

CMS Management Handbook

For Club Administrators

2014-2015



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Introduction

This document has been created to assist Club Administrators with the navigation of SCYR's Competition Management System. As Club Admins have the most access and responsibilities, in regards to CMS, this document is meant to be an in depth manual for the use of CMS. Please take into account the Table of Contents to assist in the viewing of this document. It is set up so the primary headings will correspond with the primary tabs within CMS, and the secondary headings with the secondary tabs, followed by important information outside CMS. The order of the headings follow the same order as the CMS tabs, working from left to right. The end of the document will discuss the integration of CMS into a club website, or authorizing the use of CMS registration via the SCYR website. This opportunity will allow Parents/Guardians to register players with a Club, and will automatically update the Club in CMS. Admins will then be able to access CMS and bulk-register the players. *This is not a requirement, but can be useful.*

Club Admins have the highest access level in CMS of any members of Clubs, and the ability to set or change access of other members of their particular club. For a complete look at user access levels see: [Access levels](#) on pg 21. We have published other documents for specific tasks that may be designated to other people in your club such as creating match rosters or bulk registration. All information in those documents will also be included here.

SCYR Policies

Here are SCYR Policies and Procedures that are most related to the use of CMS. You can view the entire SCYR Policies and Procedures here:

<http://socalyouthrugby.org/Downloads/PoliciesAndProcedures.pdf>

3. PLAYER ELIGIBILITY

A. CLUB AND TEAM MEMBERSHIP AND LEAGUE PLAY

- i. No team may play any player in a league match that is not a bona fide member of that club. Clubs with sides in multiple divisions of SCYR league play shall conform to USA Rugby's eligibility requirements, as set forth at www.usarugby.org.
- ii. No player is eligible to play in a match or tournament until the player is registered. If a player is found to have played without being registered, the club is subject to disciplinary actions, including forfeiture of any game(s) in which the player played.
- iii. All club and individual memberships shall be verified through the Online Match Report and Identification System database; provided that clubs shall maintain paper evidence of such memberships in the event of any dispute.
- iv. In order for a club to be considered eligible to compete in SCYR competition for the current season, the club, if in existence, must have complied with CIPP registration requirements for

the prior season.

- v. A provisional (first year) club is not eligible for club playoffs in its first year. This is to reduce the possibility of All-Star clubs forming for one year and poaching players from surrounding clubs. Clubs that are formed based on a High School and initially compete in the High School Division are eligible for High School playoffs in their first year.
- vi. A probationary club will not be considered part of SCYR until such club has fulfilled the financial responsibilities of SCYR. A probationary club must also fulfill all requirements as a full club member concerning SCYR Constitution, Bylaws, Policies and Procedures.
- vii. Any club playing in SCYR who wins a championship, including a probationary club is designated as an SCYR representative.
- viii. A player must have played in at least two (2) league matches for the club to be eligible for playoffs.
- ix. Any player can only play for one team on the club during the playoffs.

B. IDENTIFICATION AND REGISTRATION POLICY

- i. Each SCYR player shall be registered through Online Match Report and Identification System. The information required shall include a digital picture of the player and electronic copy of a valid picture ID.
- ii. For purposes of upholding the foreign player eligibility requirements set by USA Rugby regulations, clubs may be required provide electronic copies of documents of residency (or otherwise) for any player if requested by SCYR. Any player not a US resident must be identified as such before application for ID verification.
- iii. If a player is found to have played in matches under false pretenses (E.g. presentation of false or altered documents) , the club (and player) risks forfeiture of those matches, relegation, probation or expulsion at the discretion of the SCYR Council.
- iv. Once ID verification has been performed, the ID is valid until a change of status (E.g. change of club, expiration of CIPP for a season, change of age based division, change of residency status etc.), or a minimum of two years at the discretion of the competitions committee.
- v. SCYR Council will notify the member clubs of the procedures, application process and requirements under which match report shall be produced and IDs shall be registered, including the requirements set forth below. The Council may delegate issuance and administration of the ID information to an outside entity.
- vi. The fees for the issuance, renewal and administration of the ID registration shall be established by SCYR Council in

consultation with any administrative entity and may be included in the player registration fee.

- vii. A player can play in one (1) non-league match without ID registration, provided that all other eligibility requirements are fulfilled. That player is otherwise not eligible to play until the player's ID application has been completed and verified.
- viii. When registering, all players must supply a digital picture and electronic copy of a picture ID that closely resembles the picture provided.
 - a. Only the following are acceptable as legitimate:
 - b. Pictured identification: Driver's License, Passport (picture page), Student ID, State ID Card.
- ix. Proof of Age/Legal Residence: US birth certificate, US passport.
 - a. A player has only completed the registration process when the ID application is received by the administrative entity, and the online verification status has been updated. Applications containing false or misleading information will be rejected.
- x. ID Card/Match Report procedure: Clubs shall utilize SCYR on-line match report system.
 - a. Both Home and Visiting team representatives will fill out the online match report for each match, print, and have the appropriate ID and match documentation at the match.
 - b. No later than 30 minutes prior to the designated kickoff time for the match, both team representatives will review the match report, the ID information, any CIPP documentation and the players for any discrepancies with respect to player eligibility. All non-US resident players on the roster must be identified on the match report.
 - c. Any player who does not appear on the match ID verification page must be able to provide a legal photo ID.
 - d. A team may be required to line up in match report order for purposes on checking all players against their SCYR verified ID. This check will be done with both team representatives, with the referee as a supervisor. If the report and subsequent check is acceptable, each representative will sign both copies of the report indicating their approval.
 - e. Referees will collect the match reports before the start of each match. The match shall not start without a properly filled out match report. The ID information page should be retained by the opposing club.
 - f. The referee shall add the final score to the match report

(s) and any disciplinary report, and sign the report. The match report does not take the place of a disciplinary report.

- g. After the match, the winning team is responsible for mailing (or electronically transmitting) the match reports to SCYR Administrator (except in cases of protest – see below) within seven (7) days of the match, and for entering the score and any scoring details into the online match report system within 24 hours of the match. In the event of a tie, the home team shall take on this responsibility.
- h. SCYR Administrator shall give notice by electronic mail from time to time of match reports that were not submitted and such notice shall include a further deadline for such match reports to be submitted. If a match report is not received by the Administrator on or before that further deadline, all matches played by the offending club on the subject day may be subject to forfeiture by action of the SCYR Council.
- i. If any discrepancies arise before the match, the team representatives shall attempt in good faith and in the spirit of the game to resolve the discrepancy. If differences are not resolvable, discussion with the referee, before the match will hopefully resolve these differences.
- j. If the differences are still not resolved, these differences will be circled on the match report, and both club representatives shall sign the match reports, with the representative who raised the discrepancy noting that he or she is signing the match report under protest due to the circled discrepancy. In this case the referee shall take charge of the match reports and ensure they are conveyed to SCYR Administrator or other SCYR division or age group representative.
- k. If the protest is not raised and noted on the match report prior to the start of the match, the protesting club shall be barred from subsequently protesting as to that discrepancy.
- l. A protest can be raised for good cause, which shall be determined in the sole discretion of the SCYR Council, by written notification to SCYR Administrator within five (5) days of the match in question.
- m. After the match report or protest is received by the SCYR Administrator (or youth division representative), he or she shall review the circled discrepancy, and conduct a preliminary investigation of the discrepancy

to determine the appropriate action to be taken. The matter shall thereafter be brought before SCYR or Youth Council for final action based upon the investigation and recommendation.

- n. In the event that the investigation determines that the protest is well taken, it is the sole responsibility of the challenged club to prove, by submittal of proper documentation, the eligibility of their player(s) in question. Documentation shall be provided to the Administrator no later than one week after receipt of written or electronic notice to the challenged club concerning the preliminary upholding of the protest and SCYR Council shall then consider the matter at its next meeting.
- o. In the event that the online match report is not available at the match, the team representative shall write down the match roster with as much information as is available to provide to the opposing team representative for inspection. A separate copy should be retained. Each team must ensure that the online roster is updated with the retained information as soon as possible after the match. It is not acceptable to use this method except in exceptional circumstances.
- xi. Scores shall not be considered final until a match report signed by the match referee is received by an SCYR Administrator.
- xii. For clarification, a club that does not have enough eligible players, has the following options:
 - a. Only play the people who have verified IDs, which means the club will play short; or
 - b. With the consent of the opposing team, play the players (but not without valid CIPP registration) and forfeit the match.
- xiii. The ID policy may be enforced at SCYR sanctioned tournaments.

