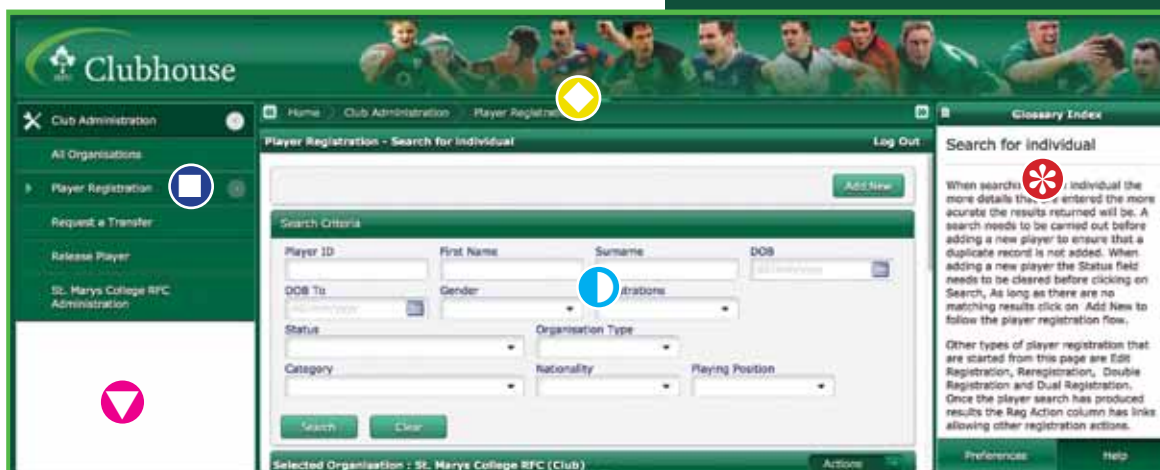
Forgotten Password



Should the password have been entered incorrectly a message will display, and access will not be granted. You have 5 attempts before the system will automatically lock you out. You must contact your Branch system administrator to unlock your account. Please use the 'Forgot Password?' to prevent system lockout. If you have forgotten your password then click on the 'Forgot Password?' link. A pop up screen will open where you will be required to enter your username followed by clicking on Reset Password. An email will then be sent with a link to the system where a new password can be entered.

Username and/or password incorrect.
Your account will lock out after 5 incorrect login attempts.
Please click Forgot Password if you cannot remember your password.






Display & Navigation

The System display is broken up into three separate panels; these panels are the Navigation Menu, Main Panel and the Help & Preferences Panel. The navigation menu is made up of titled tabs, these are named buttons that expand to reveal further options, or change the main menu panel to display the system area selected when clicked on. Each tab clicked on leaves a “breadcrumb” list displayed above the Main panel so you can see how they have reached a certain point; these also act as links back to the named screen. The area selected in the navigation menu will be displayed in the Main panel, all details added and displayed regarding the information held on the system is done so through this main panel. To the right of the screen is the Help & Preferences panel, this panel holds a detailed glossary of what functions are on the current screen, it also contains links to further information on other functions.



The Navigation menu, Help & Preferences panel and banners can be collapsed to increase the amount of area the Main panel has on the screen. To expand or collapse an area use the () or () icons.

