



RUGBY FOOTBALL UNION

ONLINE YOUTH PLAYER REGISTRATION GUIDANCE

RugbyFirst is a centralised approach for all functions required by a club to manage its affairs. RugbyFirst allows clubs to view and manage their list of registered players.

1. OVERVIEW

Clubs will be able to use on-line registration for the following:

- Registering players who as at the date of registration are not currently registered with another club and therefore there is no requirement to supply additional information to your Registrar
- De-registering players from your registration list
- Viewing an up-to-date list of your registered players and their status
- Update player details as and when required (you will not be required to re-register players at 13 & 17 years but please ensure current details are updated regularly including photo cards as they mature).

Note: The transfer of a Youth Player (from one club to another) must still be submitted to the CB Youth Registrar!

Clubs will be required to ensure the completed Registration Form is signed by the player and parent to certify that the data is accurate and will be required to retain the form for at least one year from the date of Effective Registration.

The paper based registration system will continue to be available to all clubs and will run alongside on-line registration. However, it is hoped that we can reach the target of 100% of Clubs using Online Youth Player Registration.

2. GETTING STARTED

How do I access Player Registration on RugbyFirst?

Note: In order to obtain access to the Youth Registration the Youth Registrar must be RFU CRB checked and approved.

You will first need to get yourself a **user name** and **password**. In the first instance please contact your Club's Webmaster, Super User, Membership Secretary or Honorary Secretary, who are all capable of assigning and changing user roles.

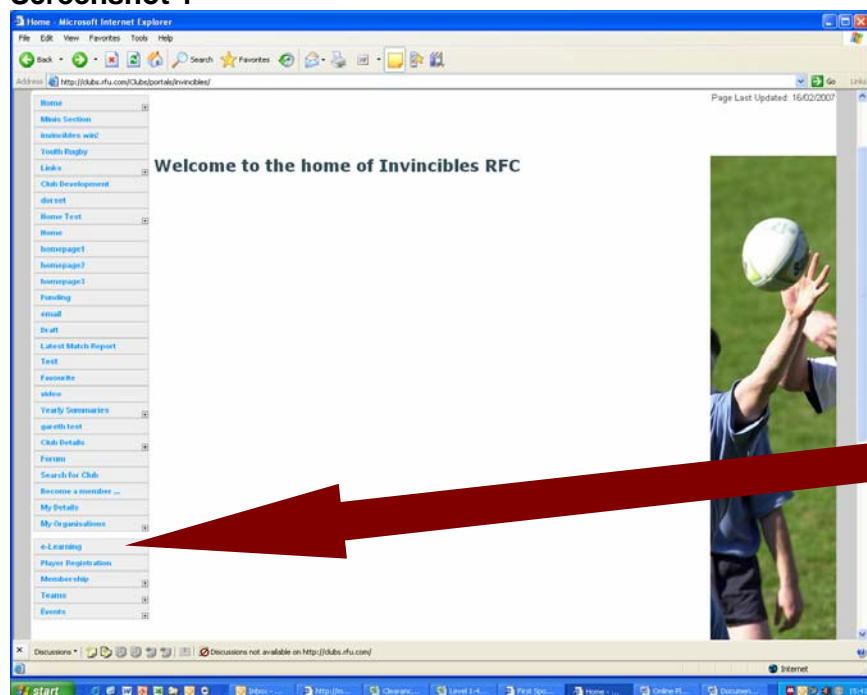
If this is not possible then contact the RugbyFirst support team at rugbyfirstsupport@therfu.com or on 0870 9992003 (available Mon/Weds/Fri/Sat from 12 noon to 8.30pm).

Once received you will then be able to access the system. The RugbyFirst system can be accessed at <http://www.rfu.com/clubs>. Once you have logged on you will be taken to the home page of your club (Screenshot 1).

3. E-LEARNING

The “e-learning” tool will give you a step-by-step understanding of the registration system. Follow this learning tool once you have logged in. Select “e-learning” from the menu bar.

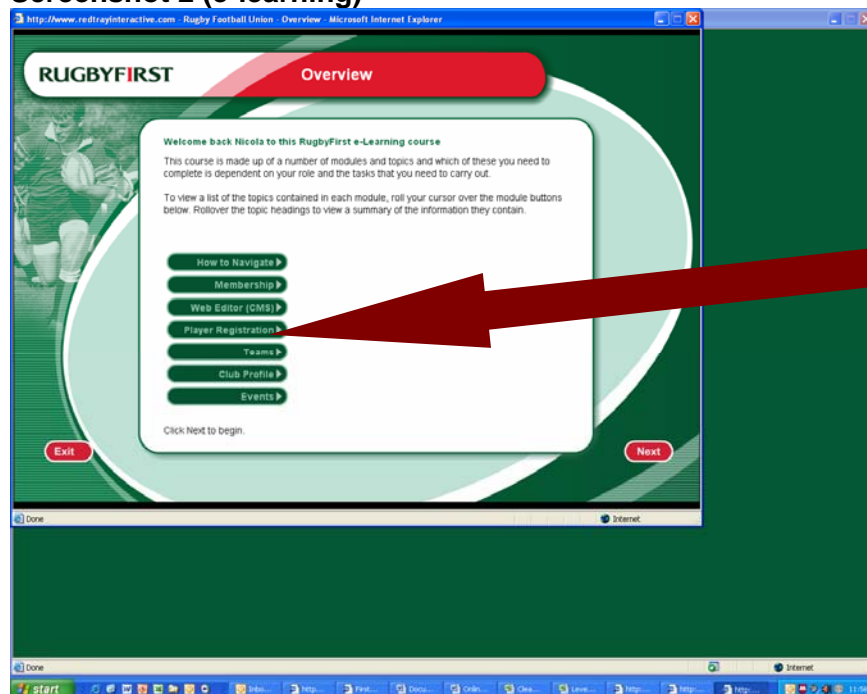
Screenshot 1



Click here for e-learning

Click on “launch” and then highlight “Player Registration” (Screenshot 2) and then click on “next” in the right hand corner.

