



NORTHUMBERLAND RUGBY UNION REFEREES SOCIETY

President: Martin Page Season: 2008-09 Secretary: Malcolm Jarvie

Dear Member,

The Northumberland Society is one of several Societies in the Country who will be trialling RugbyFirst for the appointment of officials from the start of the 08/09 season. We will be using our existing systems in parallel with RugbyFirst initially to see how things work out. We would therefore encourage you to make use of RugbyFirst as from now.

Like its forerunner Club Pages, RugbyFirst has two main parts - web pages and a membership database. The potential to use the latter is being greatly enhanced by the development of a web based appointments scheme – thus this trial. The first step is that we would like you to do to see that your own personal details are correct within the system.

Your information is currently on the database but can only be viewed by yourself. I can also see your information as a **Club Officer**. However, you have the ability to determine who sees your information other than the society officers. We would encourage you to follow the attached instructions and within the security section select the options so that **Club Members**, i.e. society members, can see all your details and the **General Public** your name and other contact information as you see fit. We would also ask you to check your details and amend them if they are wrong. If you're really keen you can attempt to add your own photo!

Finally, in order to access RugbyFirst I will supply you with a username and password. Once you've entered the site, again these can be changed.

We do hope that you'll explore RugbyFirst as in time it will be expanded to include fixtures for Societies – a tool we may wish to use.

Please let me know what you think.

Will Halford

1. Finding your society and login

Use a search engine to find the Northumberland website or type in the address www.rfu.com/clubs to get to the Society's home page.



Then use the **username** and **password** supplied to you to **Login**.

If you do not know your login details please contact Will Halford (willhalford@rfu.com or 07984 790340)

2. View / Change your Details / Password

Click **My Details** from the left hand menu.

The data in this section is categorised. The editable information for each category can be shown or hidden by selecting the red title bar for that particular category.

e.g. Change personal details:

Select the **My Details** category. Edit the data contained in the category and then click on the **Update My Details** button to save the data.

My Details - Click here to change your personal details.	
Personal Information	
Title	Mr
First Name	Paul
Last Name	Renton
Date Of Birth	20 November 1949
Gender	Male
Occupation	Referee Development Manager
Contact Information	
Home Phone	Area Code: Number:
Work Phone	Area Code: 01257 Number: 261742
Mobile Phone	Area Code: 07739 Number: 300438
Fax	Area Code: Number:
Preferred Contact Number	Mobile
Email Address	paulrenton@rfu.com
Confirm Email Address	
Address Information	
House Number	9

My Security Settings. Click here to allow other members at your club to see information about you.	
Name	General Public
Email Address	General Public
Address	Club Officers
Web Address	Club Officers
Personal Details	Club Officers
Home Phone	Club Officers
Work Phone	Club Officers
Mobile Phone	General Public
Fax	Club Officers
<input type="button" value="Save My Security Settings"/>	

Adjusting your Security Settings will allow others to see your details.

As a default, all the categories are set to **Club Officers**. Setting at least your name and contact number to **General Public** will allow rugby clubs to look up your details so as to contact you.

To change your user name or password, use this section. Save any changes by clicking the **Update My Login**

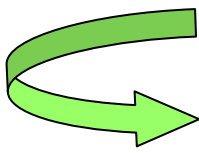
My Password - Click here to change your username and password.	
User Name	prenton21
Password	••••••
<input type="button" value="Update My Login"/>	

View Member details


You can view other members' details from the **Membership** and **Members List** tabs on the home page if they have set their security settings to allow you to do so:

Membership	+	Member List
Club profile	+	Member Roles
Referee Functions	+	Membership Types
Referee Society Functions	+	Export Member Data
Teams	+	Email Members
Events	+	View Pending Memberships

List All - A B C D E F G H I J K L M N O P Q R S T U V W X Y Z



Name	Phone/Email		
Alan Blackburn ▶ CRB Check ▶ Referee / Society	"New Members / Recruitment & Induction"	✓	
Roger Bowden ▶ Referee / Advisor			
Barrie Daniels ▶ Referee / Society	07831265334		

- Find the Member whose details you wish to view and click on the **binoculars** () **icon**.
- This will only work if they've give club members permission to see their details.