



Cobh Pirates R.F.C.

Est. 1890

The Paddocks,
Cobh, Co. Cork,
Ireland.

Email: honsec@cobhpirates.com

***RugbyConnect* Registration Sign-up User Guide (For players / Parents / Guardians / Coaches / Club Members)**

What is RugbyConnect ?

RugbyConnect is the new online administration system for clubs for the 2020/2021 season, it will be the sole platform for all aspects game and competition management.

It features a wide range of paperless functionalities to help volunteers manage areas such as player registration, safeguarding, club membership and match-day team sheets for coaches.

All players will be required to register this season in order to be participate in the 2020/21 season. Adult players will register themselves individually on the system and a parent/guardian will be required to register a juvenile player.

This guide is for players, parents, guardians, coaches and non-playing members who will sign up to **RugbyConnect** for the first time this season.

What will you need to complete the registration for a juvenile player?

Although you may have in the past provided a photograph and Proof of age identification, in order to maintain the integrity of the new system we need all youth players to have these documents resubmitted.

The proof of age identification will not need to be submitted in subsequent years.

1. Headshot photo of the player (official identification photo)
 - a. Note: If not a headshot photo, the registration will be returned by the IRFU.
 - b. Ideally the photograph should be:
 - i. Passport standard size where at all possible
 - ii. Shoulders and head where possible in shot
 - iii. White background
 - iv. No cap/hat/scarf, covid mask :)
 - v. using the phone to register, it will allow to take and upload a selfie/rotate camera.
2. Photo of proof of age
 - a. Birth certificate OR passport



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Registration Steps

1. Open the Cobh Pirates RFC page for a quick link to the registration URL:

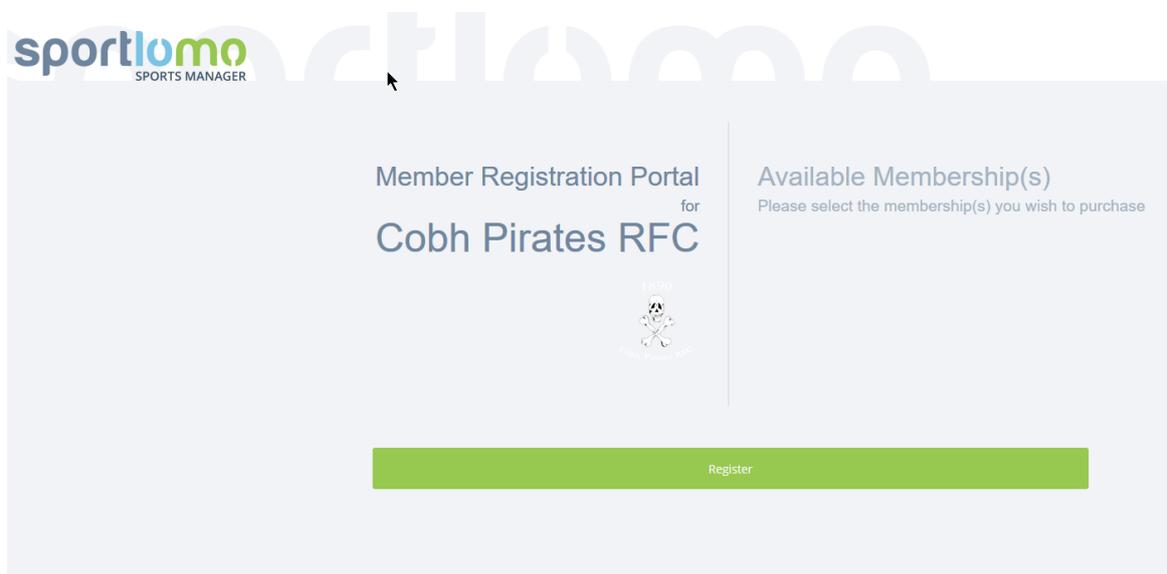
www.cobhpirates.com

OR

Open the RugbyConnect Sportlomo registration page for Cobh Pirates RFC:

<https://reg.sportlomo.com/club/IRFU/munsterrugby/cobhpirates>

You will be brought to the Sportlomo registration screen where you must create a Sportlomo account, or if you already have a Sportlomo account from a previous registration, simply log in.



Select Register



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SPORTS MANAGER

You need to login or create a SportLoMo account to continue registration with Cobh Pirates

Sign Up Log In

Create Account

Please create a Sportlomo User Account.