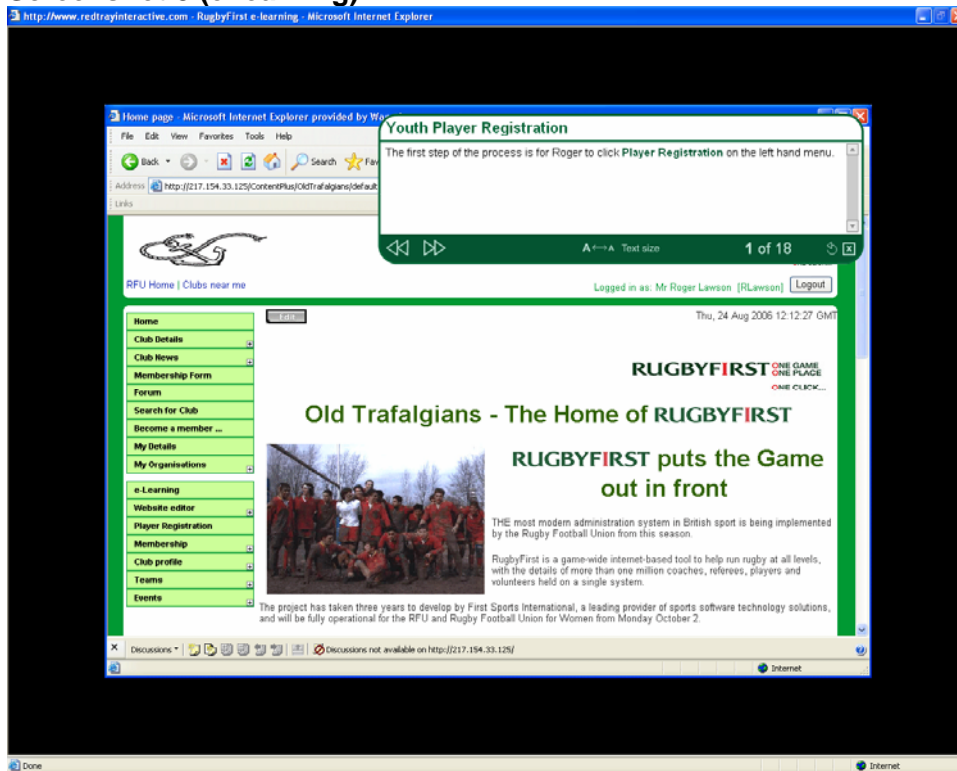
Screenshot 2 (e-learning)



Click here for Player Registration e-learning

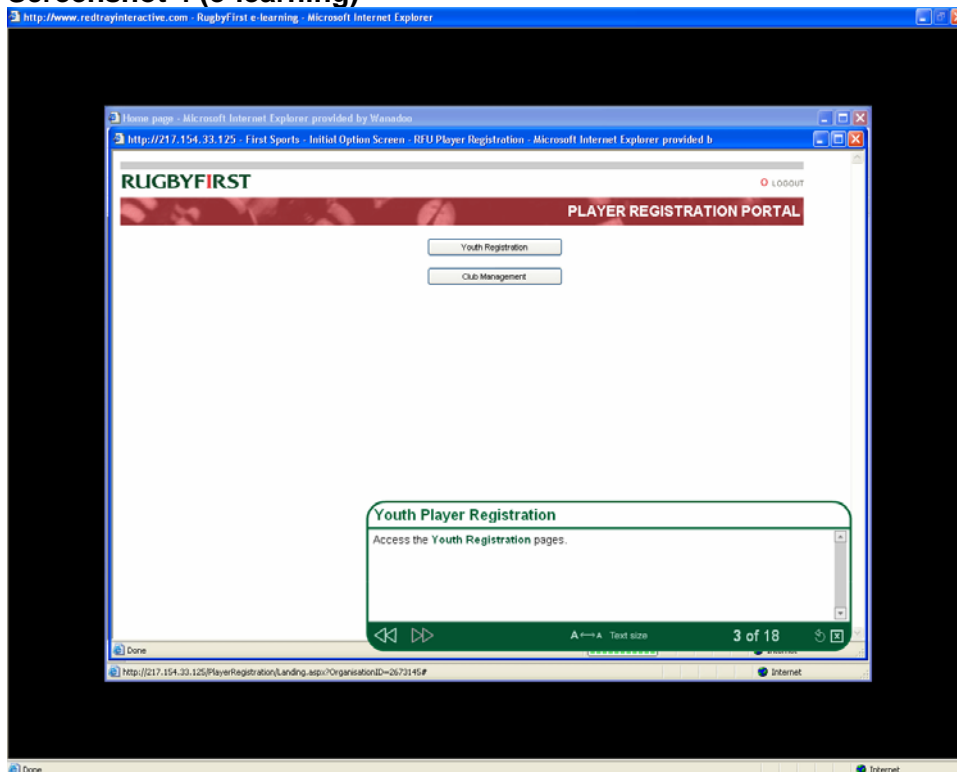
From the next screen select **“Player Registration”** and then select **“Youth Player Registration”**. Click through the screens (using the **‘next’** button) until you reach page 4 of 9 of the e-learning tool. Select **“Team Practice”** and the following screen will appear:

Screenshot 3 (e-learning)