C. YOUTH RUGBY ELIGIBILITY

- i. High School Varsity Division: All players participating in matches in this division shall be aged 18 or younger on August 31 prior to the season (i.e. U19) AND must be a full time, 4th year (or less) High School student.
- ii. High School Junior Varsity Division: All players participating in matches in this division shall be aged 18 or younger on August 31 prior to the season (i.e U19) AND must be a full time, High School student. They also may not be in their Senior year at High School (exceptions at the discretion of the HS committee).
- iii. UNDER 18 DIVISION: All players participating in matches in this division shall be either:

- a. Be aged 18 or younger on August 31 prior to the season (i.e. U18) AND must be a full time, 4th year (or less) High School student I.e. Qualified for High School Division.
 - b. Be aged 17 or younger on August 31 prior to the season. I.e. have no school enrollment requirements.
- iv. UNDER 16 DIVISION: All players participating in matches in this age group shall be aged 15 or younger on August 31 prior to the season.
- v. UNDER 14 DIVISION: All players participating in matches in this age group shall be aged 13 or younger on August 31 prior to the season.
- vi. UNDER 12 DIVISION: All players participating in matches in this age group shall be aged 11 or younger on August 31 prior to the season.
- vii. UNDER 10 DIVISION: All players participating in matches in this age group shall be aged 9 or younger on August 31 prior to the season.
- viii. UNDER 8 DIVISION: All players participating in matches in this age group shall not be past their 7th birthday by September 1 of the playing season.

**Boys can play up one age group at the coach's discretion and responsibility.
E.g. a U16/JV player may play U18/HS, but a U14 player may not play U18.**

USA Rugby Policy for Under-15s Playing High School (Varsity) or U18 Rugby

Under 15 players should not normally play High School (Varsity) or U18 Rugby. This Guideline relates to players who are Under 15 who wish to play in, or be involved in training for, High School (Varsity) or U18 Rugby.

USA Rugby for many years has allowed middle school girls to play on a U18 girls teams at National Championships. Therefore without a clear policy from USAR, middle school girls have been allowed to play SCYR U18 girls matches.

Be sure to familiarize yourself with the Regulations tab on the SCYR website:

<http://socalyouthrugby.org/Regulations.htm>.

It covers: Law Variations, Club Transfers, Tournaments, Seasons, Age Eligibility, Age Waivers, Sportsmanship Policy, Older/Lighter Policy, and Substitutions Variations.

Admin (CMS)

Accounts

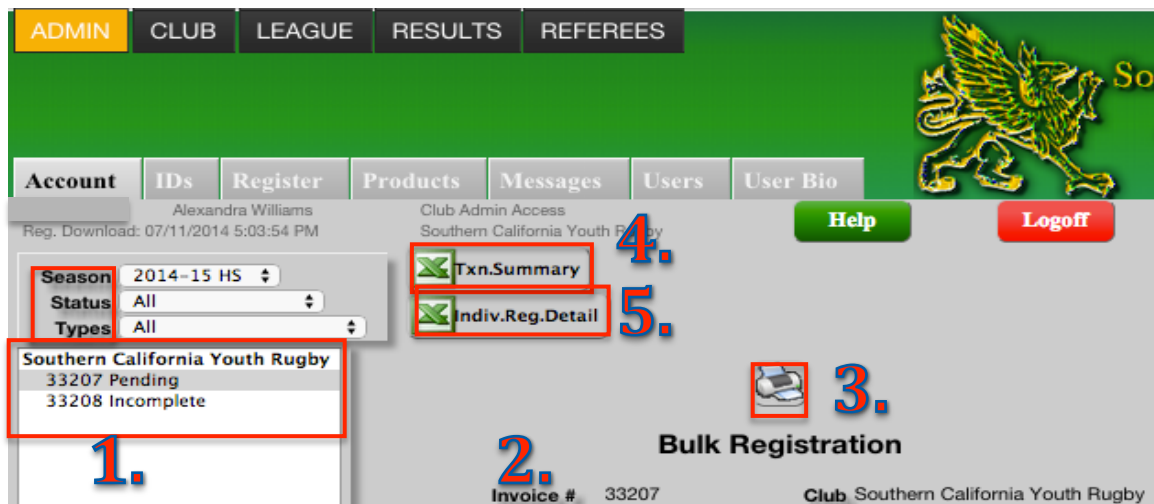
Info:

View all invoices related to your club, filtered by:

- Season (i.e. 2014 Club)
- Transaction Status (i.e. Pending)
- Transaction Types (i.e. Bulk Registration)

Actions

1. Select Invoice from list on the left
2. View details and status
3. Print the invoice by clicking the “Print” button (printer) at top of page
4. You can download your Invoice Summary by clicking “Txn.Summary”.
5. Download Individual Registration Detail by clicking “Indiv.Reg.Detail”.



IDs

Info

A valid SCYR ID shows that a player's photo, age and grade proof, have been verified. A player may only be on a roster for one week (after being registered) before the player's ID must be verified. A player who has not been verified after one week will not be allowed to play until the ID has been verified. A team that is repeatedly in compliance will be subject to forfeit games.

All players that do not have a SCYR ID can be found on this page and IDs can be applied for in bulk.

Players that have all necessary documents will have a toggle button under the “Check to Include” column.

Players that are unregistered or have not uploaded a photo will be designated in the “Check to Include” column.

Players in the list with Grade and Age proof will have Check Marks

Players missing Grade and Age proof will have Exclamation Points

ADMIN
CLUB
LEAGUE
RESULTS
REFEREES

Account
IDs
Register
Products
Messages
Users
User Bio

UserID: 150 Alexandra Williams Club Admin Access
07/11/2014 5:03:54 PM Southern California Youth Rugby

Help
Logoff

Players Without Verified IDs

☐ Check All

Check to Include	Grade Proof	Age Proof	Name	Birth Date	Team	CIPP	Status
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gray, Gandalf	01/01/2000	Griffins Jr. Varsity Boys (GB)		
UNREGISTERED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		03/25/1996	Griffins Varsity Girls (GG)		
NO PICTURE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Solo, Han	01/01/2000	Griffins Jr. Varsity Boys (GB)		
UNREGISTERED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		01/09/1998	Griffins Varsity Girls (GG)		voice: 21183
UNREGISTERED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		02/23/1998	Griffins Varsity Girls (GG)		voice: 21183
UNREGISTERED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		10/15/1998	Griffins Varsity Girls (GG)		voice: 22888
UNREGISTERED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		04/07/2000	Griffins Varsity Girls (GG)		voice: 22888

Actions

To upload necessary documents (Photo, Grade Proof, Age Proof):

- Go to Club>Members
- Choose the Player from the list on the left
- Select "Choose File..." from the right for:
 - Photo
 - School ID/Grade Proof
 - Age Proof
- Upload documents
 - To view uploaded documents select "Supporting Documents"

Note: You can apply for an ID for an individual by selecting "Request ID Verification" or apply in bulk by following the steps below.

The screenshot shows the Southern California Youth Rugby website. The 'CLUB' tab is selected. The 'Members' tab is highlighted with a red box and a red '1.'. Below the 'Members' tab, there are filters for 'Order By', 'Filter By', 'Hidden', 'SRO Registered', 'Indiv Registration', 'Gender', and 'Role'. A red box highlights the 'Griffins Jr. Varsity Boys (GB)' team selection, with a red '2.' annotation. The 'Photo ID' section is highlighted with a red box and a red '3.'. It includes fields for 'Photo', 'School ID/Grade Proof', 'Age Proof', 'Supporting Documents', and a 'Request ID Verification' button.

Photos must be similar to a 'Passport' or 'Driver's License' style photo in .jpg, .png, or .tif format. I.e. head and shoulders only (mid-chest and above), plain (white) background. No hats, inappropriate gestures or facial expressions. See examples below (faces pixelated). Age and Grade Proof can be in JPG, PNG, TIF, or PDF format. All documents should be at least 640x640 pixels (approx. 64KB) and may not upload if larger than 2MB.



