



How to Register as a Pathfinder on Rugby First

1 CHECK YOUR ROLE

The Person adding the campaign team needs a Rugby First Login and one of the following permissions:

Webmaster / Full Webmaster
Officer / Hon Secretary

If there is nobody with these roles at your club, please contact rugbyfirstsupport@therfu.com

Address: <http://clubs.rfu.com/Clubs/portals/StudentsRugbyFootballUnionCB/#top>

RUGBYFIRST ONE GAME ONE PLACE ONE CLICK...

Students' Rugby Football Union

RFU HOME CLUBS NEAR ME

2007 Conference
BUSA Rugby
England Students beat France
English Universities
RFU Higher Education Rugby Development Programme (SRFU Rules & Bye Laws
Statement of financial activities
Club Details
Groups
Links

Membership List
[Click here to search for members](#)

List All - ABCDEFGHIJKLMNOPQRSTUVWXYZ

| Type | Name |
|--------|--|
| Member | Peter Bath <ul style="list-style-type: none"> ▶ Club Contact / Pathfinder ▶ Committee / Executive / Member ▶ Committee / Management / Member ▶ Committee / Playing and Development / Member ▶ RWC Recruitment Team / Leader ▶ Webmaster / Full Webmaster |

2 LOG IN TO RUGBY FIRST

- Connect to the internet
- Go to www.rfu.com/rugbyfirst
- Enter your user name and password
- Click on "Login" button

Address: <http://clubs.rfu.com/Clubs/>

RUGBYFIRST ONE GAME ONE PLACE ONE CLICK...

RFU HOME CLUBS NEAR ME

Forgot password USERNAME PASSWORD LOGIN

Welcome to Rugbyfirst

The most modern administration system in British sport was launched on the 6th October 2006 by the Rugby Football Union. Rugbyfirst is a game-wide internet-based tool to help run rugby at all levels, with the details of more than one million coaches, referees, players and volunteers held on a single system.

Support

Please Note: The helpdesk will be closed on Wednesday 20th February all calls and emails will be answered when it reopens on Friday 22nd February.

A dedicated website helpdesk is available to support all RugbyFirst Users. The helpdesk is operational on the following days and times:

- Monday, Wednesday, Friday and Saturday from 1100-1500 and 1600-1930

The helpdesk can be contacted either by 'phone on 0870 999 2003 (calls charged at National Rate) or by e-mail at rugbyfirstsupport@therfu.com.

The target response time is 24 hours. In the first instance, users should contact their Club Super-User or CB Champion;

3 ADD THE PLAY ON ROLE TO THE RELEVANT MEMBER

- Find your club or C.B. then from the left hand menu choose membership > Member list

e-Learning

- Website editor
- Player Registration
- Membership
- Club profile
- Referee Functions
- Referee Society Functions
- Teams
- Events

Member List
Member Roles
Membership Types
Export Member Data
Email Members
View Pending Memberships

- Click on the edit button (It looks like a pencil)

If the member is not listed you will need to add them using the 'Membership Quick Reference Guide' available from www.rfu.com/rugbyfirst

Membership List
[Click here to search for members](#)

List All - ABCDEFGHIJKLMNOPQRSTUVWXYZ

| Type | Name | Renewal | Status | Phone/Email | | | | |
|--------|---|------------|--------|--|---|--|--|--|
| Member | Peter Wheeler ▶ Team Officers / Manager | 31/10/2007 | FULL | | £ | | | |
| Member | Gareth Woodley | 12/07/2007 | FULL | garethwoodley@rfu.com | £ | | | |

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c) Click on the Membership Tab

Edit Member - Peter Bath

Membership

Membership Type: Member
 Enquiry Date: 14/04/2003
 Join Date: dd/mm/yyyy
 Default Club: [dropdown]
 Membership No: [text]
 Renewal Date: 14/05/2003
 Status: Full

Membership Statement (This will appear next to your name in the membership list. 255 character max.): confirmed 2007-2008

Role Positions

Role Name: [dropdown] Category: [dropdown] Sub-Category: [dropdown]

| Role | Category | Sub Category | |
|----------------------|----------------|--------------|---|
| Webmaster | Full Webmaster | | X |
| RWC Recruitment Team | Leader | | X |
| Committee | Executive | Member | X |

1 2

<< Prev New Save Cancel Next >>

d) From the Role Positions drop down list choose "Club Contact"

Role Positions

Role Name: [dropdown] Category: [dropdown] Sub-Category: [dropdown]

Committee
 Officer
 Section Officers
 Team Officers
 Club Contact
 Player
 Referee
 Rugby Development Officer
 Club Liaison
 Webmaster
 Referee Appointments
 Referee Re-Appointments
 Advisor Development Officer
 CRB Check
 Competition Roles
 CB Super User
 Scholar
 Coach
 School
 Training Officer
 RWC Recruitment Team

| Role | Category | Sub Category | |
|------|----------|--------------|---|
| | | | X |

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New Save Cancel Next >>

e) Choose from the Category drop down list the relevant role "Pathfinder"

Edit Member - Peter Bath

Membership

Membership Type: Member
 Enquiry Date: 14/04/2003
 Join Date: [text]
 Default Club: [dropdown]
 Membership No: [text]
 Renewal Date: 14/05/2003
 Status: Full

Membership Statement (This will appear next to your name in the membership list. 255 character max.): confirmed 2007-2008

Role Positions

Role Name: Club Contact Category: Pathfinder Sub-Category: [dropdown]

| Role | Category | Sub Category | |
|----------------------|----------------|--------------|---|
| Webmaster | Full Webmaster | | X |
| RWC Recruitment Team | Leader | | X |
| Committee | Executive | Member | X |

1 2

<< Prev New Save Cancel Next >>

f) Click on the “Add” button

g) You will see the role listed for that person

| Role | Category | Sub Category | |
|--------------|-------------------------|--------------|---|
| Committee | Management | Member | X |
| Committee | Playing and Development | Member | X |
| Club Contact | Pathfinder | | X |

h) Click on the “Save” button to keep that role for that member

i) The system may assign the member a user name and password. To view or change, click on the “security” tab.

j) To check that the role has been given to the member, go to the Membership List

Membership List

[Click here to search for members](#)

List 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

| Type | Name | Renewal | Status | Phone/Email | | | | |
|--------|---|-----------|--------|---|--|--|--|--|
| Member | Peter Bath *Club Contact / Pathfinder *Committee / Executive / Member *Committee / Management / Member *Committee / Playing and Development / Member *BVC Recruitment Team / Leader *Webmaster / Full Webmaster | 140650003 | FULL | peterbath@tu.com 07754 962987 "condemned 2007-2008" | | | | |

k) Repeat these steps for any other club pathfinders.