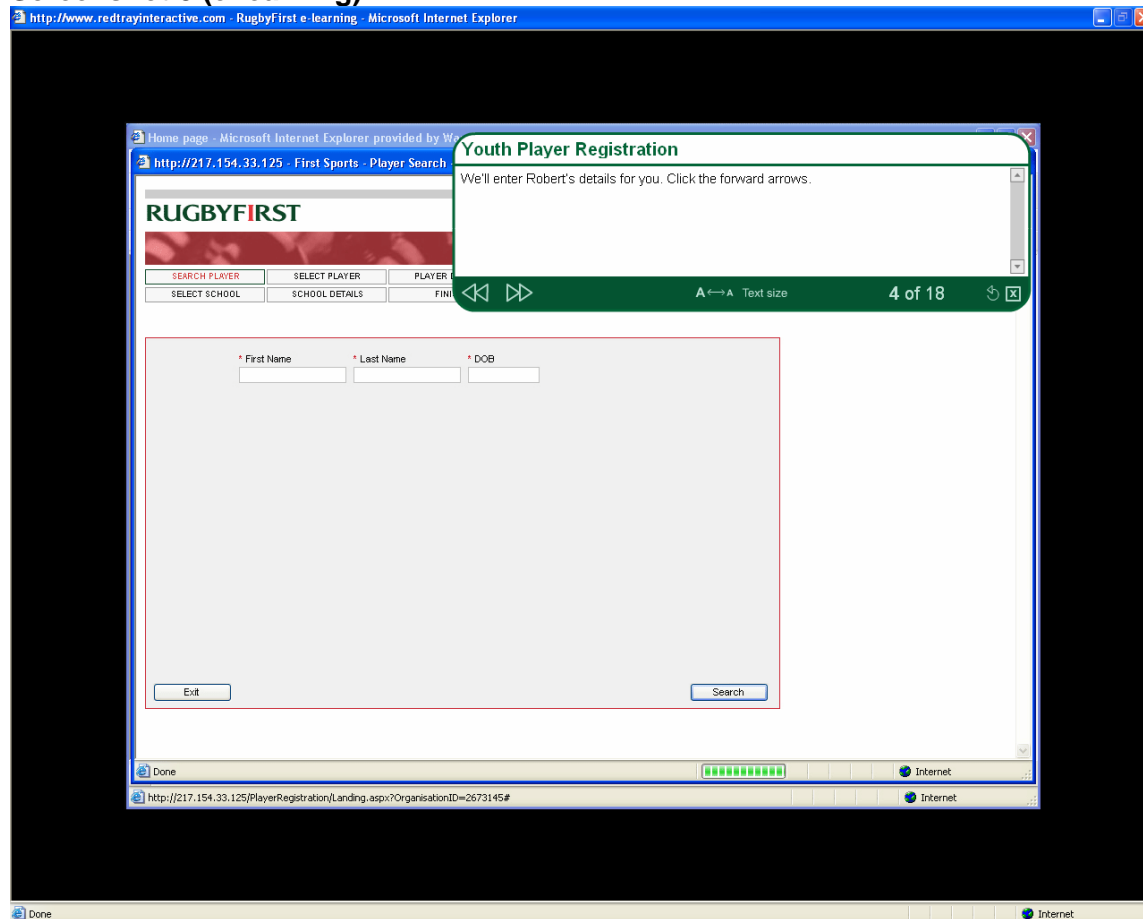


You will then be taken through the registration process from start to finish.

Screenshot 4 (e-learning)



Screenshot 5 (e-learning)