To apply for SCYR IDs:

1. Check the box next to desired players

2. Click "Next"
3. Review invoice to ensure all desired players are included and click "Finish"
4. Refer back to this page to view if players are accepted or denied.
 - a. *Submitted Players will remain on this page without a checkbox until approved.*
 - b. *If denied go to Invoice to see reasons.*

1. Players Without Verified IDs

Check All ☐

Check to Include	Grade Proof	Age Proof	Name	Birth Date	Team	CIPP	Status
<input type="checkbox"/>			Gray, Gandalf	01/01/2000	Griffins Jr. Varsity Boys (GB)		
UNREGISTERED				03/25/1996	Griffins Varsity Girls (GG)		
NO PICTURE			Solo, Han	01/01/2000	Griffins Jr. Varsity Boys (GB)		
UNREGISTERED				01/09/1998	Griffins Varsity Girls (GG)		voice: 21183
UNREGISTERED				02/23/1998	Griffins Varsity Girls (GG)		voice: 21183
UNREGISTERED				10/15/1998	Griffins Varsity Girls (GG)		voice: 22888
UNREGISTERED				04/07/2000	Griffins Varsity Girls (GG)		voice: 22888

2.

3.

Item 1 Name Gray, Gandalf

Invoice: 33208

Register

Introduction

Players involved with your team must register with SCYR and pay their USAR CIPP and SCYR dues. In order to do this they must register with a Club, and pay any Club dues that are necessary. There are three primary ways to register with a Club:

- Register manually with a Club Admin.
 - This will require the Admin to enter the players into CMS individually.
 - See: [Add a New Club Member](#)
- Register using the Club website.

- Admins can have their roster uploaded to CMS using a .csv file sent to support@adeptsoft.com or
- Admins can embed the CMS Registration Package into the Club website. See [CMS Integration](#)
- For bulk registering Players see: [Selecting Members for Registration](#)
- Register using the SCYR website.
 - A club must authorize use of the SCYR website and complete the Direct Payment Form. Email: gbeaudry@socalyouthrugby.org for the Direct Payment Form.
 - For bulk registering Players see: [Selecting Members for Registration](#)
- To embed the CMS Registration Package into the Club website see the [CMS Integration](#) section at the end of this document.
 - Alternatively, you can add an external link to your website, also see [CMS Integration](#).
- To authorize use of the Direct Payment, email support@adeptsoft.com with a completed Direct Payment Form. You should only have to do this once, unless account information changes. To receive a blank Direct Payment Form, email gbeaudry@socalyouthrugby.org
 - Once you have made authorization, your club will appear under the “Registration” tab on the SCYR website:
<http://socalyouthrugby.org/Registration.htm>.

Info

If your players have already registered with your club (through your Club website or through the SCYR website) they will already show up on the registration page.

- Accessing Admin>Register: Spreadsheet view appears of Players that have **not** already been registered with SCYR for the current season but that have registered in the past with the Club

Actions

3. Modify the details of a Player by clicking on the appropriate cell in the spreadsheet, add or change information and then hit Enter.
 - a. Required fields: name, gender, birth date, full address, at least one phone # and e-mail.
 - i. A unique e-mail address is required for each player unless they are u14 or below. In which case a unique Parent’s email address is required for each player (unless of the same family).

ADMIN CLUB LEAGUE RESULTS REFEREES

Account IDs **Register** Products Messages Users User Bio

indra Williams Club Admin Access
4 5:03:54 PM Southern California Youth Rugby

Help Logoff

Note:USAR requires accurate email and address data for registration.
Only unregistered PLAYERS are displayed.
COACHES, ADMINS and REFEREES must register with USA Rugby.

Click column heading to change order
Click Cell to change data

Check All

Register	First Name	Middle Name	Last Name	Dues Paid	Gender	CIPP #	Birthdate	Address	City	Zip	State	Home Phone#	Work Phone#	Mobile Phone#	EMail1
<input type="checkbox"/>	JANE		DOE		Female		11/11/2000	123 Main St	Oceanside	92056	CA			444-444-4444	janedoe@gmail.com
<input type="checkbox"/>	JOHN		DOE		Male		11/11/2000	123 Main St	Oceanside	92056	CA			555-555-5555	johnndoe@gmail.com

Add a New Club Member

If your players have already registered with your club, or you have uploaded a .csv file, you can skip these steps.

- To add a new club member click the “New” button (“+” button).
- Required fields: name, gender, birth date, full address, at least one phone # and e-mail.
 - A unique e-mail address is required for each player unless they are u14 or below. In which case a unique Parent’s email address is required for each player (unless of the same family).

ADMIN CLUB LEAGUE RESULTS REFEREES

Account IDs **Register** Products Messages Users User Bio

indra Williams Club Admin Access
4 5:03:54 PM Southern California Youth Rugby

Help Logoff

Note:USAR requires accurate email and address data for registration.
Only unregistered PLAYERS are displayed.
COACHES, ADMINS and REFEREES must register with USA Rugby.

Click column heading to change order
Click Cell to change data

Check All

Register	First Name	Middle Name	Last Name	Dues Paid	Gender	CIPP #	Birthdate	Address	City	Zip	State	Home Phone#	Work Phone#	Mobile Phone#	EMail1
<input type="checkbox"/>	JOHN		DOE		Male		11/11/2000	123 Main St	Oceanside	9205	CA			555-555-5555	johnndoe@gmail.com

Selecting Members for Registration

- In the Register column, check the boxes of all the Players/Coaches you want to register.
- Click “Next” button (right arrow).

ADMIN CLUB LEAGUE RESULTS REFEREES

Account IDs **Register** Products Messages Users User Bio

indra Williams Club Admin Access
4 5:03:54 PM Southern California Youth Rugby

Help Logoff

Note:USAR requires accurate email and address data for registration.
Only unregistered PLAYERS are displayed.
COACHES, ADMINS and REFEREES must register with USA Rugby.

Click column heading to change order
Click Cell to change data

Check All

Register	First Name	Middle Name	Last Name	Dues Paid	Gender	CIPP #	Birthdate	Address	City	Zip	State	Home Phone#	Work Phone#	Mobile Phone#	EMail1
<input checked="" type="checkbox"/>	JANE		DOE		Female		11/11/2000	123 Main St	Oceanside	92056	CA			444-444-4444	janedoe@gmail.com
<input checked="" type="checkbox"/>	JOHN		DOE		Male		11/11/2000	123 Main St	Oceanside	92056	CA			555-555-5555	johnndoe@gmail.com

Roles and School Information

- Fill out all the required information as to the **Role** (Player), **Team**, **Grade**, and **School** attending.

- a. Information is required for identification of players. Information entered here must match uploaded SCYR ID documents.
4. Click "Next" button (right arrow).

ADMIN CLUB LEAGUE RESULTS REFEREES

Account IDs **Register** Products Messages Users User Bio

Invoice ID: 33209

First Name Middle Name Last Name Age Player Team Grade (0-12) School

Jane		Doe	13	<input checked="" type="checkbox"/>	Griffins Jr. Varsity Girls (GG)	8	Rugby School
John		Doe	13	<input checked="" type="checkbox"/>	Griffins Jr. Varsity Boys (GB)	8	Rugby School

Registration Payment

5. Choose payment method: "Automatic Debit" (requires authorization), "Credit Card", or "Check".

ADMIN CLUB LEAGUE RESULTS REFEREES

Account IDs **Register** Products Messages Users User Bio

Bulk Registration

Invoice # 33209 Club Southern California Youth Rugby
 Gross Amount \$80.00 Invoice Date 09/04/2014 11:40:55 AM
 Credit Applied \$0.00 Transaction ID
 Transaction Fee \$2.70 Payer
 Invoice Total \$82.70 Pay Date
 Amount Paid \$0.00 Status Incomplete

Payment Method

☒ Automatic Debit [Requires authorization](#)
☐ Credit Card 3% Transaction Fee + \$0.30
☐ Check Up to 2 week delay

Mail To: SCYR Administrator,
 2625 Canyon Rd,
 Escondido CA 92025

Pay Now

Item	Name	Role	SCYR Dues	Referee Fees	USAR CIPP	Total
1	Doe, Jane	Player-Youth	\$10.00	\$10.00	\$20.00	\$40.00
2	Doe, John	Player-Youth	\$10.00	\$10.00	\$20.00	\$40.00

6. For "Automatic Debit" click on the "Next" button (right arrow).
 - a. You will be taken to the "Account" page where you can view your "Bulk Registration Invoice". Status will be "pending" until transaction has been verified by the system. *See the example "Account" page below.
7. For "Credit Card" click on the "Pay Now" button.
 - a. You will be taken to the PayPal "Order Summary" page.
 - b. Follow the PayPal instructions.
 - c. If you don't have a PayPal account, you can still use a Credit or Debit card by following the steps under "Don't Have a PayPal Account?"

