



How to record registered players on RugbyFirst

1 LOGIN TO RUGBY FIRST

- 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



2 CHECK YOUR ROLE

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

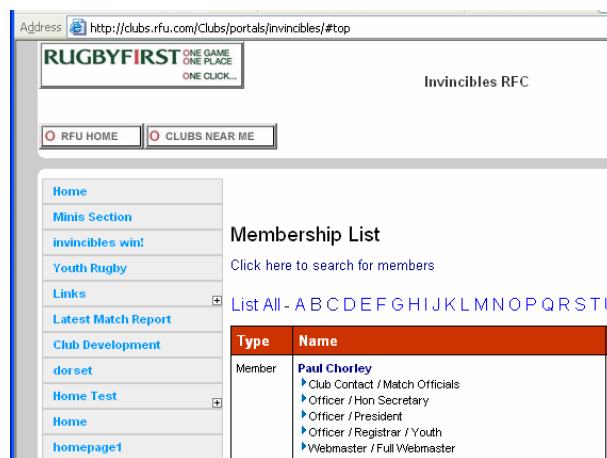
'Webmaster/ Full Webmaster'

'Officer/Registrar/Adult'

*For Youth Registration you will require;

RFU CRB check **and** 'Officer/Registrar/Youth' role.

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



3 CHECK YOUR PENDING MEMBERS

Many of your registered 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;

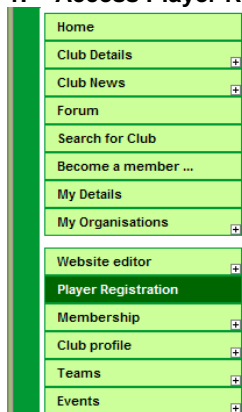
- a) Select Membership>View Pending Members from the left-hand menu.
- b) Tick the box adjacent to players you wish to bring across to your membership list.
- c) Select 'process pending applications' button at the bottom of the screen.
- d) This will then place any marked players into your membership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



For players not found in the pending membership list, follow the Quick Reference Guide to Player Registration below;

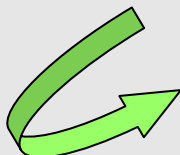
The **Player Registration** section is used for managing club players.

1. Access Player Registration



Click on Player Registration in the left hand menu to access the player registration service.

Then click on the link below to launch Player Registration in a new window:



[Click here to launch Player Registration](#)

2. Senior Player Registration

Register senior players. The stages of the registration process are shown across the top of the page.

Click **Senior Registration**

Insert new player:

- Enter the forename, surname and date of birth for the new player (Note: all fields are compulsory) to see if the player is already in the database.
- Click on the **Search** button.

If the player is already registered then summary details for the player will be displayed. See **Edit details for a player**.

- Click the **Add New Player** button.
- Select the applicable items in the list on the **Checklist** page.

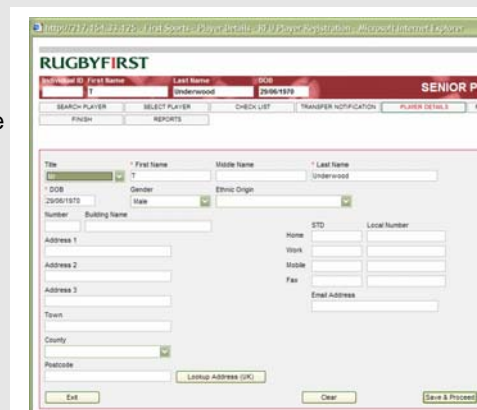
If not all the criteria are selected then player registration cannot continue through this system. A page will be displayed referring the user to the regional registrar.

- Enter the personal details for the player.
- To fill in the address details enter a valid UK postcode and click the **Address Lookup** button.
- Click the **Save & Proceed** button.

An individual ID will be assigned to the player.

- Enter the registration details in the fields provided.
- Click the **Save & Proceed** button.

The player summary will be displayed detailing important information relating to the registration process.





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- Complete the data protection settings for the player.
- Click the **Save** button.

The player is now registered.

Edit details for a player:

- Click on **Senior Registration**.
- Enter the forename, surname and date of birth for the new player (Note: all fields are compulsory).
- Click on the **Search** button.

If the player is already registered then summary details for the player will be displayed.

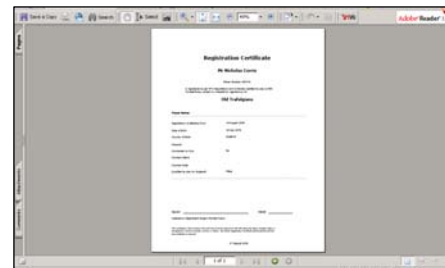
Proceed as for **Insert new player** above...