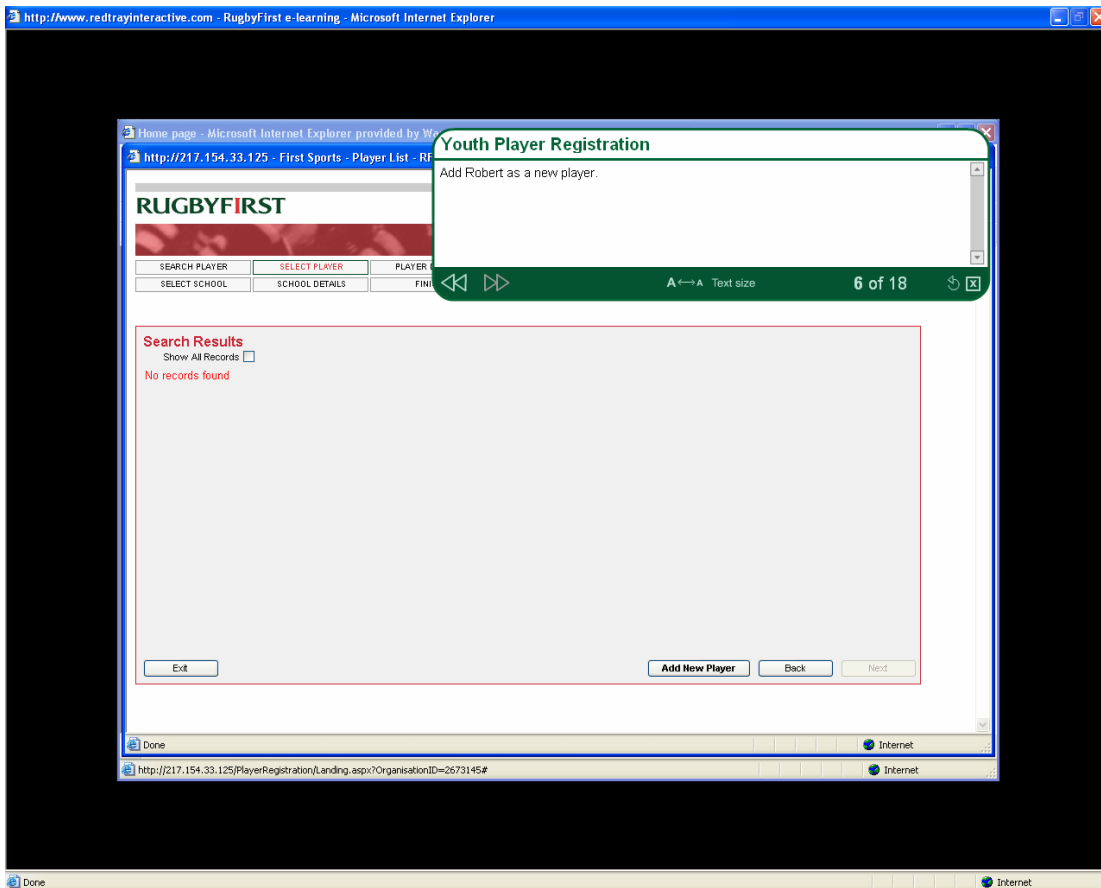


If the player is already registered with another club you will be prevented from completing this registration and will need to send the application to your Constituent Body Youth Registrar.

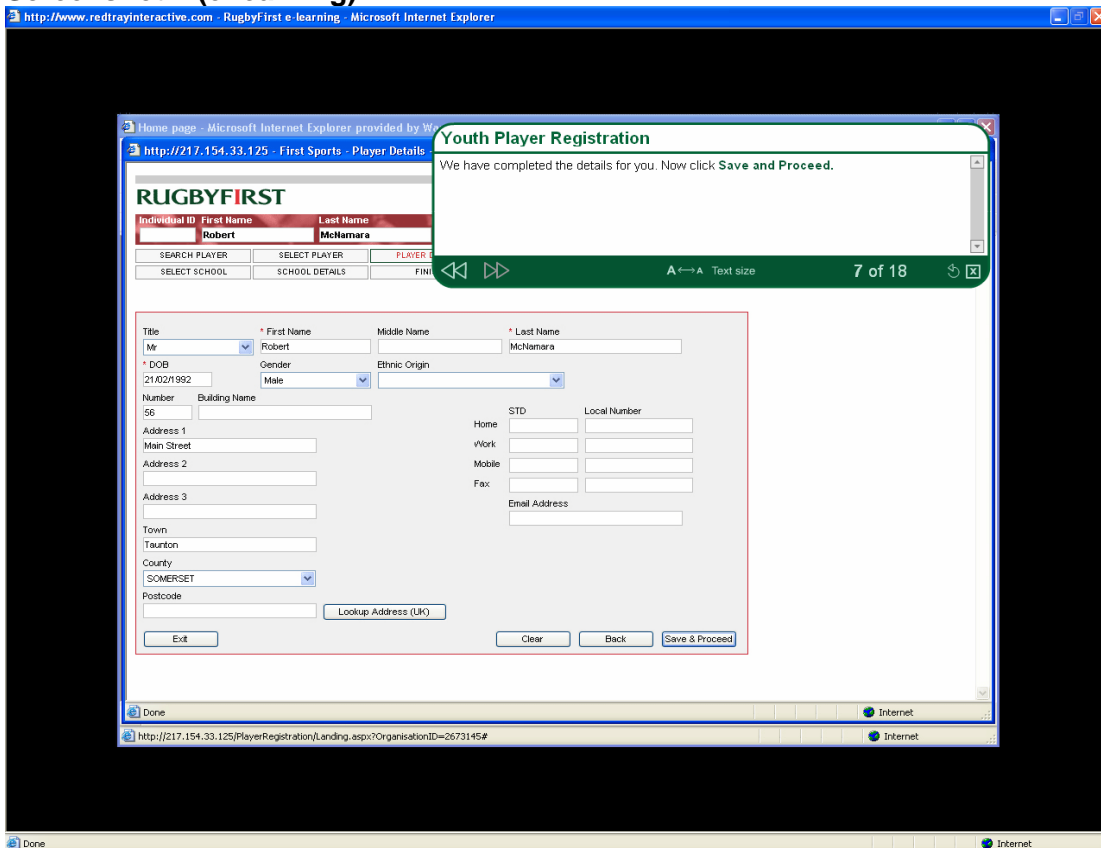
If the player is already registered with your club you will be able to update his/her details by going through the Club Management section as shown in Screenshot 13 of these Guidance Notes.

If the player is not already registered you will be referred to Screenshot 6.

