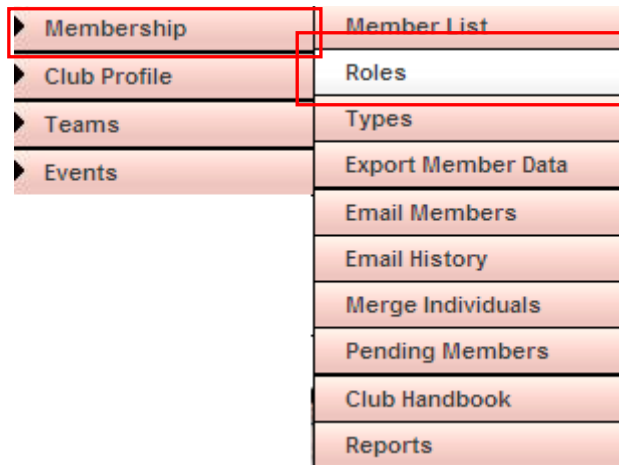


Roles & The Golden Roles

The Roles section of RugbyFirst is an area of the Membership Menu where all roles within a CB/Club are listed.

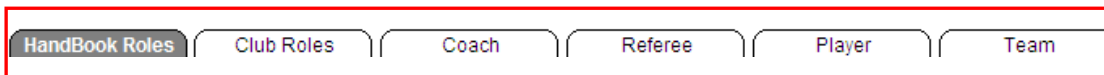
Most importantly it is also where the Golden roles are listed. The Golden Roles must be kept up to date to ensure you are given the correct ticket allocation and ensure that correct information is printed in the RFU Handbook.

To access Roles, Select **Membership** and **Roles**



RugbyFirst will display a list of roles which can be viewed by selecting the various Tabs at the top of the screen.

Club Roles



The roles listed include;

Handbook Roles – The Golden Roles

Club Roles – Soon to be obsolete

Coach – All coaches at the CB/Club (Please see below if they are not listed)

Referee – All referees at the CB/Club (Please see below if they are not listed)

Players – Registered Players
- Registered Women
- Registered Youth
- Unregistered Players

Should your Registered Players/Coaches/Referees not be listed, this could mean that they are still appearing in your Pending Memberships and will not appear in the Membership List or Roles list, until you have processed them

Team – Currently not active

The Handbook roles are the **"GOLDEN ROLES"** and must be up to date and correct.

From the example below you can see that the screen will display the roles that have been filled and who they are filled by, together with the roles that are still be created, this simply means no role has been allocated to an individual at the CB/Club.







You can assign these roles to individuals by going into the Membership List, Editing a Member and assigning one of the roles to the individual (Please see Editing a Member Quick Guide)

You can also have one individual with multiple Handbook Roles.

Club Roles



HandBook Roles Club Roles Coach Referee Player Team

Roles yet to be created	
Officer	Chairman
Officer	Hon Secretary
Officer	Fixtures Secretary
Officer	Safeguarding
Officer	Discipline Secretary
Club Contact	Coaching Co-ordinator
Club Contact	Volunteer Co-ordinator

Role	From			
Club Contact - International Ticket Contact	01/07/2008	Paul Chorley		 <input type="checkbox"/>
Officer - Hon Treasurer	01/12/2008	Paul Chorley		 <input type="checkbox"/>
Officer - President	11/09/2009	Max Burton		 <input type="checkbox"/>


Page Size 20 Viewing Page 1 (Chorl - Burto) of 1 Viewing 1 - 3 of 3

Delete Export Email

You have the option to edit a members details via the  button and also the ability to add a new role to the individual by selecting the  .

Each option will open a new screen where you can add and amend data about the individual.



The  option will open a screen where you can edit various detail about the individual. Each tab at the top of the screen opens a new screen and displays information on the member, which can then be added to or amended. Please ensure you save the changed data prior to moving to a new screen or exiting.

Edit Member - Max Burton

Personal Details | Contact Details | Membership | Security | Payment | Awards

Personal

Title:
 First Name:
 Middle Name:
 Last Name:
 Label:
 Gender:
 Date Of Birth: Over 18?
 Disability:
 Ethnic Origin:
 Personal Notes:


Profile

Company:
 Occupation:

Photo

A simple image based on the first and last name will be created by default if no other photo is selected.



The  option will take you to a specific edit screen where you can add and delete roles for an individual. Simply select the **Role Name** drop down box, select the role. **Category** will now become active, select the category for the role, if need be the **Sub Category** will now become active, select the Sub Category drop down box.

Select **Add** and the role will now be added to the individuals account. Select **Save**

Edit Member - Max Burton

Personal Details | Contact Details | Membership | Security | Payment | Awards

Membership

Membership Type:
 Membership No:
 Enquiry Date:
 Renewal Date:
 Join Date:
 Status:
 Default Club:

Membership Statement (This will appear next to your name in the membership list. 255 character max.)

Role Positions

Role Name:
 Category:
 Sub-Category:

Role	Category	Sub Category	
Club Contact	Club Captain		
Officer	Marketing		
Officer	President		

1