Your order summary

Descriptions	Amount
Doe, Jane Item number: 82382 Item price: \$40.00 Quantity: 1	\$40.00
Doe, John Item number: 82381 Item price: \$40.00 Quantity: 1	\$40.00
Transaction/Handling Fee Item number: 0 Item price: \$2.70 Quantity: 1	\$2.70
Item total	\$82.70
Total \$82.70 USD	

Choose a way to pay

PayPal securely processes payments for Adept Software LLC.

▶ [Have a PayPal account?](#)

Log in to your account to pay

▼ [Don't have a PayPal account?](#)

Pay as a guest now, sign up for PayPal later

Country United States

First name

Last name

8. For Automatic Debit

- a. You can have your payment made automatically from your checking or savings account.
- b. The *Direct Payment* Option will help you in several ways:
 - i. It saves time – fewer checks to write – less delay in processing your order.
 - ii. No credit card fees.
 - iii. It saves postage.
 - iv. It's easy to sign up for, easy to cancel.
- c. Here's how Direct Payment works:
 - i. You authorize payments to be made from your checking or savings account in response to your orders on AdeptSoft.com - Competition Management Software.
 - ii. Proof of payment will appear on your bank statement. The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization.
 - iii. To take advantage of this service, email gbeaudry@socalyouthrugby.org for the **authorization form**. Complete the **authorization form** and return it to support@adeptsoft.com along with a **voided check**. You can scan this signed authorization form and the voided check, and email both files to support@adeptsoft.com.
 - iv. Or if you prefer, you can Fax both documents to **(888) 567-1294** or mail them to:

Adept Software LLC
 2625 Canyon Rd
 Escondido CA 92025

9. If you have chosen "Check" click on the "Next" button ("right" arrow).
 - a. You will be taken to the "Account" page where you can view your "Bulk Registration Invoice". Status will be "pending" until SCYR has received your check and processed the transaction.
 - i. To view status of Transactions, go to Admin>Account.
 - b. To Print the invoice click "Print" (printer) on an open invoice.
 - c. Send the check, made payable to SCYR Inc., to:
 SCYR Executive Director
 40 Bonita Rd.
 Chula Vista, CA 91910

Account | IDs | Register | Products | Messages | Users | User Bio

Season: 2014-15 HS | Status: All | Types: Bulk Registration

Bulk Registration

Invoice # 33210 | Club: Southern California Youth Rugby
 Gross Amount \$80.00 | Invoice Date 09/04/2014 11:50:30 AM
 Credit Applied \$0.00 | Transaction ID
 Transaction Fee \$0.00 | Payer
 Invoice Total \$80.00 | Pay Date
 Amount Paid \$0.00 | Status: Pending

Payment Method: ☒ Check [Requires authorization](#)
 3% Transaction Fee + \$0.30
 Up to 2 week delay
 Mail To: SCYR Administrator,
 2625 Canyon Rd.,
 Escondido, CA 92025

Pending Reception and Processing of Check.

Item	Name	Role	SCYR Dues	Referee Fees	USAR CIPP	Total
1	Doe, Jane	Player-Youth	\$10.00	\$10.00	\$20.00	\$40.00
2	Doe, John	Player-Youth	\$10.00	\$10.00	\$20.00	\$40.00

Products

Info

The products section is only for Clubs that use CMS as their individual player registration system by either authorizing use via the SCYR website or embedding it into the Club's website. See [Register](#) or [CMS Integration](#)

By creating products through CMS, it will affect the registration process for parents registering with your club. The amount they pay at registration will be changed dependent upon the products you use in CMS.

There are three categories of products:

- Merchandise – Products available for purchase.
 - Merchandise sizes are defined by entering a comma separated list of available sizes where the size can be just the size code or include a colon followed by the description:
 - e.g. Size1: Description1, Size2: Description1, ...
 - If sizes are defined, then a drop-down list of sizes will appear in the shopping cart.

- Volunteer – Positions available for volunteers
 - *The volunteer position 'Our family is unable to help' carries a \$25 'opt out' fee (this fee is optional).*
- Discount – Registration fee reductions

Actions

1. To add a new item, click the plus button
2. Complete a description, category, sizes (if applicable), price, # in stock, and upload a picture (if applicable).
3. Save the item by clicking the Down arrow.



Description	Category	Sizes	Price \$	# In Stock	Hide	Picture
Cones - set of 20	Merchandise		15	25	<input type="checkbox"/>	
Family	Discount		50		<input type="checkbox"/>	
Field Flags (7 red, 7 white)	Merchandise		40	10	<input type="checkbox"/>	
Rugby Balls - old stock - Replacement Guarantee for 2 weeks	Merchandise	4,5	5	100	<input type="checkbox"/>	
Rugby Starter Kits - 4 balls, 20 cones, written material, DVDs	Merchandise		40	30	<input type="checkbox"/>	
Water Carrier	Volunteer		25		<input type="checkbox"/>	



Description	Category	Sizes	Price \$	# In Stock	Hide	Picture
	Merchandise		0	0	<input type="checkbox"/>	
Cones - set of 20	Discount		15	25	<input type="checkbox"/>	
Family	Merchandise		50		<input type="checkbox"/>	
Field Flags (7 red, 7 white)	Volunteer		40	10	<input type="checkbox"/>	
Rugby Balls - old stock - Replacement Guarantee for 2 weeks		4,5	5	100	<input type="checkbox"/>	
Rugby Starter Kits - 4 balls, 20 cones, written material, DVDs	Merchandise		40	30	<input type="checkbox"/>	
Water Carrier	Volunteer		25		<input type="checkbox"/>	

4. To edit an item, click on the cell you wish to change, make desired changes, and click “save” (down arrow).
5. To delete an item click on any cell related to that item and click the “Delete” button (trash can).

Messages

Info

Allows the Admin or Coach to send an email, text message, or both, to the email and/or phone number provided by Club Members.

Actions

1. Select desired Club Members from the list on the left
 - a. *Valid contact information (phone and/or email) must be completed for selected members.*

- b. Use shift-click to gather a whole group.
 - c. Use Ctrl-click to gather a group of spaced individuals
2. Select reply-to (auto-filled with your e-mail address on file).
3. Text Message:
 - a. Enter message (160 Characters Max).
 - b. Click Phone w/"text" button.
4. Email:
 - a. Enter E-mail Subject.
 - b. Enter Message.
 - c. Send E-mail by clicking Envelope button.

This is a useful tool providing each player has a valid cell number and email.

The screenshot shows a web application interface for sending messages. On the left, a sidebar contains a list of players under the heading "Griffins Jr. Varsity Boys (GB) - BACK". A red box labeled "1." highlights this list. The main area on the right is divided into sections for composing a message. A red box labeled "2." highlights the "Reply-To" field, which is auto-filled with "awilliams@socalyouthrugby.org". Below this is a "Text Message" section with a red box labeled "3." highlighting the message input area. Further down is an "E-Mail Subject" section with a red box labeled "4-a." highlighting the subject input area. Below that is an "E-Mail Message" section with a red box labeled "4-b." highlighting the message input area. At the bottom right, there is an "Attachment" section with a red box labeled "4-c." highlighting the envelope icon, which is used to send the email.

Users

Info

A number of levels of access are available, each one able to view and/or modify data pertaining to the duties of that access level.

Administrator can create and modify Logins for Club Members

You can only create an access level for registered members of your club.

Administrators and Coaches must register with USA Rugby directly, but you will be able to add them to your club once they have been registered. See: [Coach and Admin Registration](#)

Actions

- To create a User click "New" (plus button)
- Choose a Club Member (from drop down list).