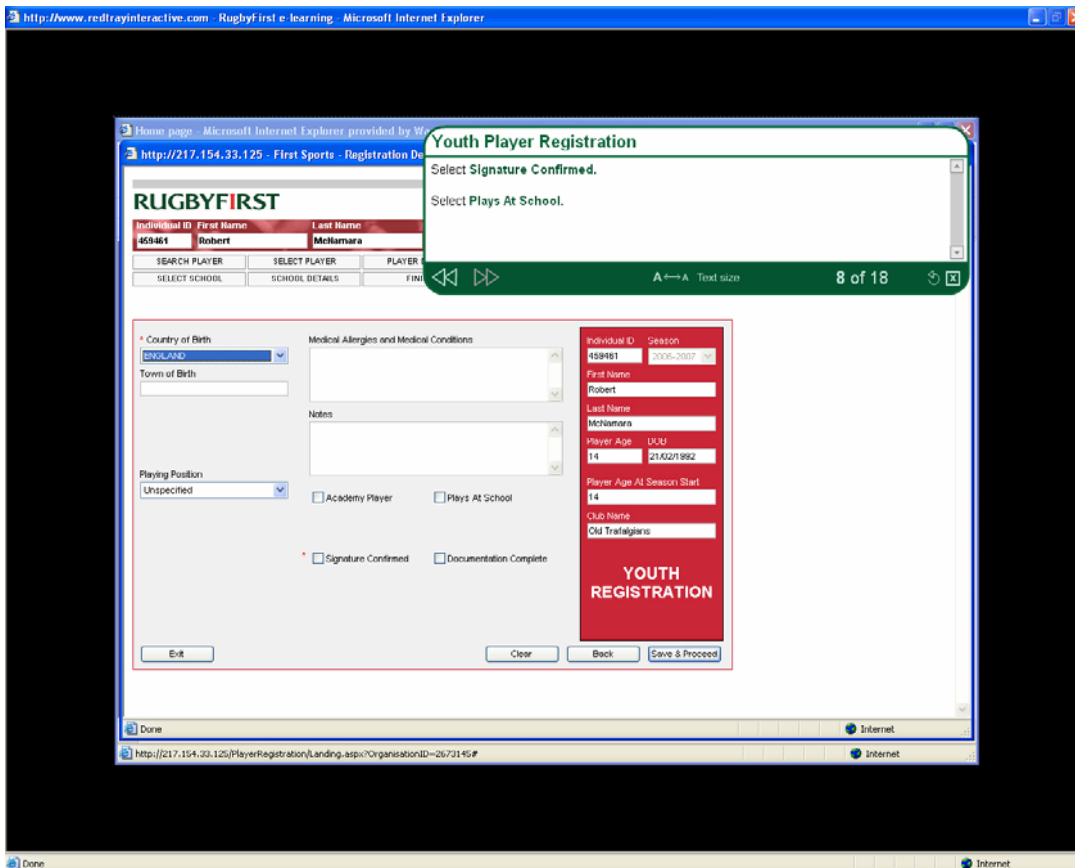
Screenshot 6 (e-learning)



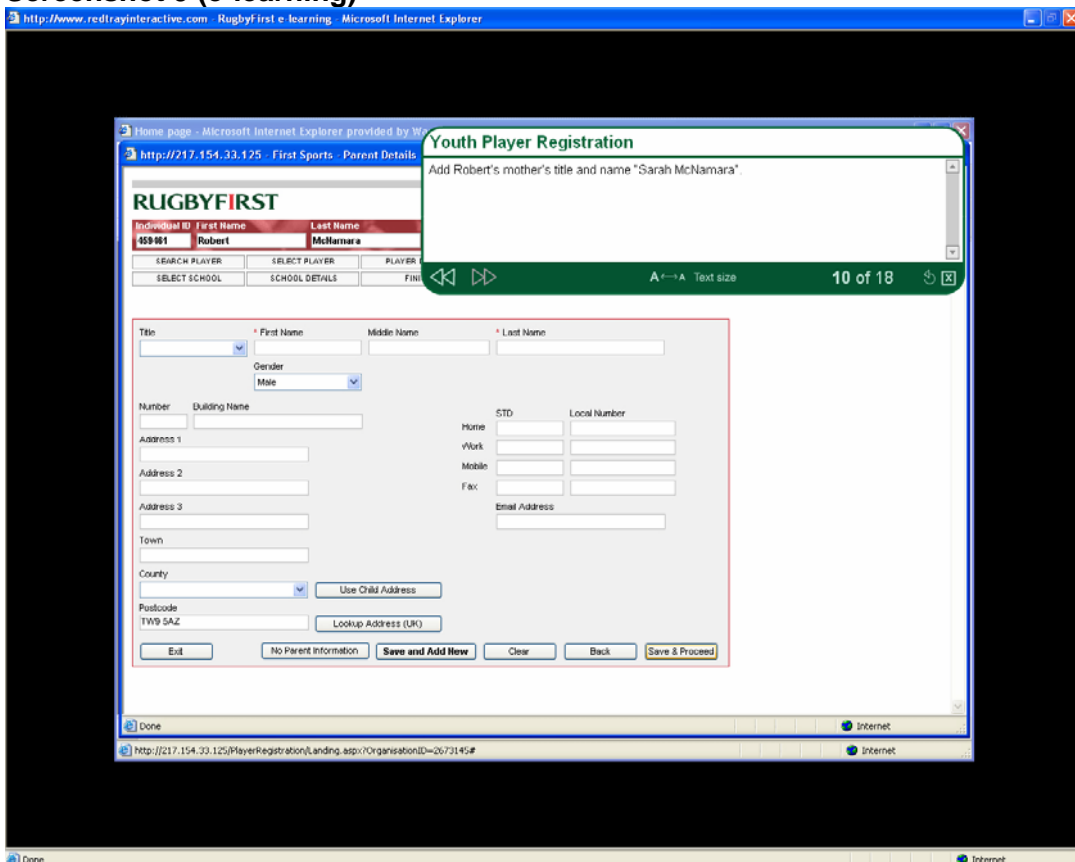
Screenshot 7 (e-learning)