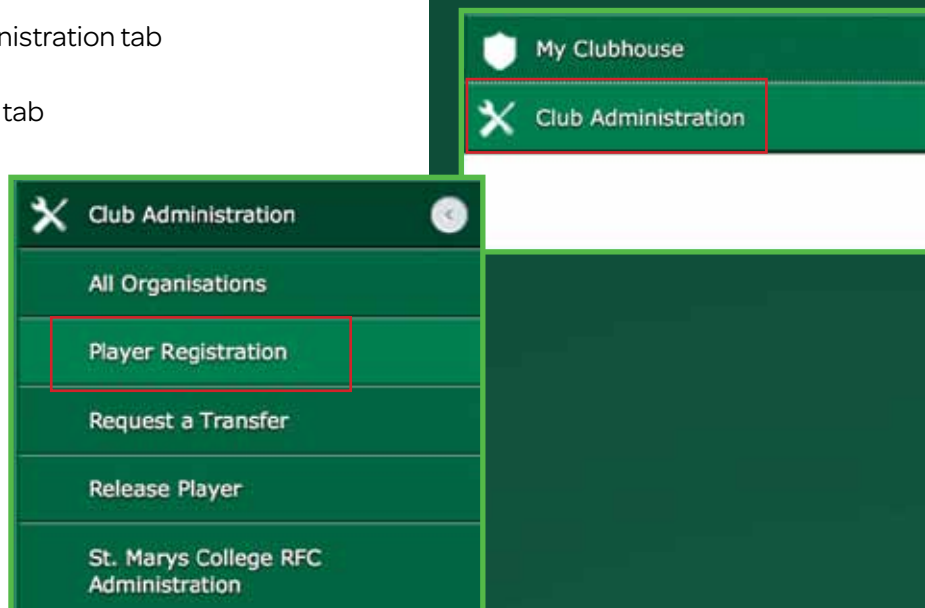


-  BREADCRUMBS
-  TITLED TABS
-  NAVIGATION MENU
-  MAIN PANEL
-  HELP AND PREFERENCES PANEL

1. ACCESSING PLAYER REGISTRATION

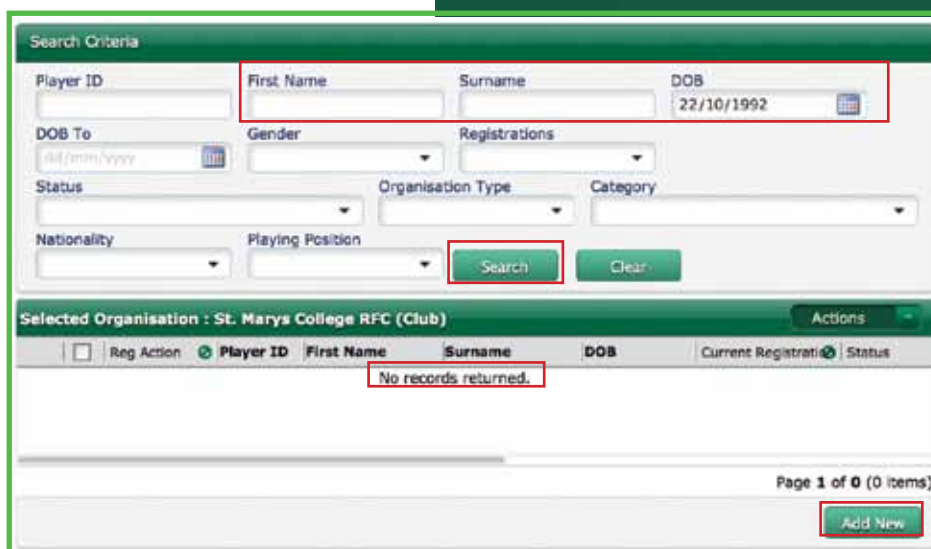
The Player Registration area is accessed through the menu on the left of the screen. Player Registration is found in the Administration area. (A club user clicks on "Club Administration", a School user on "School Administration"). The menu is found to the left of the screen. Clicking on the club/school Administration tab will display the options available, Click on Player Registration to display the first screen in player registration.

- Click on the Club/ School Administration tab
- Click on the Player Registration tab



Registering an Individual

Before a player is entered onto the system a search must be completed to ensure that *duplicate records are not created. The mandatory fields to be entered and searched against before adding a new player are First Name, Surname and Date of Birth. Once this search has been done clicking on Add New will progress you to the next screen



- Enter the First Name and Surname of new player (as per birth certificate or passport)
- Enter the Date of Birth of new player
- Click on Search and Click on Add New

*To Prevent duplicate registrations

If you believe the player being entered may already have a record on the system try and find them using less criteria, for example, entering only a name will return all records carrying that name. A search needs to be carried out before adding a new player to ensure that a duplicate record is not added.

Should there be two players who exist with the same name and date of birth you will have to contact your Provincial Branch in order for them to create the new player.

Adding an Individual's Personal Details

Once the individual has been searched for and the Add New button has been selected, the screen that opens is where all the personal details for the player can be entered. The mandatory fields for this screen are marked with a red star (*). Once the required details have been entered click on the Next button to progress to the Registration screen

- Select Gender from the drop down list (Mandatory Field)
- Enter address, Next of Kin, Phone Email details as required
- Add an image into the photo area (required for player pass)
*Page 8
- Click on the Next button

As a club/school user the only detail that must be added to this screen is the Gender of the new player. All other personal details are not required by the system to proceed to the next screen. However, each section within the main panel can capture different areas of information relating to the individual. The more detailed the information captured about your members the better as this information will be valuable to your club/school in order to enable you to contact your players via text message, email or letter (mail merge).

Each of the fields on the screen is titled with the type of detail that should be entered into it. A player of any nationality other than Irish can only be registered by a National or Branch user. Please contact your Branch should you have to register a foreign player.

The screenshot shows a 'Personal Details' form with the following fields: First Name (Tom), Surname (Sawyer), Is Name Irish (checked), Initials (empty), Date of birth (22/10/1992), Gender (dropdown), and Nationality (Irish). The Nationality field is highlighted with a red border.

| | |
|------------------|-------------------------------------|
| Personal Details | |
| First Name | Tom |
| Surname | Sawyer |
| Is Name Irish | <input checked="" type="checkbox"/> |
| Initials | |
| Date of birth | 22/10/1992 |
| Gender | |
| Nationality | Irish |

The screenshot shows a 'Personal Details' form with the following fields: First Name (empty), Surname (empty), Is Name Irish (checked), Initials (empty), Date of birth (22/10/1992), Gender (dropdown), Nationality (Irish), and Type (N-Irish). The Nationality and Type fields are highlighted with a red border.