- The Club Member must already be created in the team database. See [Club>Members](#) on for how to create a new Member.
- Click the Down Arrow.
- Choose Access Level ([see below](#)), Divisions (Teams you want the member to have access to), and change the password (if desired).
 - “Unassigned” access is for any Club Members that have not yet been assigned to a Team (i.e. Bu18, Gu15, etc.)
- Click the Down Arrow

Access levels

1. Public View User
 - a. No user ID or password needed. User cannot modify anything.
 - i. Can view:
 1. Club Contacts
 2. Teams
 3. Schedules, Results and Standings (including match roster and scoring details)
 4. Members of any club (only: name, team, referee/coach, residency, CIPP)
2. Club View User
 - a. User cannot modify anything.
 - b. Can view:
 - i. Own Club and Team Contact information
 - ii. Schedules, Results and Standings (including match roster and scoring details)
 - iii. Own Club Members contact details.

3. Team Admin User
 - a. Can view:
 - i. Own Club and Team Contact information
 - ii. Schedules, Results and Standings (including match roster and scoring details)
 - iii. Own Club Members contact details.
 - b. Can view and update:
 - i. Own team and team members contact details
 - ii. Match Roster
 - iii. Scores & scoring detail
4. Club Admin User
 - a. Can view:
 - i. Own Club and Team Contact information
 - ii. Schedules, Results and Standings (including match roster and scoring details)
 - b. Can view and update:
 - i. Own club, teams and members details
 - ii. Own club individual user access
 - iii. Match Rosters
 - iv. Scores & scoring detail
 - v. Disciplinary Incidents
 - vi. Events
5. Referee User
 - a. Can view:
 - i. Club and Team Contact information
 - ii. Schedules, Results and Standings (including match roster and scoring details)
 - iii. Own Club Members contact details.
 - b. Can view and update:
 - i. Scores
 - ii. Disciplinary Incidents
6. Division Rep User
 - a. Can view:
 - i. Club and Team Contact information
 - ii. Schedules, Results and Standings (including match roster and scoring details)
 - iii. Members of any club (only: name, team, referee/coach, residency, CIPP)
 - b. Can view and update:
 - i. Scores
 - ii. Schedule
 - iii. Events
 - iv. Disciplinary Incidents
7. Referee Admin User
 - a. Can view and update:
 - i. Scores, Schedule & Competition Structure

- ii. Referee assignments
 - iii. Events
 - iv. Disciplinary Incidents
 - v. All Club's Member contact details
 - vi. Referee individual user access
- 8. Region Admin User
 - a. Can view and update:
 - i. Scores
 - ii. Schedule & Competition Structure
 - iii. Referee assignments
 - iv. Events
 - v. Disciplinary Incidents
 - vi. All Club's Member contact details
 - vii. All individual user access
 - viii. Import and export data (E.g. USAR CIPP Data)
 - b. Perform periodic system cleanup

User Bio

Info

User Bio allows you to edit/update personal information.

Actions

- Edit personal information
- Indicate CMS Messaging
- Change password
- Save changes by clicking the Down Arrow

ADMIN CLUB LEAGUE RESULTS REFEREES

Southern California Youth Rugby

Accounts Import Region Users **User Bio**

Gavin Beaudry Region Admin Access

Reg. Download: 07/11/2014 5:03:54 PM

Help Logoff

First Name Gavin

Middle Name

Last Name Beaudry

Birth Date

Referee Grade C2

Referee Payment Option Pay Individual

Home Cell Work

Phone

Address

City

State CA Zip 92056

EMail 1

EMail 2

EMail 3

CMS Messages ☒ Txt + EMail ☐ Txt Only ☐ EMail Only ☐ No Messages

New Password

Re-enter New Password

Photo

Club

Introduction

Each club has a roster of members. Each member contains the National (CIPP) and Local (SCYR) IDs, personal information, residency, and role (player, coach, referee, admin etc.).* Pictures and documents can be uploaded to the database for any member. See [Admin>IDs](#)

Member contact information is visible only to clubs and administrators, and as emergency contact information on match reports, or if the player is identified as a referee.

Members can be categorized in arbitrary ways under "Category" and "Position" (e.g. Forward, Back, injured etc.) on their personal info page of CMS. See [Club>Members](#)

Clubs can download members into excel spreadsheets. See [Club>Members](#)

Member status information is also stored (e.g. suspended) and appears on the match roster along with residency and CIPP status.

**Personal information can only be viewed by the Member's Club Administrator(s) and SCYR Administrators.*

Detail

Actions

Edit club detail

- Club info
 - Nickname
 - Website
 - Contact
- Logo
 - Click “Choose File...” to upload

Individual Registration

- Edit registration instructions and fees

Manage Team Snap (if applicable)

- *To learn more about Team Snap see:*
<https://www.adeptsoft.com/CMS/TeamSnap.asp>

Click “Save” (down arrow) to confirm changes

Detail | Events | Members | Query

Alexandra Williams | Club Admin Access
Reg. Download: 07/11/2014 5:03:54 PM | Southern California Youth Rugby

Help | **Logoff**

Club Detail

Club System ID 253
Club Name Southern California Youth Rugby
Club CIPP # HS Boys 900253 HS Girls 910253 Youth 920253 Non Contact 930253
Section
Club Nickname SCYR
Website URL www.socalyouthrugby.org
Contact Phone (enter as: 999-999-9999)
EMail president@socalyouthrugby.org
Address
City
Zip * State CA
* You must have a valid address to export teams to TeamSnap

Club Logo

(use GIF files < 20KB for best results)
Choose File...

team*SNAP
Take charge of your team in a snap
Username
Password
Note: Your teamsnap password is not stored. It is only used for authentication when entered.

Individual Registration

Registration Enabled
PayPal Account support@adeptsoft.com
Document URL
Document Instructions
Volunteer Position Description
Fee Option By Team Flat Fee Amount \$ Sibling Discount \$
Fee Description
Age/Grade Fee Definition
E.g. 0-6: 180, 7-12: 200 (Age or grade zero to six = \$180, seven to twelve = \$200)

Events

Info

Create and edit events put on by your club

- Clinics
- Events
- News
- Opportunities
- Tournaments

Actions

To add a new event click “New” (green circle with plus sign)

To save changes click the Down Arrow

To delete an event click the Trash Can

ADMIN CLUB LEAGUE RESULTS REFEREES

Southern Cali
Youth Rug

Detail Events Members Query

Alexandra Williams Club Admin Access
Reg. Download: 07/11/2014 5:03:54 PM Southern California Youth Rugby

Clinics
09/29/2013 Level 200 Coaching Clinic

Events
06/15/2014 SCYR General Meeting
09/21/2014 High School League Meeting
09/21/2014 SCYR AGM

News
05/07/2011 SCYR Championship Results
05/11/2013 2013 SCYR Championship Results
05/18/2013 Tournaments, Clinics and Class
05/10/2014 2014 SCYR Club Championship Re

Tournaments
06/21/2014 Regional All Star Tournament
08/02/2014 SCYR 7s

New **Delete**

Save

Event Type Clinics Public ☒

Date 09/29/201 Time 8AM-5PM

Title Level 200 Coaching Clinic

Location Manhattan Beach

Contact Name

Contact Phone

Contact Email

URL <http://usarugby.org/coaching-courses/course-calen>

Sign up at USA Rugby for the next level 200 coaching course in So Cal. You must be CIPPed as a coach first and the course costs \$90.

