

Navigating the RugbyFirst System

Once you have successfully logged into the system, you will be directed to the RugbyFirst Homepage as outlined below. This homepage has a number of functions which are useful to the user, these include;

- Contact details for RugbyFirst Support
- User Guides
- Forum – For feedback on the system
- Updates & Changes to the system
- Bulk Upload
- E-Learning

The screenshot shows the RugbyFirst website homepage. At the top, there is a navigation bar with links for 'Help & Support', 'Latest News', 'Find a Club', 'RFU.com', and 'Community Rugby'. Below this is a large banner image of a rugby field at dusk. A red banner across the middle contains the phone number '020 8831 6651' and a notice about 'Important Password Information' and 'Support Desk - Sat 10th October'. The main content area has a green header with the text 'Welcome to RugbyFirst' and a red notice about OFCOM changes. Below this is a large image of a rugby field and a smaller image of a player holding a ball. The left-hand menu is highlighted with a red border and contains various links such as 'Home', 'New RFU Online', 'Latest News', 'Create League Link', 'Help & Support', 'Headers Training Page', 'Image Swapper Images', 'Membership Bulk Upload', 'RugbyFirst Statistics', 'RugbyFirst Call Logging', 'RugbyFirst Project Board Minutes', 'Club Details', 'Home', 'Under Construction', '3 Peaks Challenge', 'User Guides', 'Forum', 'Search For Club', 'Become A Member ...', 'My Details', 'My Organisations', 'E-Learning', 'RugbyFirst Help And Support', 'Website Editor', 'Player Registration', 'Membership', 'Club Profile', 'Teams', and 'Events'. The footer features the RugbyFirst logo.

Help & Support | Latest News | Find a Club | RFU.com | Community Rugby

RUGBYFIRST

020 8831 6651 | Important Password Information | Support Desk - Sat 10th October

RFU.com | Club Search | Logged in as: Mr Max Burton [burtom] | Logout

Page Last Updated: 31/07/2009

Welcome to RugbyFirst

Due to regulatory OFCOM changes, the RugbyFirst helpdesk telephone number has changed with immediate effect to 0208 831 6651.

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.

This site is here to provide help, support and a user forum to discuss all your RugbyFirst issues. As well as a place to raise issues and questions it is here we will post any announcements regarding the RugbyFirst system and support. Access to the Forum is gained by logging into the site and clicking on the menu item to the left and is open to any club members.

As well as the e-Learning which can be found on the left-hand menu of every club on RugbyFirst and is a very extensive and comprehensive application, we have also produced a number of different Help and Training documents. These documents can be found on this site in the **'Help & Support'** page which can be found via the menu item on the left-hand side or by clicking the link above.

PLEASE NOTE - Wednesday mornings are the scheduled code release times and the system may slow down during this time. It is advised to keep vital changes until after 11 am on Wednesdays.

RUGBYFIRST

To access your clubs website, go to **My Organisations**. A list will appear outlining the Club(s)/CB(s) that the individual has memberships/roles at. Select the Club/CB you wish to visit.



Alternatively if no CB/Club is listed go to **Search for a Club** or **Club Search** and insert the name of the CB/Club and perform a search.

Once you have selected the organisation you wish to view, you will be navigated to the CB/Clubs homepage.

The Homepage has a number of pages listed on the left hand menu bar. A number of these pages would have been built by the CB/Club to enable them to have various pages for teams, news, events. But there are some pages that are generic to every CB/Club.

All club members who are logged into RugbyFirst can view the menu on the left hand side. This will look different depending on how your club website is set up, and on your role(s) within the club.

The image shows a green menu bar with the following items: 'Home', 'Club Details', 'Club News', and 'Search for Club'. A bracket on the right side of the menu points to a text box.

These are the pages that are viewed publicly on the club website. These Club Details pages are standard pages that will always appear and cannot be altered. (The Club News page is accessible to the public, but has been created and can be edited by the club).

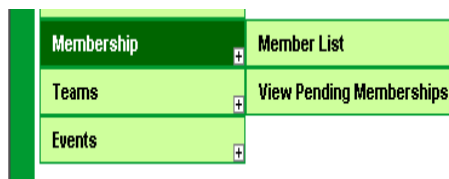
The image shows a light orange menu bar with the following items: 'Forum', 'Search For Club', 'Become A Member ...', 'My Details', and 'My Organisations'. A bracket on the right side of the menu points to a text box.

A logged-in club member will also be able to view additional pages in the top menu.