E-Mail

Confirm E-Mail

Password

First Name

Last Name

Languages

Terms and Conditions Accept terms and conditions

Register

Already have an account? [Log in here](#)

2. Check your email and **ACTIVATE** your account.
 - a. Very important you follow this step to enable registrations on the account.
3. Login to start the player registration process

SPORTS MANAGER

Login

Please log in with your Sportlomo User Account

Username

Password

[Forgot Password](#)

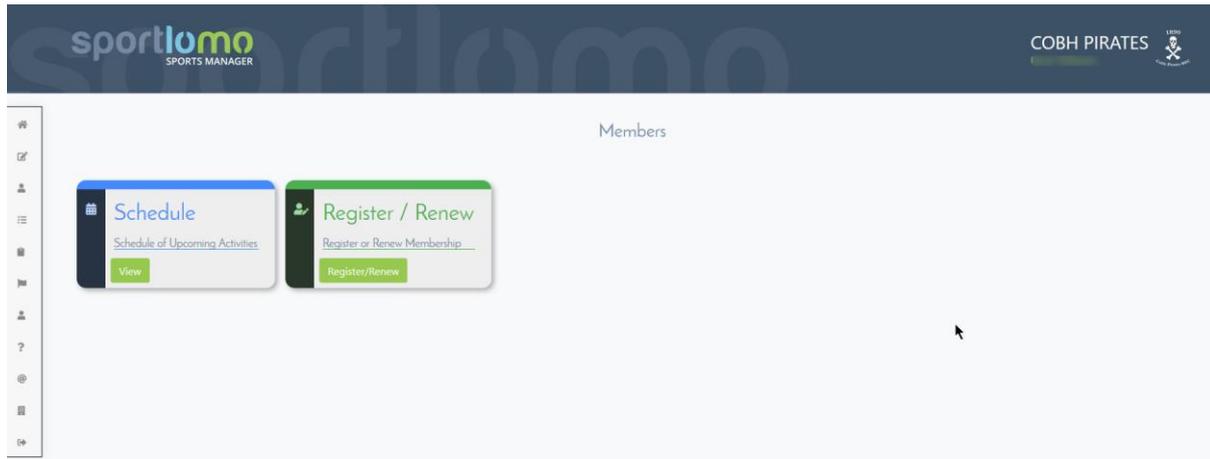
Login



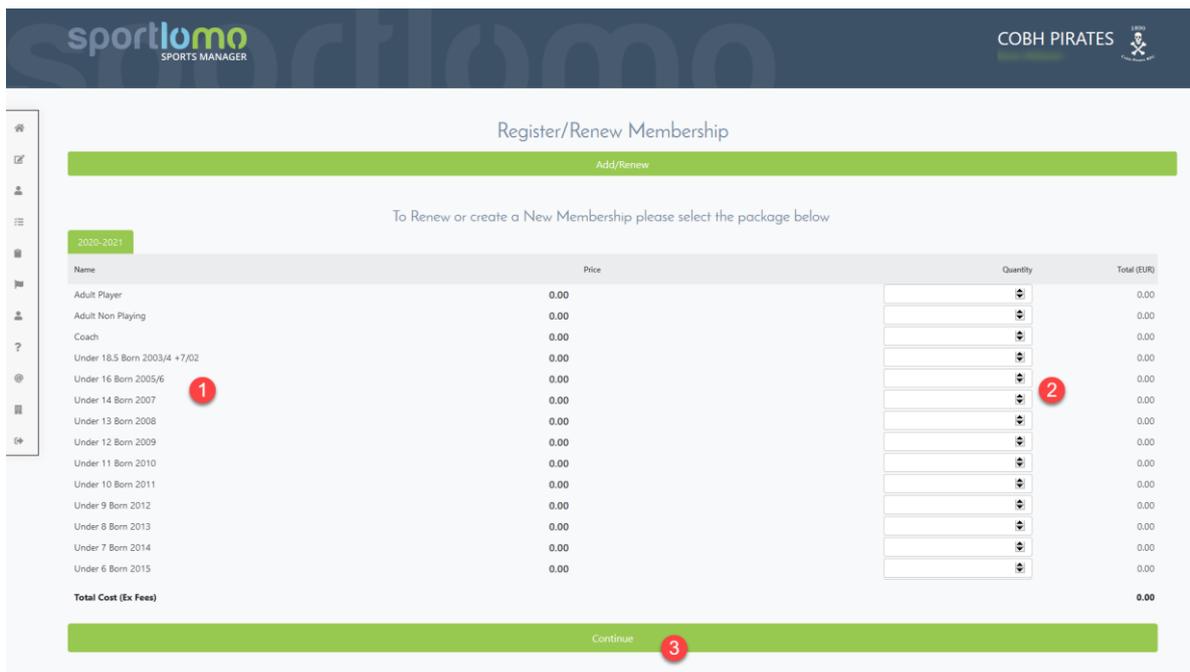
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4. Register Membership
 - a. Select Register / Renew



