



How to record non-registered players on RugbyFirst

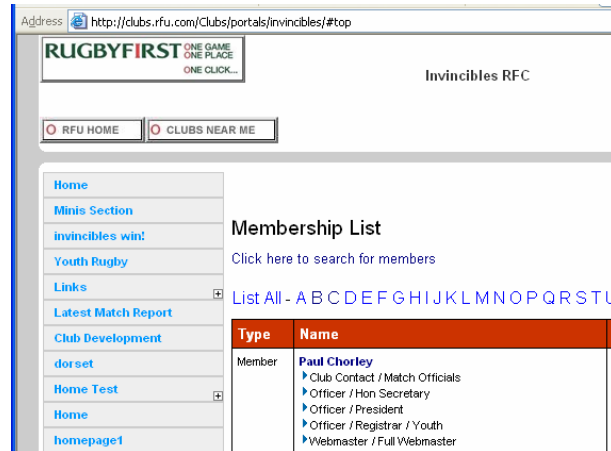
1 LOGIN TO RUGBY FIRST

The person adding the player needs a RugbyFirst login and one of the following permissions:

'Webmaster/ Full Webmaster'

'Officer/Hon Secretary'

If there is no-one with these roles at your club, please contact rugbyfirstsupport@therfu.com



2 CHECK YOUR ROLE

- a) Connect to the internet.
- b) Use your web browser to go to www.rfu.com/rugbyfirst
- c) Enter your username and password
- d) Click on the 'login' button



3 CHECK YOUR PENDING MEMBERS

Many of your players will already exist in the 'Pending Membership' list following the merging of previous RFU databases.

To avoid duplication of these details and to save time entering this information;

- a) Select Membership>View Pending Members from the left-hand menu.
- b) Tick the box adjacent to players you wish to bring across to your membership list.
- c) Select 'process pending applications' button at the bottom of the screen.
- d) This will then place any marked players into your membership list.

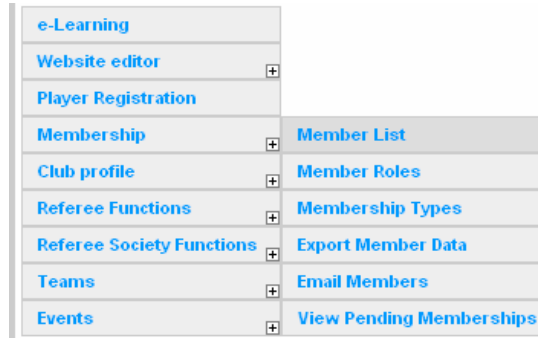




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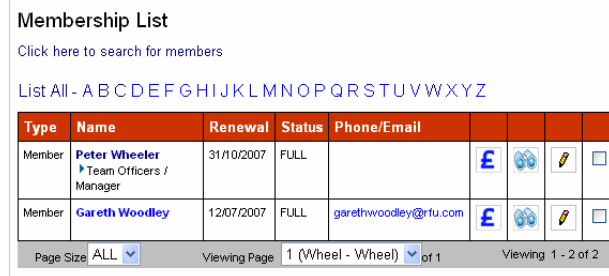
4 ADD THE 'PLAYER' ROLE TO THE RELEVANT MEMBER

- (a) Click on the 'clubs near me' button towards the top left of the page. From the left hand menu choose Membership > Member List

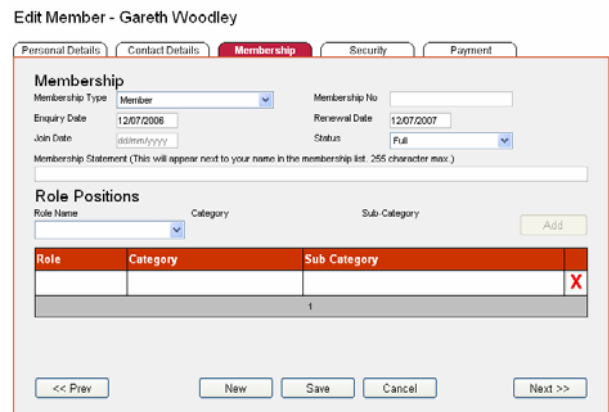


- (b) Click on the 'edit' button next to that member's name. Hint: It is the one that looks like a pencil

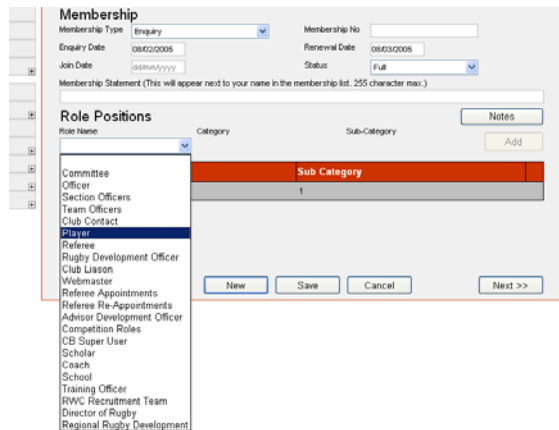
If the member is not listed you will need to add them using the 'Membership Quick Reference Guide' available from www.rfu.com/rugbyfirst



- (c) Click on the Membership Tab



- (d) From the 'Role Positions' drop down list choose Player





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- (e) From the 'Category' drop down list choose 'Not Registered'

- (f) Click on the 'Add' button

- (g) You will see the role listed for that person

Role	Category	Sub Category
Player	Not Registered	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

- (k) Repeat these steps for the other non-registered players.

Membership List

[Click here to search for members](#)

LIST AB · [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	Nicola Banks *Player / Not Registered	05/06/2003	FULL	nicolabanks@ru.com	£		
Enquiry	Matasha Barker	11/05/2006	FULL	matashabarker@ru.com	£		