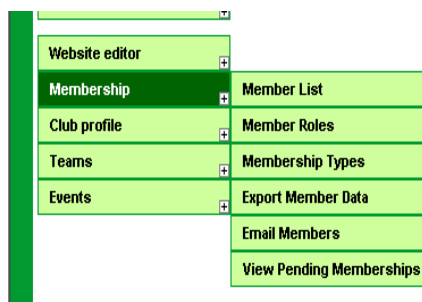
The image shows a light orange menu bar with the following items: 'E-Learning', 'RugbyFirst Help And Support', 'Website Editor', 'Player Registration', 'Membership', 'Club Profile', 'Teams', and 'Events'. A bracket on the right side of the menu points to a text box.

This is the RugbyFirst functional menu. This allows you to access further menus that contain relevant tools and is based upon your role(s) in the system.

E.g. A club member with a Player role (below) will be able to view significantly less Functionality in the RugbyFirst functional menu than a Webmaster (Below), who can view all functionality:



Player Role



Webmaster Role

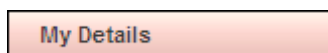
To view which functions are available to which roles please see the User Rights Guide on the Accessing the System User Guide Page.

Once you are viewing your clubs website. You can perform a number of functions;









1. View My Details
2. Become a Member
3. View Club Details
4. Search for a Club

1. My Details

My details, displays specific information relating to your account on RugbyFirst. To view my details select **My Details**.




This will create a page where information about your account on RugbyFirst will be listed. All of which can be viewed via the drop down menus.

-  My Details - Click here to change your personal details.
-  My Password - Click here to change your username and password.
-  My Photo - Click here to change your photo.
-  My Email Signature - Click here to change your email signature.
-  My Security Settings. Click here to allow other members at your club to see information about you.
-  My Memberships. Click here to see your club and ERSC memberships.
-  My Roles. Click here to see the roles you have at clubs you are a member of.
-  My Subscriptions. Click here to subscribe/un-subscribe from RFU Newsletters and E-Zine's.

To open one of the drop down boxes, select the **blue arrow (outlined above)**.

My details contains personal information relating to you. Your name, address, contact details, email and most importantly Data Protection information where you can state how the CB/Club and RFU can contact you.

|  My Details - Click here to change your personal details. | |
|--|---|
| Personal Information | |
| Title | <input type="text" value="Mr"/> |
| First Name | <input type="text" value="Max"/> |
| Last Name | <input type="text" value="Burton"/> |
| Date Of Birth | <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> |
| Gender | <input type="text"/> |
| Occupation | <input type="text"/> |
| Contact Information | |
| Home Phone | Area Code: <input type="text" value="020"/> Number: <input type="text" value="1234567"/> |
| Work Phone | Area Code: <input type="text"/> Number: <input type="text"/> |
| Mobile Phone | Area Code: <input type="text"/> Number: <input type="text"/> |
| Fax | Area Code: <input type="text"/> Number: <input type="text"/> |
| Preferred Contact Number | <input type="text" value="Home"/> |
| Email Address (home) | <input type="text"/> |
| Email Address (work) | <input type="text"/> |
| Preferred email address | <input type="radio"/> Home <input type="radio"/> Work <input checked="" type="radio"/> No Email |
| Confirm Email Address | <input type="text"/> |
| Address Information | |
| House Number | <input type="text"/> |
| Building Name | <input type="text" value="Rugby House"/> |
| Address 1 | <input type="text" value="Rugby Road"/> |


| | |
|---|---|
| Address 2 | <input type="text"/> |
| Address 3 | <input type="text"/> |
| Town/City | <input type="text" value="Twickenham"/> |
| County | <input type="text" value="MIDDLESEX"/> |
| Post Code | <input type="text" value="TW1 1 DZ"/> |
| Country | <input type="text" value="ENGLAND"/> |
| Additional Information | |
| Disability | <input type="text"/> |
| Ethnic Origin | <input type="text"/> |
| RFU ID | 993431 |
| DPA Information | |
| <p>The RFU will use your personal data (including potentially sensitive data) [and that of your parents/guardians] for the purpose of your participation in rugby and for regulatory reasons and to send you information by post.</p> <p>To make your choice as to the categories of commercial information you would wish to receive, you should tick or leave blank the relevant box below. Subject to your election, the RFU may also use such personal data for the following purposes:</p> | |
| <p>If you do not wish to receive, by electronic mail (including e-mail, SMS or image messages etc) information about tickets, special offers, opportunities, products and services available from RFU companies or RFU subsidiaries, tick here</p> <p style="text-align: right;"><input checked="" type="checkbox"/></p> | |
| <p>If you do not wish to receive, by electronic mail (including e-mail, SMS or image messages etc) information about products and services available from current RFU sponsors, tick here</p> <p style="text-align: right;"><input checked="" type="checkbox"/></p> | |
| <p>If you do wish to receive, by electronic mail (including e-mail, SMS or image messages etc) information about products and services available from any subsidiary or associated company of any RFU sponsor, tick here</p> <p style="text-align: right;"><input checked="" type="checkbox"/></p> | |
| <p>[NB: An opportunity for the recipient to unsubscribe from receiving future e-mails of the nature to the one sent will always be included.]</p> | |
| <input type="button" value="Update My Details"/> | |

At any point you can update these details. Please ensure you select to **update my details** once complete.