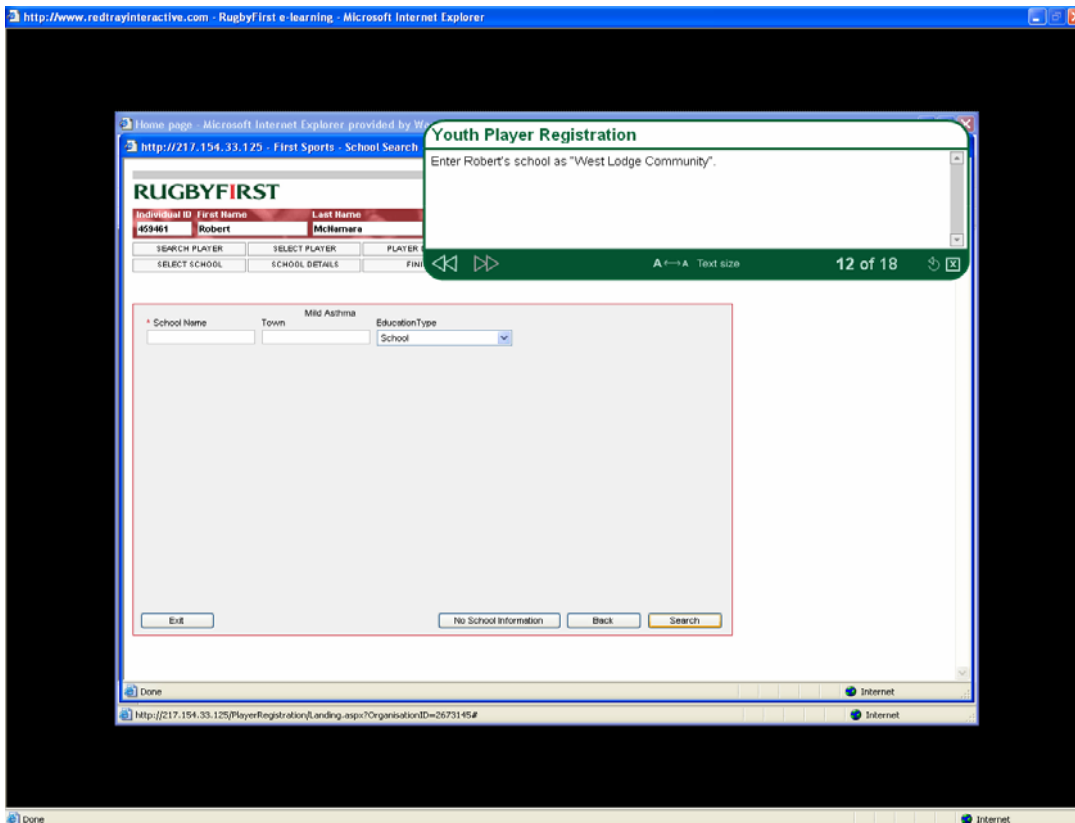
Screenshot 8 (e-learning)



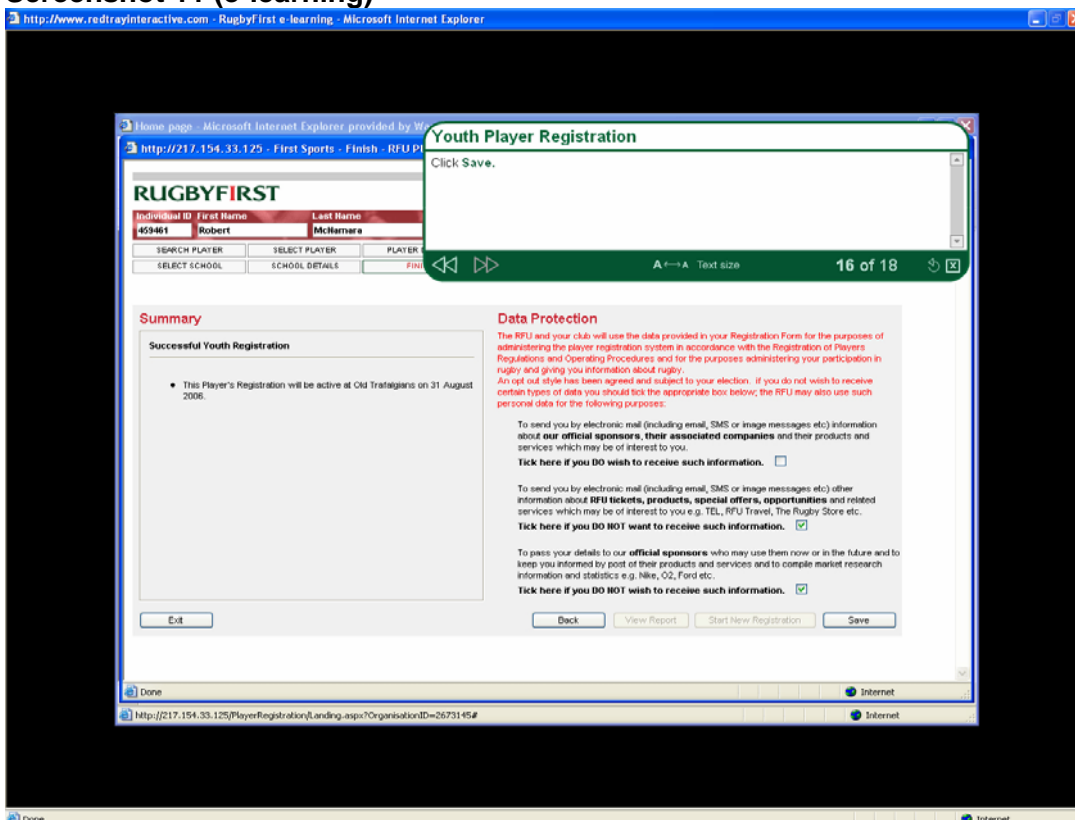
Screenshot 9 (e-learning)



Screenshot 10 (e-learning)