| | |
|------------------|-------------------------------------|
| Personal Details | |
| First Name | |
| Surname | |
| Is Name Irish | <input checked="" type="checkbox"/> |
| Initials | |
| Date of birth | 22/10/1992 |
| Gender | |
| Nationality | Irish |
| Type | N-Irish |

Add New Image

The screenshot shows a user profile form with the following sections:

- Personal Details:** First Name (Tom), Surname (Sawyer), Is Name Irish (No), Initials, Date of birth (22/10/1992), Gender (dropdown), Nationality (Irish).
- Address Details:** Number, Building, Address, Town, County (dropdown), Post Code, Country (Ireland dropdown).
- Photo:** A placeholder image with a red box around the text "Add new Image".
- Next Of Kin:** First Name, Surname, Contact Number.
- Phones:** Mobile, Phone, Work Phone (each with a radio button).
- Emails:** Home, Work, Academic (each with a radio button). A note says: "Please use the button next to the email address to set the default."

Buttons for "Back" and "Next" are at the bottom.

The only section that opens another screen is the Add New Image link for the Photo section. To add an image to be displayed on the individuals player pass, click on the Add New Image link, this will open an Add Attachment screen. Click on the Browse to open a file explorer to find the picture (jpeg passport type photo) to be attached. Clicking on OK will save the picture and return the screen to the main panel.

- Click on Add New Image
- The Subject defaults to 'My Photo' which can be changed
- Click on Browse which will open a file browser
- Search and select the required image
- Click on OK to upload and save the image

The "Add Attachment" dialog box has the following fields and buttons:

- Message: "Make sure your file is under 10 MB."
- Subject: "My Photo" (text input)
- Select File: (text input) with a "Browse..." button next to it.
- Buttons: "Clear", "OK", "Cancel" at the bottom.

2. PLAYER TRANSFERS

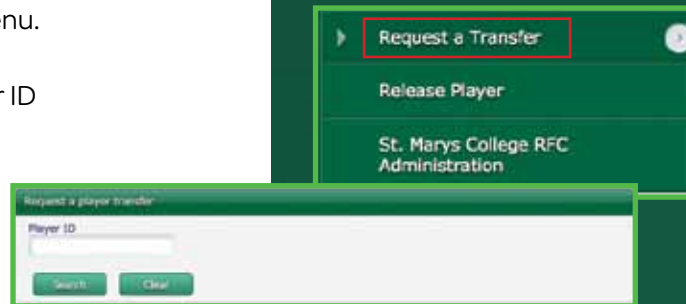
In order to request a transfer you are required to enter the player's ID number into the Request a Transfer screen. You would be requesting the transfer of a player from another club/school to your own organisation.

A requested transfer then needs to be approved by the branch administrator. If the player transfer is rejected then a note regarding the rejection will be available to the club or school. All appropriate transfer paperwork will still be required by your Provincial branch. *You may request that the outgoing club/school attach the completed paperwork to the player's file (Attaching documents Page 12)*

Club Requests Player Transfer

The club/school that is to receive the player must request the transfer by inputting the player's ID number into the Request a Transfer screen. The player's details will display in the search results area of the screen. Clicking on the Transfer link will confirm the request. All appropriate transfer paperwork will still be required by your Provincial branch, once received the branch will approve/reject the transfer.

- Click on Request a Transfer in navigation menu.
- Search for the player by entering their Player ID
- Click on the Transfer link to confirm the request.



Release a Player From Your Organisation

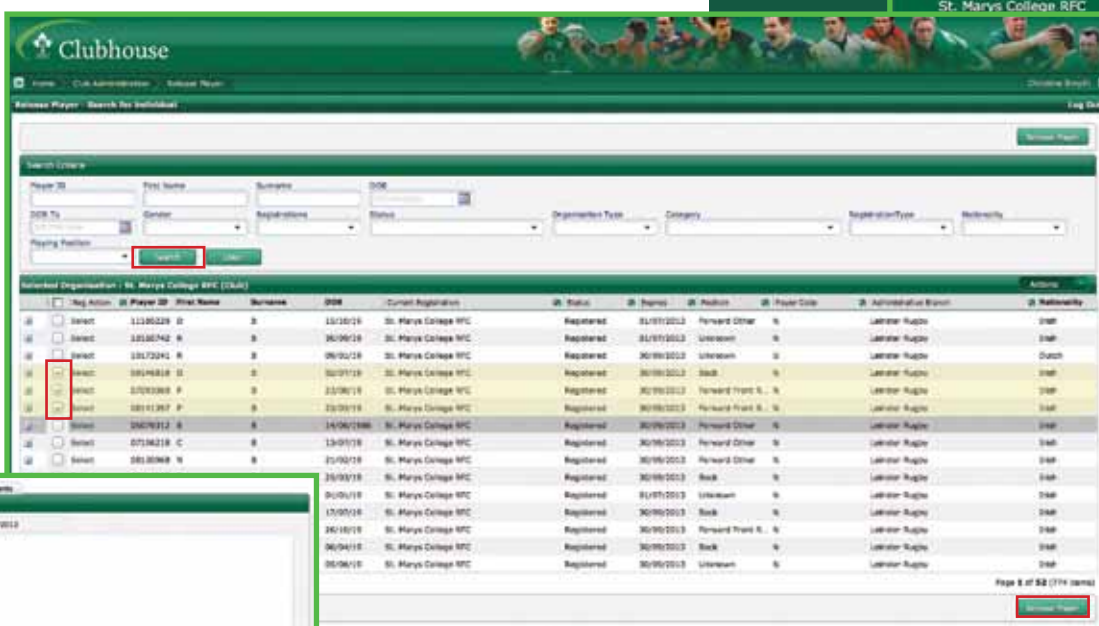
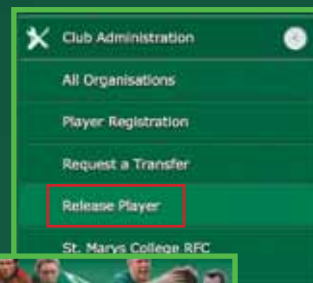
Releasing a player from your club/school indicates to your branch that this player no longer wishes to have a rugby relationship with your organisation.