My password, allows you to view and amend you log in details for RugbyFirst.

My Photo allows you to upload a photo that will be inserted into your account.

 [My Password - Click here to change your username and password.](#)

 [My Photo - Click here to change your photo.](#)

My email signature allows you to insert a signature that you can use on emails sent from RugbyFirst. Input your contact details and once completed select **Update my Signature**

My Email Signature - Click here to change your email signature.

Update My Signature

My Security Settings allows you to stipulate who can and cannot see your data on RugbyFirst.

You have the options of;

- General Public
- Club Members
- Club Officers
- Club Administrators

Once update, select **Save My Security Settings**

NOTE: This automatically defaults to Club Officers upon entering an individuals details.

My Security Settings. Click here to allow other members at your club to see information about you.

| | |
|------------------|---------------|
| Name | Club Officers |
| Email Address | Club Officers |
| Address | Club Officers |
| Web Address | Club Officers |
| Personal Details | Club Officers |
| Home Phone | Club Officers |
| Work Phone | Club Officers |
| Mobile Phone | Club Officers |
| Fax | Club Officers |

Save My Security Settings

My Memberships list all the membership you have or have held previously at various CB/Clubs.

| My Memberships. Click here to see your club and ERSC memberships. | | | |
|---|----------------------|--|--------------|
| Default Club | <input type="text"/> | <input type="button" value="Save Default Club"/> | |
| Membership | Member Ref | Status | Renewal Date |
| Veterans | | ARCHIVED | 16/06/2010 |
| Veterans | 123456 | ARCHIVED | 16/06/2010 |
| Family | 123456 | ARCHIVED | 16/06/2010 |
| Enquiry | | FULL | 17/07/2009 |
| 2 Year Membership | | FULL | 11/08/2009 |
| Member | | FULL | 10/09/2009 |

My Roles lists all the roles you have and the CB/Clubs the role is at.

| My Roles. Click here to see the roles you have at clubs you are a member of. | | |
|--|-------------------------------|------------|
| Organisation Name | Role | Since |
| Invincibles RFC | Club Contact - Club Captain - | 17/06/2009 |
| Invincibles RFC | Officer - Marketing - | 18/06/2009 |
| Invincibles RFC | Officer - President - | 11/09/2009 |

My Subscriptions will list the types of Subscriptions you have applied to or wish to apply to. To apply for any of the listed subscriptions, tick the relevant boxes and select **Save Subscription Settings**

| My Subscriptions. Click here to subscribe/un-subscribe from RFU Newsletters and E-Zine's. | |
|---|--|
| Newsletter | Description |
| <input type="checkbox"/> RFU Newsletter | A general interest newsletter for the RFU |
| <input type="checkbox"/> England News | Information about England Rugby |
| <input type="checkbox"/> Coaching News | A general interest newsletter about Coaching |
| <input type="checkbox"/> Referee News | A general interest newsletter about Refereeing |
| <input type="checkbox"/> Touchline | A general interest newsletter for Players |
| <input type="checkbox"/> EZine | A general interest newsletter for Players |

Finally my awards will list any Awards of Qualifications you have attained. They are read only and cannot be amended.

2. Become a Member

Become a member is a function only available to those that have a valid log in. The function is there to avoid duplicate accounts if you move clubs. Should you be a registered Player, this will be performed by the club, but otherwise the emphasis is on the individual to Search for their new Club and to opt from the Clubs RugbyFirst Homepage to Become a Member. This will enter the individual into the Pending Memberships and will avoid the CB/Club creating a new account for the individual, meaning a duplicate and two records in the system.

To become a member, ensure you are on the CB/Clubs homepage that you wish to become a member of. Select **Become a Member**

Enter as much information relating to yourself as possible and **Submit Application**.

Application To Join This Organisation

You are applying to become a member of a club. It will assist your application if you add a few notes to the club administrator why you wish to join; please enter these below. If successful your details will be available to the administrator of this club.

Application Notes

(1000 characters max.)

Data Protection Act

The information on this form will only be used for purposes for which this Club is registered under the Data Protection Act.

By completing this form and clicking the 'Submit' button, you have consented to, and accept responsibility for, having these registration details recorded in a database for the purposes of Club administration. If these details are not your own, then you may also be held responsible for any errors, omissions or failure to obtain permission to register any of the information supplied.

This information will be saved such that it will only be visible to the management of this Club. If you wish your details to be made available to the other members of this Club, you must arrange this with the management of the Club.