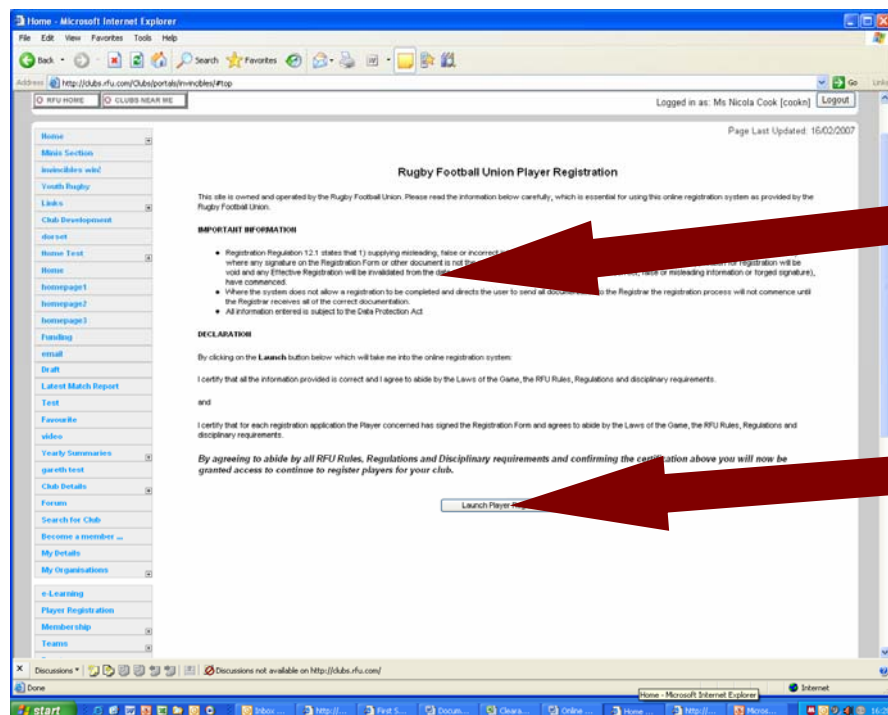
Screenshot 11 (e-learning)



Once you have completed the e-learning you will be ready to start the registration process.
4. PLAYER REGISTRATION

Click on **“Player Registration”** in the left hand menu. The next screen is a disclaimer page.

Screenshot 12

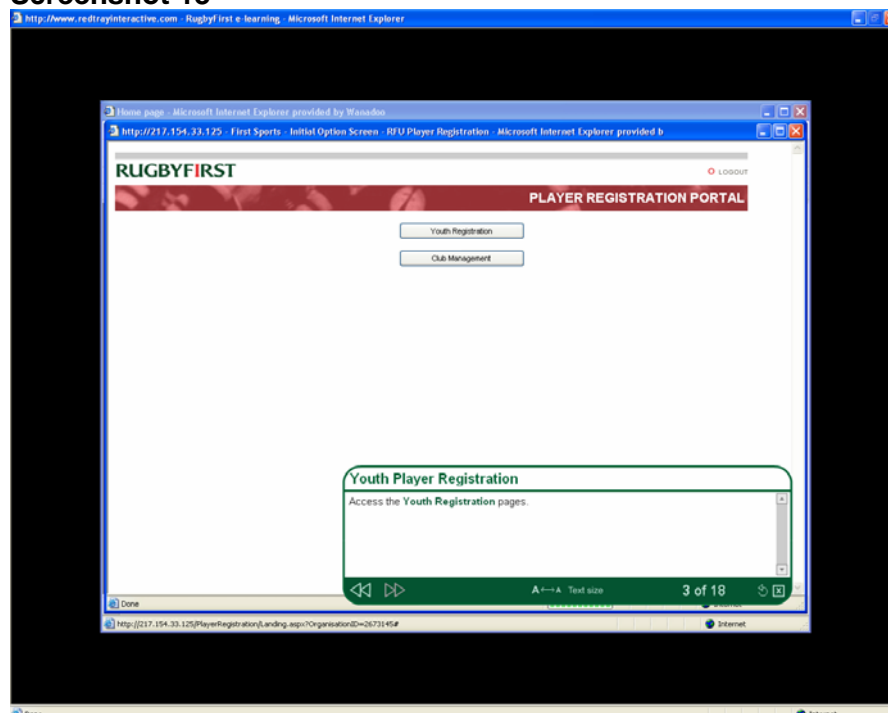


You must read this important information!

Then click “Launch Player Registration”

Click on **“Launch Player Registration”** which will take you to the registration screen below:

Screenshot 13

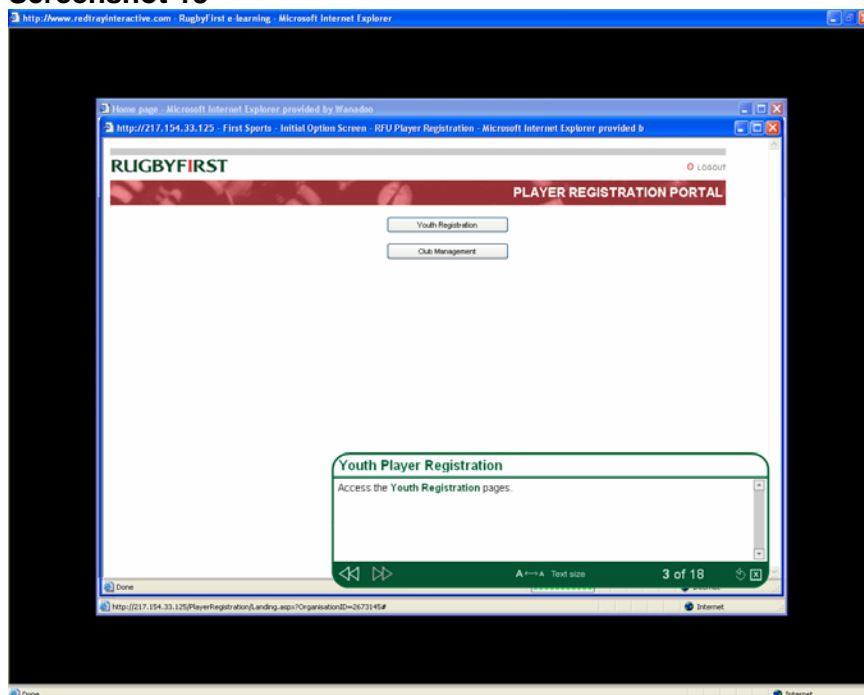


To register a player, select **Youth Registration** and follow the steps as per the e-learning tool and Screenshots 5 – 11 in these guidance notes.