A player can be released from a club/school by using the Release Player tab in the navigation menu. Players can be released one at a time or as a group using this screen. A player that is released is not deleted from the system; they are given the status of Player Released. Search for the player(s) to be released using the search tool at the top of the screen. If the player has a status that is not Player Released, they will be displayed with a Select link next to their record in the Reg Action column.

To release a single player click on the Select link, a panel will display with the players details where details on the release can be entered. Click on the Release Player button to complete the process, the player's record will have changed status to Player Released.

Multiple players can be released by ticking the checkbox for each player, click on Release Player to confirm the list and open a panel where details of the release can be entered. Unlike the individual release this panel does not list the details of the players being released.

- Click on the Release Player Button
- Search for the player
- Click on the Select Link
- Enter details of release
- Click on the Release Player button



3. EDIT, DOUBLE MEMBERSHIP, DUAL STATUS, ATTACHMENTS, INACTIVE & REACTIVATE

Other changes to a player's registration that can be actioned from the Player Registration page are Edit Registration, Reactivate Player, Double and Dual Membership and Add Attachments. Once the player search has produced results the Reg Action column has links allowing other registration actions. If the expected link for the player does not appear click on the + (+ -) to open the players history, this will expand to display more player registration details. If the player is registered to more than one club/school then the second registration along with any previous registrations will be displayed here.

| Reg Action | Administrative Branch | Type | Organisation | Status |
|------------|-----------------------|----------------------|----------------------------|-------------------|
| Edit | | National Association | Federazione Italiana Rugby | Registered |
| Edit | Munster Rugby | Club | Dolphin RFC | Registered |
| Display | | National Association | Federazione Italiana Rugby | Inactive |
| Display | Munster Rugby | School | Presentation College | Transfer Approved |

Edit

For Individuals with a current Active Registration at the Club/School a user can select 'Edit' to view and edit specific elements of the active registration. Edit opens the Registration screen where the team, playing position and any other notes can be entered/edited for an individual. By clicking on an Individual's Last Name a user can drill into that user's contact details. Access and ability to edit these details will vary based on your access rights.

Double Membership and Dual Status

A Double Membership/Dual Status link will display for any registered players who are allowed under the rules to play for a club & school/two clubs. Search for the player by inputting their player ID. Once their record is returned the Reg Action on the left hand side will have Double/Dual noted. Click on Double/Dual and the player will be registered with both. In the instance of a Dual player their home club will be noted as their current registration.