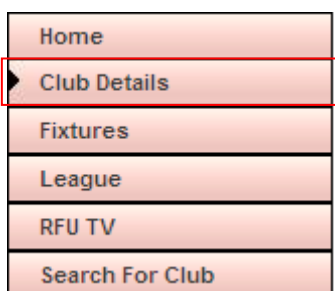
Submit Application

3. Club Details

The club details page is a snap shot of your club. It outlines the most salient information relevant to the main contacts (Golden Roles) Clubs address, sections & teams.

This information is important as it is a page that is available to everyone. Therefore if you use RugbyFirst as your sole website, this information is important for new members that might be considering moving clubs or those that are simply looking for a Rugby Club to play for.

To access the Club Details, select 'Club Details'



This will open the page which outlines club specific information.

| Club Details | |
|-------------------------|---|
| Club Address | Rugby House Rugby Road Twickenham MIDSEX TW1 1DZ |
| Club House Telephone No | +44 (0) 121380 |
| Club Website | http://www.rfu.com/clubs Google Maps |

| Club Profile | |
|----------------|---|
| Directions | The Ground is situated on at; Rugby House Rugby Road Twickenham Middlesex TW1 1DS |
| Mens Section | Yes |
| Womens Section | No |
| Youth Section | No |
| Date Founded | 1880 |

| Club Officials | |
|---------------------------------------|-------------------|
| Club Contact - Coaching Co-ordinator | Mr Maxwell Burton |
| Club Contact - Volunteer Co-ordinator | Max Test 2 |

| Team Shirts | |
|---------------------------|--|
| Invincibles RFU Team | Old Gold and Black |
| Invincibles RFU Wolves | Gold & Black |
| Invincibles Test Athletic | qwertyuiopasdfghjklzxcvbnmqwertyuiopasdfghjklzxcvb |
| Twickenham Posee | Bright Pink |
| Invincibles RFC 3rd XV | Gold and Black Stripes |
| Invincibles Test Vulcans | |
| Invincibles RFC 4th XV | Gold and Black |

If the club information is incorrect this can be updated by adding a missing role to current member or updating your Club Profile. Information displayed in the club profile is extracted from the Roles and Club Profile pages.

4. Search for a Club

Search for a club, allows you to search for other Clubs, Constituent Bodies, Referee Societies and others. You can also carry out a postcode search, to look for Clubs in your area and individuals.

[Search For Club](#)

Once the page has loaded, input (in the correct field) which club, your postcode or individual you are searching and select 'Go'

Find Club Or Society

| | | |
|----------------|--|--------------------------------------|
| Name | <input type="text" value="Invincibles"/> | <input type="button" value="Go"/> |
| Type | <input type="text"/> | <input type="button" value="Go"/> |
| Womens Section | <input type="text"/> | <input type="button" value="Go"/> |
| Youth Section | <input type="text"/> | <input type="button" value="Clear"/> |

Find Club Near Me

| | | |
|----------|---------------------------------------|-----------------------------------|
| Postcode | <input type="text"/> | <input type="button" value="Go"/> |
| Distance | <input type="text" value="10 Miles"/> | <input type="button" value="Go"/> |

Person search

| | | |
|-----------|----------------------|-----------------------------------|
| Firstname | <input type="text"/> | <input type="button" value="Go"/> |
| Lastname | <input type="text"/> | <input type="button" value="Go"/> |

RugbyFirst will perform a search and return the findings.

If the club (in this instance) is listed select 'Go' and you will be re-directed to the clubs RugbyFirst homepage.

Find Club Or Society

| | | |
|----------------|--|--------------------------------------|
| Name | <input type="text" value="Invincibles"/> | <input type="button" value="Go"/> |
| Type | <input type="text"/> | <input type="button" value="Go"/> |
| Womens Section | <input type="text"/> | <input type="button" value="Go"/> |
| Youth Section | <input type="text"/> | <input type="button" value="Clear"/> |

| Name | Type | Womens Section | Youth Section | Club Url |
|------------------------|------|----------------|---------------|-----------------------------------|
| Invincibles RFC | Club | No | No | <input type="button" value="Go"/> |
| Invincibles RFC Wolves | Team | No | No | <input type="button" value="Go"/> |

2 Records Found

Find Club Near Me

| | | |
|----------|---------------------------------------|-----------------------------------|
| Postcode | <input type="text"/> | <input type="button" value="Go"/> |
| Distance | <input type="text" value="10 Miles"/> | <input type="button" value="Go"/> |

Person search

| | | |
|-----------|----------------------|-----------------------------------|
| Firstname | <input type="text"/> | <input type="button" value="Go"/> |
| Lastname | <input type="text"/> | <input type="button" value="Go"/> |