Alternatively, use **Club Management** as the mechanism to edit player details.

3. View Reports

- Select the report to create and view from the pulldown list.
- If applicable, select the club name from the list provided.
- Click on the **Generate Report** button.
- After the report has been generated click on the link provided to view the report in a new window or right click on the link and select **Save Target As..** in the pop up menu to permanently save a copy of the report to your local drive.

N.B. You will need Acrobat Reader installed on your PC to view the report in your browser.





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4. Club Management

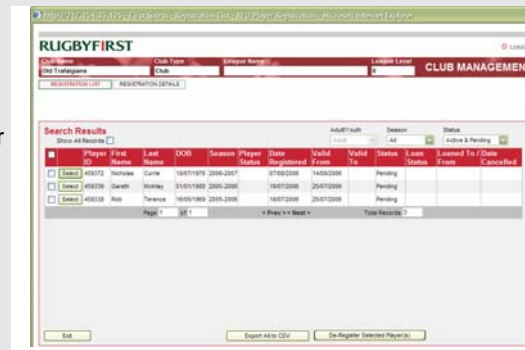
Used to view and manage players within the club.

Edit details for a player:

- Click the **Select** button associated with the player.

Export list of players to a CSV file:

- Click the checkboxes for those players to be included in the export (**N.B.** Use the checkbox located in the header to select all players in the list).
- Click the **Export All to CSV** button.
- A new window will open. Click on the link provided to view the file contents or right click on the link and select **Save Target As..** in the pop up menu to permanently save a copy of the file to your local drive.



De-register selected players:

- Click the checkboxes for those players to be de-selected from the club (**N.B.** Use the checkbox located in the header to select all players in the list).
- Click the **De-Register Selected Player(s)** button.

The de-registration takes effect in one week.

Display filters:

- To filter the list of players shown by the season use the **Season** pulldown to select the desired season.
- To filter the list of players by Status use the **Status** pulldown.
- To show all records select the checkbox labelled **Show All Records**.

5. Youth Registration

Youth registration is very similar to Senior registration however there are additional screens that need to be filled out as part of the registration process.

Click **Youth Registration**

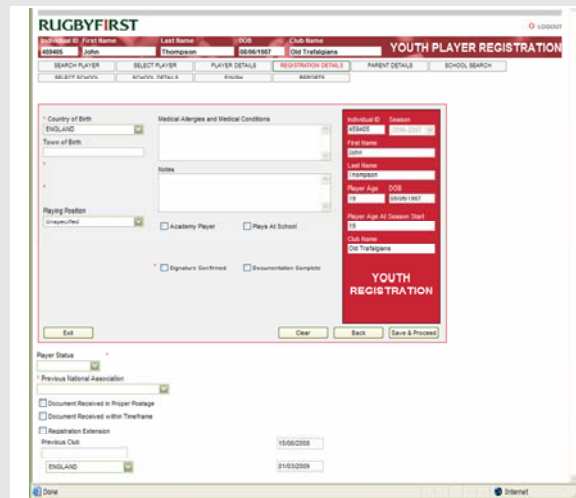


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Insert new player:

- Enter the forename, surname and date of birth for the new player (Note: all fields are compulsory) to see if the player is already in the database.
- Click on the **Search** button.

If the player is already registered then summary details for the player will be displayed. See **Edit details for a player**.



- Click the **Add New Player** button.
- Enter the personal details for the player.
- To fill in the address details enter a valid UK postcode and click the **Address Lookup** button.
- Click the **Save & Proceed** button.
- Enter the registration details in the fields provided.
- Click the **Save & Proceed** button (N.B. the **Signature Checked** checkbox must be selected in order to proceed).
- Enter the parent details first by entering the details for the first parent and then if applicable click the **Save and Add New** button to enter details for the second parent.

If no parent details are available click on the **No Parent Details** button.

- Enter the name of the school.

If no school details are available then click on the **No School Details** button. The player is now registered. Go to the last step in this description below.

- Click on the **Search** button.
- If the school is present within the database then it will appear in the list. Select the school.

If no school is found then click on the **Add New School** button to enter information pertaining to the school.

The player summary will be displayed detailing important information relating to the registration process.

- Complete the data protection settings for the player.
- Click the **Save** button.

The player is now registered.

6. Club Transfers

Transfers are only applicable to adult players. Youth players must be transferred through the CB Youth Registrar. To perform a club transfer:

Perform a search for the player by entering their forename, surname and date of birth.

On the search results page click the **Select** button associated with the player.

Complete the **Check List** and click on the button below to generate a **Notification of Transfer** letter. Right-click on the link to download it to your PC. You must print this document and post it immediately to the Registrar at the current club (these details are provided by the system).



Proceed with the remainder of the transfer process.