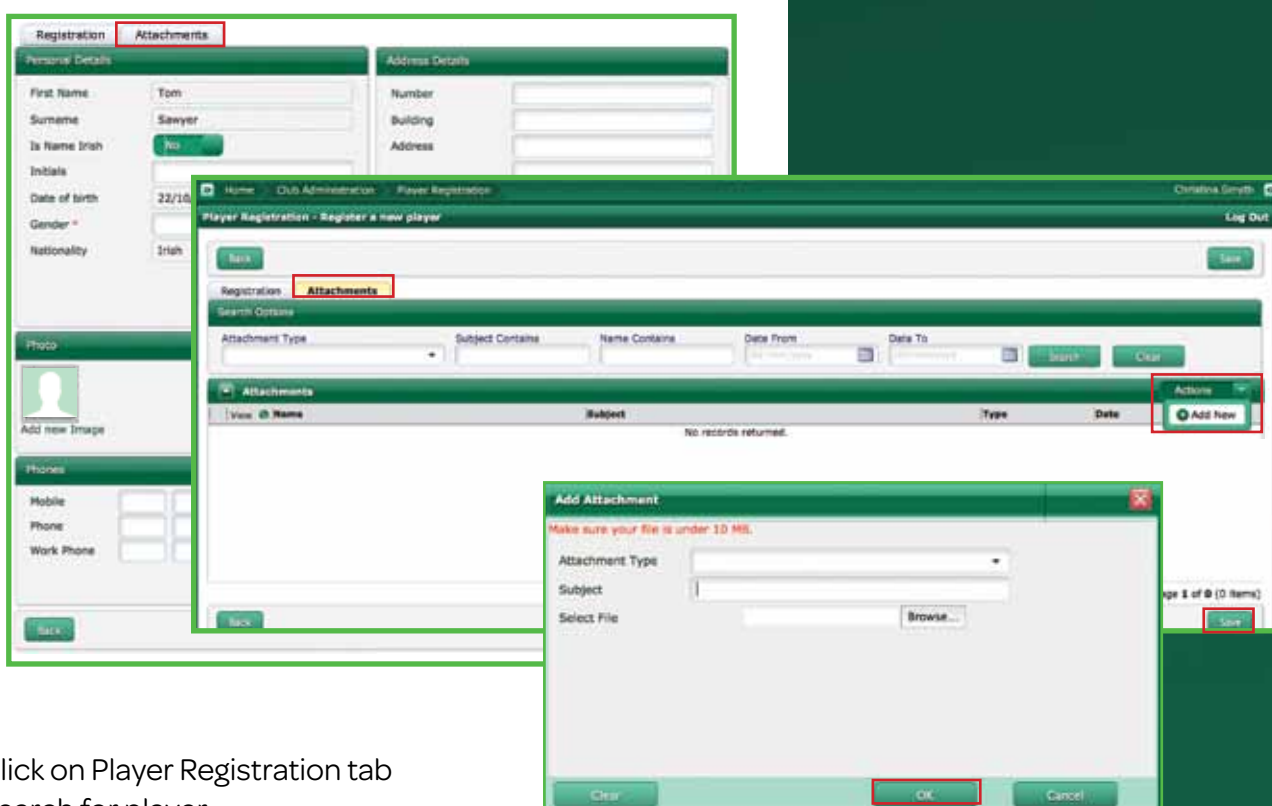
- Click on Player Registration tab
- Search for player using ID
- Click on Double/dual in Reg Action

The screenshot shows the 'Player Registration' interface. At the top, there are search filters for Player ID, First Name, Surname, DOB, Gender, Registrations, Status, Organisation Type, Category, Registration Type, and Nationality. Below the filters is a table of player records. The 'Reg Action' column is highlighted with a red box, showing options like 'Double', 'Dual', and 'Edit'. The table columns include: Reg Action, Player ID, First Name, Surname, DOB, Current Registration, Status, Name, Position, Player Code, Administrative Branch, and Nationality.

Attachments

You may wish to add transfer paperwork or documents to an individual's record. In order to do so search for the individual and by clicking on their surname or edit this will bring you into their record. There are three pages accessible; Individual, Registration & Attachments.

By hovering the mouse over the Actions button the option to Add New will appear, once clicked, the Add Attachment box will pop up and allow you to search for the required attachment. Once selected you can complete the process by clicking Ok and Save



- Click on Player Registration tab
- Search for player
- Click on Player Surname or Edit
- Click on Attachments tab
- Hover the mouse over Actions tab & Click Add New
- Browse for the attachment required & select appropriate document
- Click Ok & Save

Make a Player Inactive

You may wish to make a player inactive due to retirement, injury or being unavailable for selection for prolonged periods. Making a player inactive removes this member from your player list, but does not remove them as a member of your club. Following retirement you may wish to change their role name from player to member.

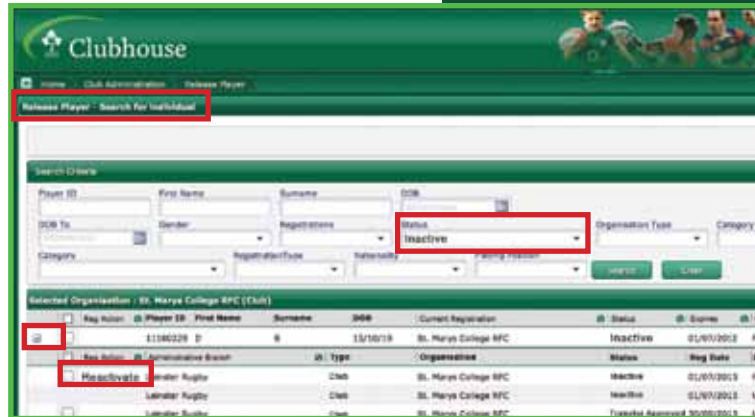
The screenshot displays the 'Player List' for St. Marys College RFC. The table below shows the data for the players listed in the image:

| Player ID | First Name | Surname | DOB | Organisation | Position | Status |
|-----------|------------|---------|----------|-----------------------|-------------------|------------|
| 11180229 | D | B | 15/10/19 | St. Marys College RFC | Forward Other | Registered |
| 10160742 | R | B | 30/09/19 | St. Marys College RFC | Unknown | Registered |
| 10173241 | R | B | 09/01/19 | St. Marys College RFC | Unknown | Registered |
| 09146818 | D | B | 02/07/19 | St. Marys College RFC | Back | Registered |
| 08141397 | P | B | 23/05/19 | St. Marys College RFC | Forward Front Row | Registered |

- Click Club/School Name Administration tab
- Click on Player list
- Select player/players to be made inactive
- Click on the Actions tab and select Make Inactive
- The Players will now have an inactive status

Reactivate a player

In order to reactivate a player you may search for the individual either utilising their Player ID, their name or searching all inactive players. Once the correct player is found click on the **+** in order to expand the player history. This will reveal the option to Reactivate the player under the heading Reg Action. Click on Reactivate and the player page will appear, at this stage you may wish to choose the player's team, this is not mandatory. To complete the Reactivation click on Save.