Members

Actions

View, edit, and create Club Members

1. To create a new Club Member:
 - a. Click the “New” button (green circle with plus sign)
 - b. Enter first and last name, birthdate, and CIPP (USAR Member ID)
 - c. Click Down Arrow to save
2. Assign Members to a Team
 - a. Select the Club Member from the list on the left
 - b. Choose a Team from the drop down list

- c. Click Down Arrow to save
3. Update contact info
 - a. Click "Contact" to expand
 - b. Fill in unique contact information (phone and email)
4. Upload required documents
 - a. See [Admin>IDs>Actions](#)
5. Request ID verification (for players)
6. Export Club Members to an Excel spreadsheet by clicking "Excel"

The screenshot shows the 'Members' tab of the SCYR website. The interface includes a top navigation bar with 'Detail', 'Events', 'Members', and 'Query'. Below this is a header area with user information and a 'Logoff' button. The main content area is divided into several sections:

- Left Sidebar:** Contains filters for 'Order By', 'Filter By', 'Hidden', 'SRO Registered', 'Indiv Registration', 'Gender', and 'Role'. A list of members is shown, with 'Griffins Jr. Varsity Boys (GB)' selected.
- Member Form:** Displays details for 'John Doe', including birthdate (11/11/2000), age (13), and role (Player). The 'Team' dropdown is set to 'Griffins Jr. Varsity Boys (GB)'.
- Actions:** Includes buttons for 'Contact', 'Bio', and 'Photo ID'.
- Document Upload:** A section for uploading 'Photo', 'School ID/Grade Proof', and 'Age Proof' (all 300x300 Pixel JPG files, 20-80KB).
- Supporting Documents:** A link to upload supporting documents (JPG files, 32KB-500KB).
- Request ID Verification:** A button to request ID verification for players.
- Export:** A button to export the list to an Excel spreadsheet.

Numbered callouts (1-6) highlight specific features: 1. 'Logoff' button; 2. 'Team' dropdown; 3. 'Contact' button; 4. Document upload section; 5. 'Request ID Verification' button; 6. 'Export to: Excel' button.

Query

Info

Search members of SCYR, filtered by: Club and/or Name.

View member D.O.B., School, Grade, CIPP, Registered Role, and Team.

Actions

- Search Member by Club: Choose from drop down list and click search (magnifying glass)
- Search Member by Name: Enter person's last name into the "Name" cell and click search (magnifying glass)
- Search Member by Club and Name: Choose from drop down list and enter person's last name into the "Name" cell and click search (magnifying glass).

ADMIN CLUB LEAGUE RESULTS REFEREES

Southern California Youth Rugby

Detail Events Members Query

Alexandra Williams Club Admin Access
Reg. Download: 07/11/2014 5:03:54 PM Southern California Youth Rugby

Help Logoff

Filter By

Club: Southern California Youth Rugby

Name (Last, First)

Club Name Birthdate Age on Sep 1 School Grade CIPP Reg. Player Coach Referee Admin Team

Southern California Youth Rugby											
Southern California Youth Rugby											
Southern California Youth Rugby				Fallbrook Hs	10						Griffins Varsity Girls (GG)
Southern California Youth Rugby											
Southern California Youth Rugby											

League

Teams

Info

View and edit teams in club. Including defining dues.

Actions

To create a new team (i.e. Bu14 or Gu18) send a request to Gavin Beaudry at gbeaudry@socalyouthrugby.org.

To edit teams:

- Choose Season (default will be the current active season)
- Choose team from list on the left
- Edit information about club
- Upload Team Logo via "Choose File..."
- Click Down Arrow to save changes
- To delete a team click the Trash Can

ADMIN CLUB LEAGUE RESULTS REFEREES

Southern California Youth Rugby

Teams Schedule

Alexandra Williams Club Admin Access
Reg. Download: 07/11/2014 5:03:54 PM Southern California Youth Rugby

Help Logoff

Season: 2014 Sevens

Griffins Jr. Varsity Boys - GB
Griffins Varsity Boys - GB
Griffins Jr. Varsity Girls - GG
Griffins Varsity Girls - GG

CMS Team ID 8230
Division Griffins Boys
Conference
Team Name Griffins Jr. Varsity Boys
Nick Name
Description
Dues \$ 0
Contact Name
Contact Phone
Contact Email
Head Coach
Asst Coach

Team Logo

(use GIF files < 20KB for best results)
Choose File...

Schedule

Info

View schedule by Season, Club, Division, and/or Date

Enter Time and Location for home matches

Enter Non-League Matches (friendlies, etc.)

Create a Match Roster

Actions

- Select Season from the drop-down menu
- Select Club from the drop-down menu
- Select Division from the drop-down menu
- Enter Date "From" and "To" for range of schedule you wish to view
- Click Search (magnifying glass)

Match Information

1. Use this page to edit details about your Matches
2. Enter the Time and Location for your Home League Matches
 - a. Alter the date to a Friday or Sunday if necessary
3. Enter the Date, Time, and Location for your Non-League (Friendly) Matches

Filter By: Season 2014 Club North County YRFC Division From 03/08/201 To Conference Show Asst. Refs

Group By: Copy schedule from teams on same club in division Duplicate

Warning: Grouping/ordering by date instead of by division allows matches to be added that violate division setup rules. To add a division game, 'Clear' the filter and select the season and club and/or division, then Search.

Division	Week	Date	Away Club	Home Club	NL	Referee	Time	Location
NEW								
NON LEAGUE								
Boys U18	8	03/08/2014	Oceanside	N.C. Barbarians				Kit Carson Park, Escondido 9:00AM
Boys U14	9	03/08/2014	San Clemente	N.C. Bears		Richards, Cameron		Kit Carson Park, Escondido 11:00
Boys U12	10	03/08/2014	N.C. Bears	Sharkfest Tournament				
Boys U18	9	03/15/2014	N.C. Barbarians	Back Bay		Low, Cullen	10:30 PM	2350 Canyon Drive, Costa Mesa, CA 92627

Assign Players to Match Roster

By following the steps above, you will be taken to the Match Roster Page.

1. Number Players by position and click "submit" (down arrow).
2. Print the Match Report
 - a. Select "Page 1" near the top of the page
 - b. The Match Report will open in a separate window
 - c. You will have to print each page separately (Page 1, 2, and Pictures)
3. Bring the full Match Report to the corresponding Match.
4. You can use the **previous** match roster for the **current** match by clicking "duplicate" (double arrows).

ADMINCLUBLEAGUERESULTSREFEREES

TeamsScheduleRoster

UserID: 20Ray Steel

Club Admin Access

San Pasqual HS

Help

Logoff

Match Report

Page 1

Page 2

Pictures

2. a.

Match Date: 01/22/2014

Division: Boys HS JV White

Visiting Team: San Pasqual

Home Team: UC/Clairemont

San Pasqual Roster

1. 4.

←

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↺

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→

Position	Name	Age on 08/31/2014	School	Grade	Reg.	Tries	Conv	Pen	D	Goals
1		17	San Pasqual HS	11						
2		16	San Pasqual High School	10						
3		17	San Pasqual high	11						
4		16	San Pasqual HS	10						
5		NO ID	17	San Pasqual HS	10					
6		16	San Pasqual HS	10						
7		17	San Pasqual HS	11						
8		17	San Pasqual HS	11						
9		15	San Pasqual HS	10						
10		17	San Pasqual HS	11						
11		16	San Pasqual HS	10						
12		15	Dehesa Charter school	10						
13		16	San Pasqual HS	10						
14		16	Dehesa Charter school	11						
15		16	San Pasqual HS	10						

21

2. c.



Signature:

SAN PASQUAL Roster

32

2. c.

Print

Close

Page 1

Page 2

Pictures

Referee Match Report

BOYS HS VARSITY WHITE 12/14/2013 MISSION VISTA @ SAN PASQUAL

PLEASE PRINT CLEARLY ALL INFORMATION REQUESTED BELOW

Referee
Name: ALFARO, ALEXIS

Referee
CIPP #: 260645

Referee
Signature:

The purpose of the match report is to provide an official record of the match for the Club, the Referees, and Southern California Youth Rugby. The form shall be used for all SCYR rugby matches. It is each team's responsibility to ensure that their form is turned into the referee before the kickoff.

Winning Team must enter score into the Competition Management System within 24 hours of the match

Field Report

Goal Post Pads: Yes No Markings OK: Yes No
Barriers: Yes No Dimensions OK: Yes No

Conditions:

Disciplinary Report

Team: _____ Jersey #: _____
Name: _____ Yellow Red
Offense: _____

Team: _____ Jersey #: _____
Name: _____ Yellow Red
Offense: _____

Team: _____ Jersey #: _____
Name: _____ Yellow Red
Offense: _____

Team: _____ Jersey #: _____
Name: _____ Yellow Red
Offense: _____

Team: _____ Jersey #: _____
Name: _____ Yellow Red
Offense: _____

Responsibility

Clubs:

1. To make sure both visiting and home team forms for the games are completed and signed by their club official.
2. Both club officials will verify the match report names and ID's are the same as the participating players and reserves, and return to the referee before the match.
3. Resolve any discrepancies in good faith before the Match. Otherwise circle discrepancies and write & sign protest before kickoff. Referee is to retain match report in case of protest.
4. If protest is not raised and noted on the match report prior to the start of the match, subsequent protest about that discrepancy is invalid.
5. To be mailed to the SCYR Representative the same day of the match by the WINNING TEAM (or retained by referee in case of protest) or RISK FORFEIT IF NOT RECEIVED. Emailed scanned copies are preferred.