5. Add Membership
 - a. Select the Membership Type
 - b. Select the quantity





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6. Enter the Player's Details

- a. The next step is to fill out the registration form. You will be presented with several fields to be filled in as per below.
- b. Fields with Bold headings are required fields. Those in regular font are not mandatory but are useful to fill in
- c. At the final steps, there will be a number of Notices / Statements and Consents to accept at the end of the form before you add your signature and click Register.

The screenshot shows the 'Member Registration' page on the Sportlomo platform. The page has a dark blue header with the Sportlomo logo and 'COBH PIRATES' text. The main content area is white and contains a registration form. The form is titled 'Member Registration' and has a 'Back' button. Below the title, it says 'Enter your details'. The form is for a player aged 'Under 18.5 Born 2003/4 +7/02'. The form fields are: Personal Data (bold), Parent / Guardian First Name, Parent / Guardian Last Name, Address Line 1, and Address Line 2.

7. Important details

- a. Ensure the player's data of birth is correct
 - i. Double check this entry is correct !
- b. Upload a photo of the player, this is an official identification photo for age-grade rugby, please ensure the photo is a headshot of the player
- c. Upload a copy of the player's birth certificate or passport as proof of age.



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Additional Parent / Guardian Phone Number (in case of emergency)

 000 000 0000

Player First Name

Player Last Name

Player DOB

Day... Month... Year...

1

The player identifies as

Please Select..

I am signing the player up for

Please Select..

Is there anything about the player's general health that you wish to tell us. If yes, please tick this box.

Does the person have a disability?

Upload a Photograph

Upload File(s)

2

Upload Proof of Age (Passport or Birth Certificate)

Upload File(s)

3

IRFU ID (If Known)

Did this person play Rugby in this club last season?

Please Select..



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8. Register the player
 - a. There will be a number of Notices / Statements and Consents to accept at the end of the form before you add your signature and click Register
 - b. Select the Register button to submit the player's details to the IRFU.

By ticking this box, I confirm that I understand that it is necessary for the Irish Rugby Football Union (IRFU) to collect and record the personal data on this form ("Personal Data") for the legitimate interests of administering, operating and developing the game of rugby in Ireland. I understand that the Personal Data will be retained by the IRFU for the duration of this registration and in line with the IRFU Retention Policy. I further understand that I have a number of rights around the processing of Personal Data, including the right to request in writing a copy of my Personal Data which the IRFU holds, amend any information which is incorrect and to apply to have my Personal Data erased. I can also confirm that I have had the opportunity to consult further relevant information concerning my data protection rights at any relevant data protection authority.
The Irish Rugby Privacy policy can be found on <https://www.irishrugby.ie/privacy/>

I Accept

I am aware that the Player's photograph or video image may be taken whilst attending or participating in games or activities connected with Irish Rugby [View](#)

I would like to subscribe to the IRFU newsletter and other IRFU email marketing communications. I am aware I can unsubscribe at any time.

Receipt

Signature

Receipt will be emailed to

9. Cobh Pirates RFC is not accepting payments on this system, you will have completed registration and will receive a notification that your registration is complete

Points to note:

To log into your account at any time to amend or edit your details you can use the following link:

<https://irfu.sportsmanager.ie/sportlomo/users/login>

Some details can only be amended by your branch, such as Date of Birth and IRFU ID number.

All your details stored in our system is secure and follow the IRFU data provisions:

<https://www.irishrugby.ie/privacy/>

Proof of age identification documents stored in the system will be removed and deleted bi-annually (Mid and end of season)

Thank you for registering as a member of Cobh Pirates RFC