5. DE-REGISTRATION OF PLAYERS

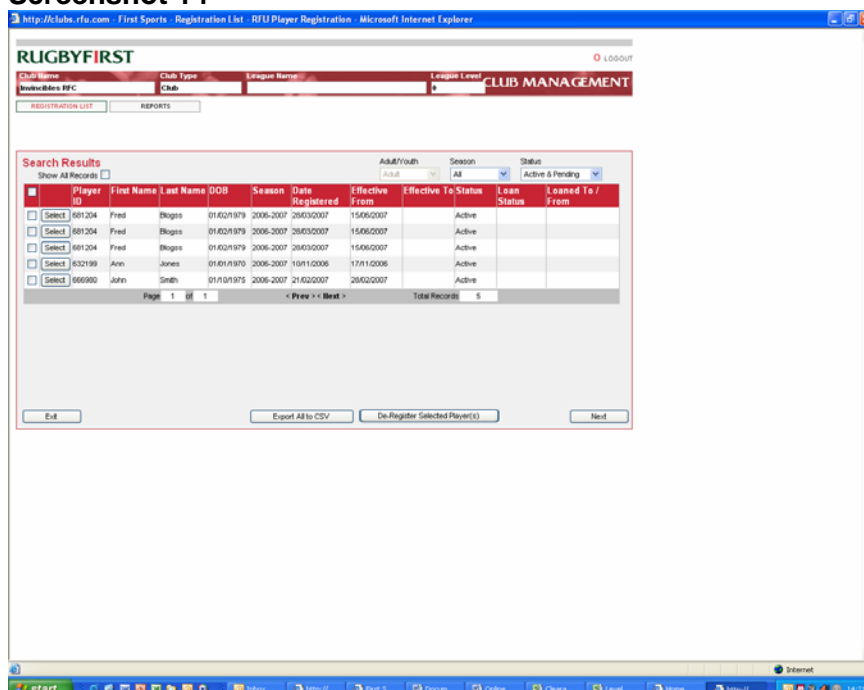
To de-register a player, select **“Club Management”**.

Screenshot 13



- You will then see a copy of your registration list (as in Screenshot 14 below).
- Select the players you wish to de-register and then click on the **“De-register Selected Player(s)”** (Please note de-registration will be immediate with no waiting period).
- A box will then appear confirming the Effective From date. Click on **“Continue”**.
- You will then be returned to your registration list and these players will have then automatically dropped off your list.

Screenshot 14

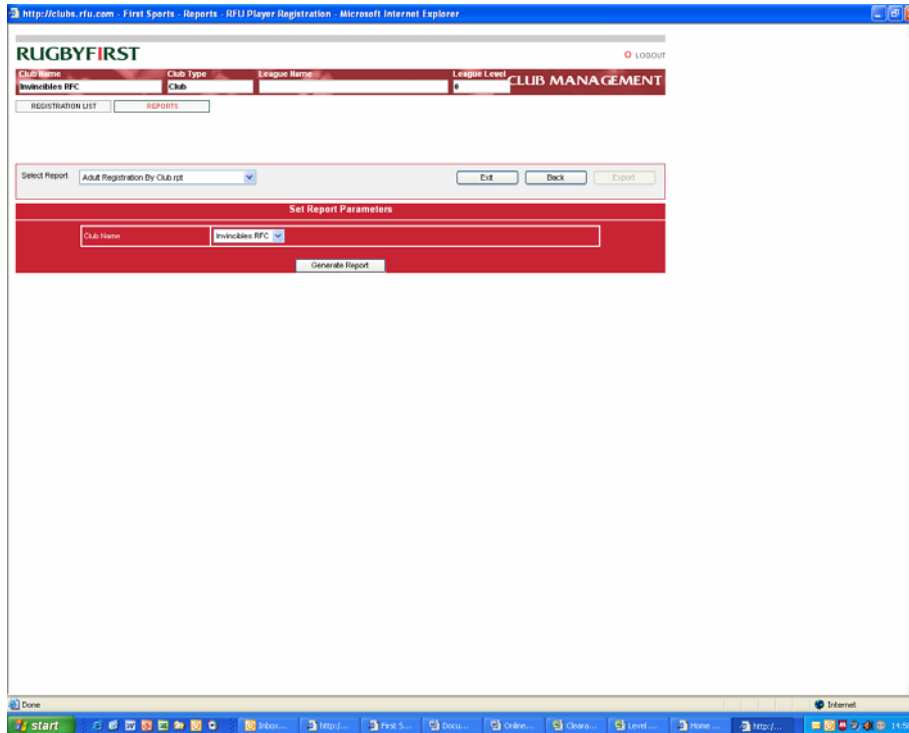


6. VIEWING YOUR CLUB'S COMPUTERISED LIST

To view your club's Computerised List of registered players select **“Club Management”** (as shown in Screenshot 13).

- You will then see a copy of your registration list (as shown in Screenshot 14). Click **“Next”** which is found on the bottom right of the screen.
- From the next screen choose the drop down menu adjacent to **“Select report”**.
- This will give you one option – **“Youth registration by club & age grade.rpt.”** (Screenshot 16 below).
- Select **“Generate report”**. You will then see a file name which includes your log-on name and club name. Click on this and it will automatically produce your report in pdf format. From here you can print off your report.

Screenshot 15



7. TRAINING & SUPPORT

What support is available?

A dedicated website helpdesk is available to support RugbyFirst Users. The helpdesk will be operational on the following days and times;

- Monday, Wednesday, Friday and Saturday from 12noon – 8.30pm

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.