Referee:

1. Confirm that Names and USARFU CIPP Numbers are provided.
2. Supervise ID verification process if necessary, and discuss any discrepancies.
3. Add final score to the form and disciplinary report (if required).
4. Sign and give to Winning Team, or retain in case of protest by either team.

Insurance Policy:

All clubs will have liability coverage per the USARFU Insurance and verify they have a Certificate of Insurance prior to the match. All players will be insured per the USARFU directive at a minimum \$100,000. No player will be allowed to play without insurance. NO EXCEPTIONS

Send To:

Claire Meyer - SCYR Administrator
Email: admin@socalyouthrugby.org
Fax: 888-567-1294
Mail: 2625 Canyon Rd
Escondido, California 92025

Printable Match Report Page 3 – Pictures

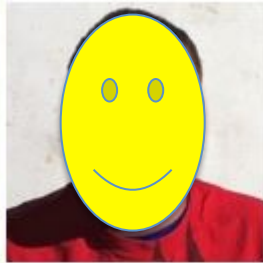
2. c.

[Print](#)[Close](#)[Page 1](#)[Page 2](#)[Pictures](#)

DAYS HS VARSITY WHITE 12/14/2013 MISSION VISTA @ SAN PASQUAL



COACH STEEL, RAY



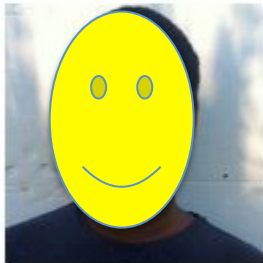
11

2 R

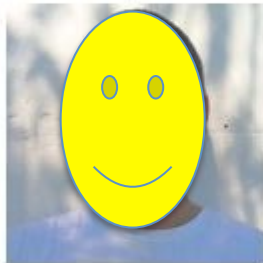


5 PA

6



7 R



8



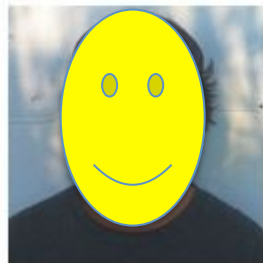
9

13

15



16



17


18

Scoring Detail

If you wish to enter scoring detail for specific players on your roster:

1. Enter: Season, Club, Date and click "Search" (magnifying glass)
2. Click your Club name on the appropriate date
3. Enter Tries, Conversions, Penalties, and/or Drop Goals for appropriate player(s)
4. Click "Submit" (down arrow)

ADMINCLUBLEAGUERESULTSREFEREES




Southern California
Youth Rugby

SeasonsDivisionsTeamsScheduleRoster

UserID: 9
Reg. Download: 07/11/2014 5:03:54 PM

HelpLogoff

Match Report: Page 1Page 2Pictures




SAN PASQUAL
RUGBY

Match Date: 01/22/2014
Visiting Team: San Pasqual

Division: Boys HS JV White
Home Team: UC/Clairemont

5.

San Pasqual Roster



4.

Position	Name	Age on 08/31/2014	School	Grade	Reg.	Tries	Conv	Pen	D Goals
1		17	San Pasqual HS	11		2	4		
2		16	San Pasqual High School	10					
3		17	San Pasqual high	11		1			
4		16	San Pasqual HS	10		1			
5		NO ID	17	San Pasqual HS		10			
6		16	San Pasqual HS	10					
7		17	San Pasqual HS	11					

Results

Scores

Info

View final scores by Season, Club, Division, and/or Date

Enter Scores, Referee Reviews, and Notes about Matches

Reporting Scores

The Match Report is the official record of the match. It is the responsibility of the Referee to submit the Match Report to SCYR. The SCYR Operations Coordinator will post scores and Disciplinary Reports upon the receipt of the Match Report in order to make the score official in CMS. Any of the participating parties (either club or the referee) can submit notes about the match that will only be visible to that party and the System/Referee/Division administrators. Either club can also submit reviews of

the referee. It is in a club's best interest to ensure the Referee submits the report IMMEDIATELY following the Match.

Immediately after match

On at least one of the Match Reports, be sure:

1. Both coaches sign Page 1
2. The Referee signs Page 2
3. The score is entered
4. Any disciplinary report is recorded
5. Signify if the match was a forfeit
 - a. *Be sure to mark if the match was still played even if it was a forfeit*

Ensure the referee sends a clear photo of Pages 1 and 2 to gbeaudry@socalyouthrugby.org

Actions

1. Enter: Season, Club, Division, Date, and click "search" (magnifying glass).
2. Select "Enter" next to appropriate Match for Scores
 - a. *See Score Entry below*
3. Select "Referee Whistle" to submit Referee Reviews
 - a. *See Referee Reviews below*
4. Select "Yellow and Red Cards" to submit Disciplinary Reports
 - a. *This should be completed by the referee*

ADMIN CLUB LEAGUE RESULTS REFEREES

Southern California
Youth Rugby

Scores Standings Scoring

UserID: 20 Ray Steel
Reg. Download: 07/11/2014 5:03:54 PM

Club Admin Access:
San Pasqual HS

Help Logoff

Filter By

Season 2013-14 HS

Club San Pasqual HS

Division

From 01/11/2014 To

1.

Click column heading to change order

Week	Date	Division	Away Team	Tries	Points	Home Team	Time, Location	Tries	Points	Score	Official	Referee	Conduct
6	01/11/2014	Boys HS Varsity White	San Pasqual	8	5	Patrick Henry	Dusty Rhodes 12:30			40 - 0	✓	Richards, Cameron	
6	01/11/2014	Boys HS JV White	San Pasqual	8	5	Patrick Henry	Dusty Rhodes 2:30PM			40 - 0	✓	Richards, Cameron	
7	01/18/2014	Boys HS Varsity White	San Pasqual	4	2	La Costa Canyon	LCCHS Stadium, Varsity Kick Off - 10:00am	5	26	26 - 33	✓	Richards, Cameron	
7	01/18/2014	Boys HS JV White	San Pasqual	3		La Costa	LCCHS Stadium, 11:30am	8	17	17 - 52	✓	Bagley, Mike	
8	01/22/2014	Boys HS JV White	San Pasqual			UC/Clairemont						Adams, Mike	
8	01/25/2014	Boys HS Varsity White	San Pasqual	3	2	UC/Clairemont		3	2	28 - 28	✓		
9	02/01/2014	Boys HS Varsity White	HTH / Pt Loma	6	5	San Pasqual	Kit Carson 10:30 ish	6	2	40 - 38	✓	Parkhouse, Christopher	
9	02/01/2014	Boys HS JV White	HTH / Pt Loma	3		San Pasqual	Kit Carson 11:30 ish	5	5	17 - 31	✓	Parkhouse, Christopher	

2.

3.

4.

5.

6.

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Score Entry

- Enter: Tries and Score
 - League Points will be calculated automatically
- If there was an MVP, choose the player from the drop down list.
- If the match was a forfeit, tick the box corresponding to the forfeiting team.
- If you wish to write a Referee Review, select the whistle button.
- If you wish to submit a Note about the match, write it in the space provided.
- Click the "Submit" Button (down arrow).