- Click **+** to expand details
- Click on Reactivate
- Select team (optional)
- Click save

Registration History

To view a player's registration history, clicking on the **+** (**+** **-**) will expand the player's record to reveal the registration history. To expand or collapse the details on a player, click on the (**+** **-**) icons to the left of the displayed record in the search results.

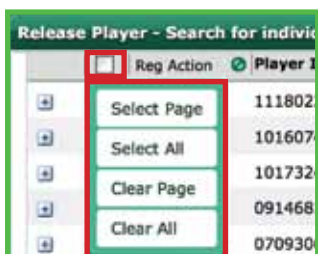
| | | | | | | | | | |
|--------------------------|-------------------------------|---|----------------------|---|----------------------------|------------------------|------------|------------|-------|
| + | <input type="checkbox"/> Edit | 08141397 | P | B | 23/05/1988 | St. Marys College R... | Registered | 30/09/2013 | Forwa |
| - | <input type="checkbox"/> Edit | 06076312 | S | B | 14/06/1986 | St. Marys College R... | Registered | 30/09/2013 | Forwa |
| <input type="checkbox"/> | Reg Action | <input checked="" type="checkbox"/> Administrative Branch | Type | | Organisation | | Status | | |
| <input type="checkbox"/> | Edit | Munster Rugby | National Association | | Federazione Italiana Rugby | | Registered | | |

4. EXTRA ACTIONS ACCESSED FROM SEARCH RESULTS – EXPORT

The Actions button appears in the search results screen and once clicked on displays a number of options available to you. This button appears in many places throughout the system, is found at the top right of the search results panel and displays a list of the available functions. Currently the available function is Export.



To limit the group of individuals whose details will be exported complete a search first (unless an entire club/school is to be used). The more search criteria that are used the more concise the displayed results will be. From the search results tick the checkboxes (insert image of checkboxes) of the individual records to be used, there is an extra checkbox in the column header, clicking on this gives you options to bulk select the page or to clear selections (Check/Uncheck All). If all of the search results are to be used in the selected action then there is a Select All option within each Action screen.



- Select the individual's records to be exported
- Hover the mouse over the Actions button
- Click on the Export link that displays in the drop down

Export Information

Individuals' details held on the system can be exported as a CSV (comma separated values) file for use in other applications such as Microsoft Excel. Each individual record has a checkbox next to it, to export you can select only the records you wish to export or if all records are to be exported then select none of them and Click on the Export link. The Export link is accessed by hovering the mouse pointer over the Actions button, if it is available to the logged in user it will display in a list below.

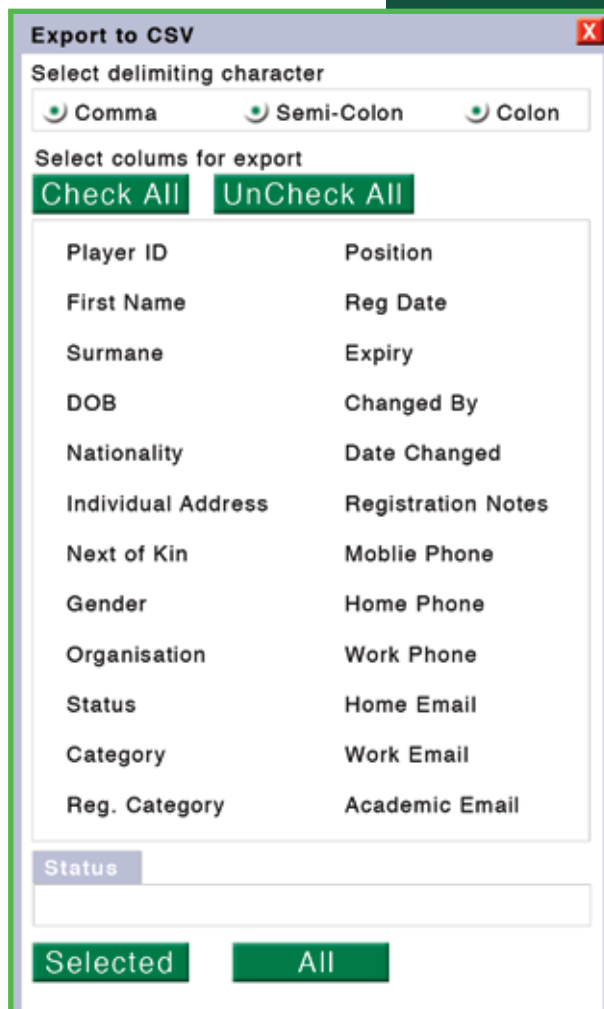
The export panel displays options to the delimiting character

that will be used; a comma is selected by default. The panel also displays all the column titles that will be exported, these are all selected by default, if any columns are not required untick the checkbox. The Status tab displays the number of active records that will be exported if Selected or All is clicked at the bottom of the screen. The Activity sxtab is where a record of the export activity can be recorded. Tick the Create Activity checkbox, enter an activity name. When the export is confirmed an activity record will appear in the individual's record. Clicking on All will export all the records, where clicking on Selected will export only the records that have had their checkboxes ticked. Once All or Selected have been clicked you will be given the option to save or open the exported file to your computer/laptop.

- Select the individual's records to be exported
- Hover the mouse over the Actions button
- Click on the Export link that displays in the drop down





- Select the delimiting character (comma as standard)
- Select which information is to be exported
- Click on Selected to export selected individuals only
- OR
- Click on All to export all individuals in the search results



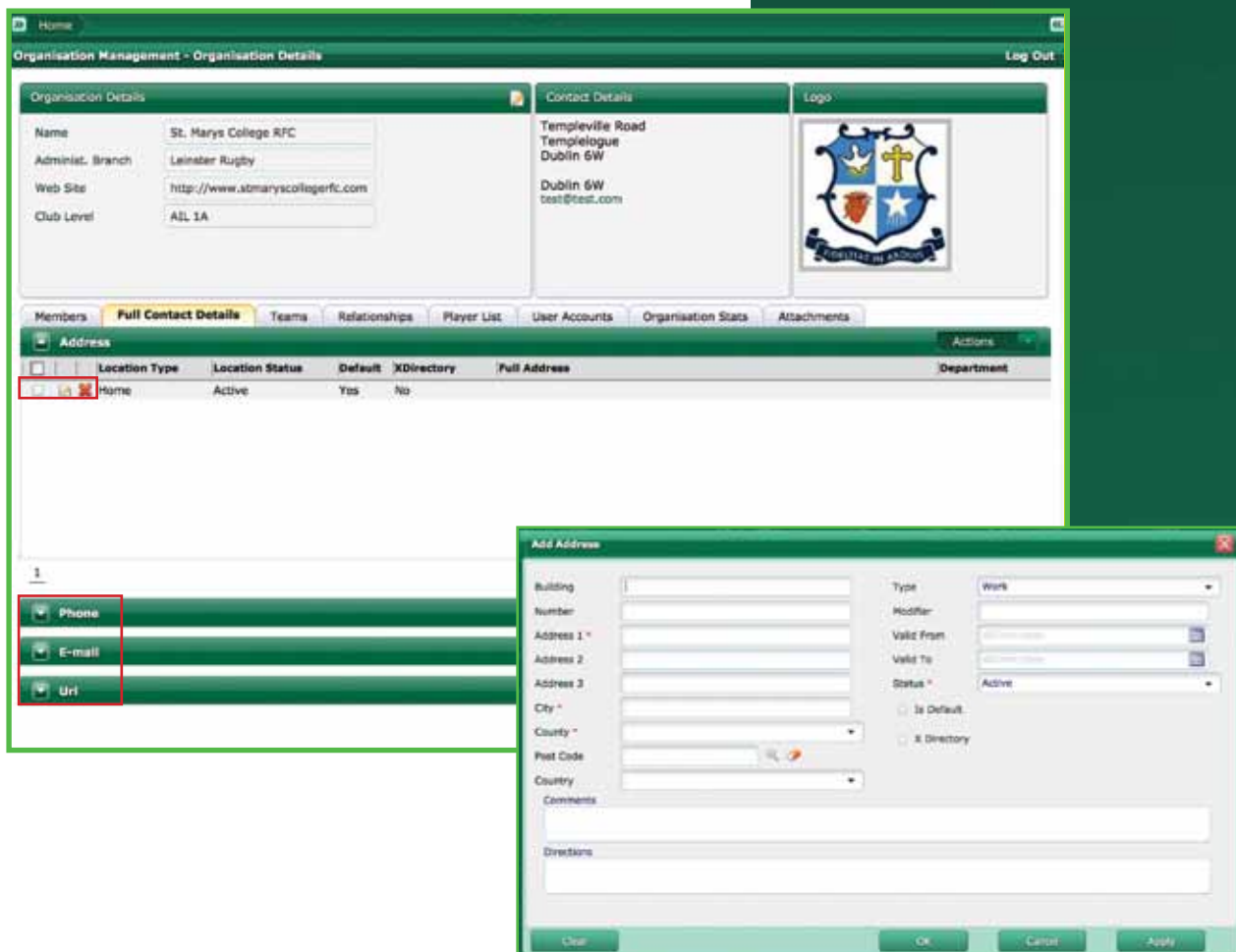
5. ORGANISATION ADMINISTRATION

This tab in the Navigation menu opens up a page whereby you can edit your club/school details, add logos/coat of arms, create multiple addresses for grounds, clubhouse, school buildings etc. Once you select the Organisation Administration tab there are multiple tabs that you may choose. Not all tabs are currently activated and we will inform you when the functionality within these areas will be turned on.

Edit Club/School Contact details


Select the Full Contact Details tab to access the contact details area, to amend details of an existing record click the  tab, to export details select the record you wish to export by clicking the check box , hover over the Actions tab and select Export, to delete the record click on the .

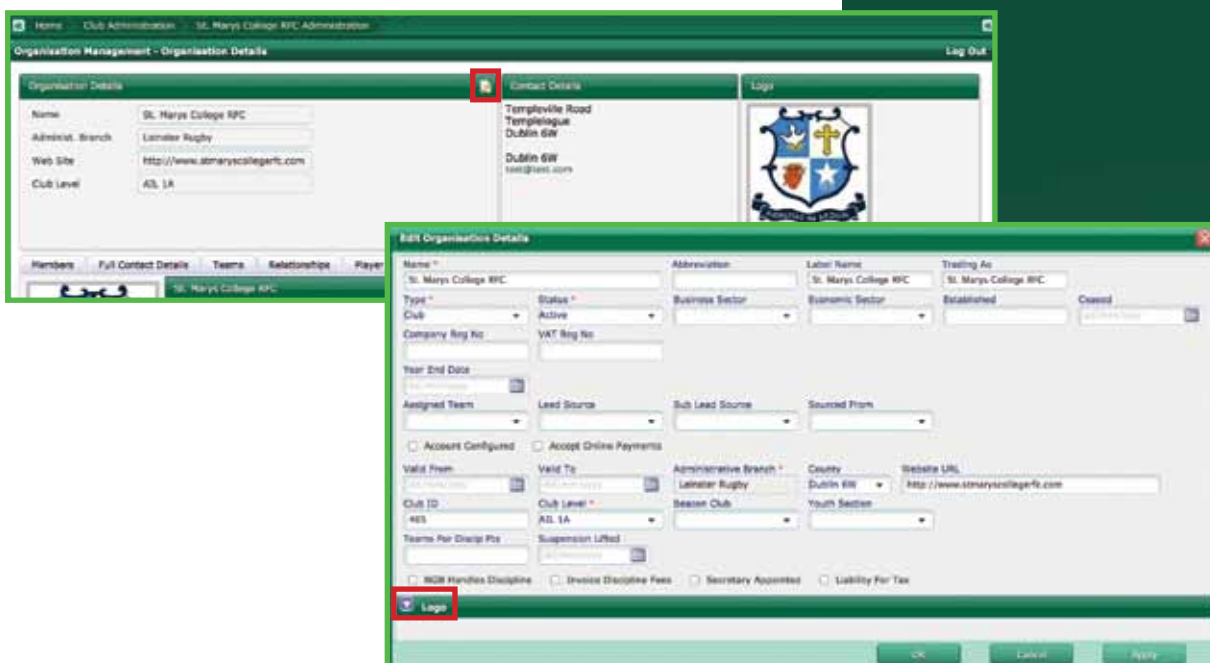
All contact details are editable including phone, E-mail & website (URL)



The screenshot displays the 'Organisation Management - Organisation Details' interface. The main content area is divided into three sections: 'Organisation Details', 'Contact Details', and 'Logo'. The 'Organisation Details' section shows fields for Name (St. Marys College RFC), Administ. Branch (Leinster Rugby), Web Site (http://www.stmaryscollege RFC.com), and Club Level (AFL 1A). The 'Contact Details' section shows Templeville Road, Templeogue, Dublin 6W, and Dublin 6W, test@test.com. The 'Logo' section displays the club's crest. Below these sections is a navigation bar with tabs: Members, Full Contact Details (selected), Teams, Relationships, Player List, User Accounts, Organisation Stats, and Attachments. Underneath is an 'Address' section with a table listing addresses. The table has columns for Location Type, Location Status, Default, Is Directory, Full Address, and Department. One row is visible for 'Home' with Location Type 'Home', Location Status 'Active', Default 'Yes', and Is Directory 'No'. Below the table are three tabs: Phone, E-mail, and Url, with the 'Phone' tab highlighted in red. An 'Add Address' dialog box is open, showing fields for Building, Number, Address 1, Address 2, Address 3, City, County, Post Code, Country, Type, Modifier, Valid From, Valid To, Status, and a checkbox for 'Is Default' and 'Is Directory'. The dialog also has a 'Comments' field and a 'Directions' field. At the bottom of the dialog are buttons for Clear, Ok, Cancel, and Apply.

Edit Your Organisational Details

To Edit your Organisational details click the  tab. This will open a pop up screen where the details are editable. You may also add a logo in this area. To complete the action click on Apply and Ok.



Notes