ADMIN CLUB LEAGUE **RESULTS** REFEREES

Southern California Youth Rugby

Scores Standings Scoring **Score**

UserID: 20 Ray Steel Club Admin Access
Reg. Download: 07/11/2014 5:03:54 PM San Pasqual HS

Help Logoff

Win=4, Draw=2, Loss=0, Forfeit= -1, 4 Tries= +1, 7 Point Loss= +1

Match Date 01/22/2014 Division Boys HS JV White

Visiting Team San Pasqual Home Team UC/Clairemont

MVP 1 Blakeney, Tatum MVP

Visiting Team				Home Team			
Forfeit	Tries	Score	League Points	Forfeit	Tries	Score	League Points
3	4	28	5	1	3	21	1

Referee Adams, Mike

Referee Review

Incident Report

5. Note

Match played in excellent spirit by both teams

NEW

Submit Note

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Referee Review

1. As seen below, most information is already entered
2. Enter text in the "Note" box
3. Click the "Detailed Rating" box to rate the referee in specific aspects of the game
4. Click "Submit" (Down Arrow)

Assignments Items Reviews **ReviewEntry** Incidents Help Logoff

UserID: 366 Gavin Beaudry Region Admin Access SCYR Referees Reg. Download : 06/05/2014 2:54:49 PM

Match Date: 12/14/2013 ☐ Publish ☐ Locked Date Entered 06/05/2014

Division Boys HS Varsity White

Teams BHSW - Mission Vista @ San Pasqual

Location Kit Carson Park 10AM

Referee Alfaro,Alexis

Entered By Gavin Beaudry

Contact Email gbeaudry@socalyouthrugby.org

Detailed Rating ☐ Note

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Standings

Info

View standings by Season and/or Division

Actions

- Choose Season from drop-down menu
- Choose Division from drop-down menu
- Click Search (magnifying glass)

Scores **Standings** Scoring

Gavin Beaudry Club Team Access North County YRFC Help Logoff

Reg. Download: 07/11/2014 5:03:54 PM

Filter By
Season 2014 Club
Division Boys U18

Boys U18

Win=4, Draw=2, Loss=0, Forfeit= -1, 4 Tries= +1, 7 Point Loss= +1

Central

Team	Played	Win	Loss	Tie	Score For	Score Against	# Tries For	# Tries Against	Bonus Points	Total Points
Back Bay	5 (2F)	5	0	0	165	46	18	7	5	25
Fullerton	4	3	1	0	108	72	18	12	3	15

Scoring

Info

View Player scoring statistics by Season and/or Division.

Actions

- Choose Season from drop-down menu
- Choose Division from drop-down menu
- Click Search (magnifying glass)

Scoring
 Gavin Beaudry
 Region Admin Access
 Reg. Download: 07/11/2014 5:03:54 PM
 Help Logoff

Filter By
 Season: 2014 Club
 Division: Boys U16
 [Search]

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Referees

Assignments

Info

View Referee assignments by Season, Club, Division, Date, and/or Referee

Actions

- Choose Season from the drop-down menu
- Choose Club from the drop-down menu
- Choose Division from the drop-down menu
- Choose Date range
- Choose Referee from the drop-down menu
- Click Search (magnifying glass)

Referees
 Alexandra Williams
 Club Admin Access
 Reg. Download: 07/11/2014 5:03:54 PM
 Southern California Youth Rugby
 Help Logoff

Filter By
 Season: 2014 Club
 Club:
 Division:
 From: To:
 Conference:
 Referee:
 [Search] [Refresh]

Date	Division	Away Club	Home Club	Time	Location	Score	Referee
01/04/2014	Boys U12	Fallbrook Boys Rugby Club	Back Bay Youth		Parsons Field, Costa Mesa	0 - 0	Conn, Daniel
01/04/2014	Boys U12	San Clemente YRFC	Carlsbad YRFC		Valley Middle School (lower field) in Carl	10 - 10	Orr, Graydon

Reviews

Info

View Referee reviews written by coaches and administrators

Write a review for a referee

Actions

- Select Season from drop-down menu
- Choose Order By: Date or Name
- Choose review from list on the left

To create a review click the “New” button (plus button)

- Complete all relevant information
- Click Down arrow to save
- To delete a review click the Trash Can

The screenshot shows the 'Reviews' tab selected. On the left, a list of reviews is shown with columns for Date, Name, and a plus icon. The 'Season' is set to '2014 Club'. The 'Order By' is set to 'Date'. The main area displays a match summary for '04/19/2014' with details for 'Alfaro, Alexis', 'Orr, Graydon', and 'Phillips, Paul'. The 'Match Date' is '04/19/2014', 'Division' is 'Girls U18', and 'Teams' are 'GU18 - DESERT SANDS @ POWAY'. The 'Date Entered' is '04/19/2014', 'Entered By' is 'Desert Sands', and 'Contact Email' is 'bgrayusa@gmail.com'. There are buttons for 'Help', 'Logoff', and a plus button for 'New'.

Incidents

Info

View Yellow & Red cards submitted by Referees with description of event and recommendation and the ruling by Disciplinary Committee.

Actions

- Choose Season from drop-down list
- Choose Order By: Date or Name
- Choose incident from list on the left

The screenshot shows the 'Incidents' tab selected. On the left, a list of incidents is shown with columns for Date, Name, and a plus icon. The 'Season' is set to '2014 Club'. The 'Order By' is set to 'Date'. The main area displays a match summary for '04/19/2014' with details for 'Alfaro, Alexis', 'Orr, Graydon', and 'Phillips, Paul'. The 'Match Date' is '04/19/2014', 'Division' is 'Girls U18', and 'Teams' are 'GU18 - DESERT SANDS @ POWAY'. The 'Date Entered' is '04/21/2014', 'Entered By' is 'Ray Steel (SCYR)', and 'Contact Email' is 'ray.steel@cox.net'. The 'Card Issued' section shows 'Yellow' and 'Red' cards. The 'Full Description of Incident' is 'Violent fend to face'. The 'Recommendation' section is empty. There are buttons for 'Help', 'Logoff', and a plus button for 'New'.

CMS Integration

Introduction

This document has been created to assist Parents/Guardians and/or Administrators in registering players for their club using the CMS system. There are three ways to access the CMS system:

- An external link on the Club website.

- The Registration Software Package embedded in the Club website.
 - See
- The Registration tab on the SCYR website.
 - This requires the Club Administrator to have completed the authorization process.

The Club Administrator will determine their preferred method of registration. The screenshots used in this document will be similar to, but not necessarily exactly alike, the pages you will access during registration. As the program is improved, small modifications will be made, and club administrators have the opportunity to make some modifications as well.

Account Setup

Login Type

1. Choose a registration option:
 - a. Login to register a player or update info
 - b. First Time User
 - c. Recover password
2. Click the “next” button (right arrow).

Home All-Stars Clubs Coaches Conduct Referees **Registration** Regulations Schedule Sevens About

Rugby Player Family Registration

Please choose from one of the options below.
First time users of the online registration system should select option 2 below.

REGISTRATION OPTIONS

1. ☒ I want to Login to my account.
☐ I want to setup an account for the first time.
☐ I have forgotten my password.



2.

First Time User

Choosing the First Time User option will access the “Primary Contact” page.

1. Complete the form with all necessary information.
 - a. Items marked by an asterisk (*) are required.
 - b. The email address entered becomes the login ID and the password will become login password.
 - c. The Parent/Guardian's birth date is required to help ensure that an adult 18+ years old is entering the information and to comply with the COPPA act.
 - d. A secondary contact may be entered but is not required.
2. Read through and agree to the terms of the Indemnification Waiver Notice.
3. Click the "next" button (right arrow).
 - a. This will access the "Player Information" page. See below.

Family Primary Contact and Medical Information


3.


Primary Contact Parent/Guardian For This Family

Guardian First Name: * Bilbo

Guardian Middle Name: B

Guardian Last Name: * Baggins

Guardian Birth Date: * 3/10/1965 (MM/DD/YYYY)

Gender: ☒ Male ☐ Female

Address 1: * Merry Lane

Address 2: Burrow #1

City: * The Shire

State: * CA Zip Code: * 99999

Home Phone: 999-123-4567

Cell Phone: 999-123-4568

Business Phone:

Company: Fellowship of the Ring

Occupation:


Relationship to Child(ren): * Uncle


Your E-mail address will be your login name

E-Mail: * bbaggins@Tolkien.com

Registration Password: * (Minimum 6 Characters)

Confirm Password: *


Add Secondary Contact (Optional)


Family Medical Information

Primary Physician Name: Gandalf

Physician Address 1: Istari

Physician Address 2:

Physician City: Middle Earth

Physician State: CA

Physician Zip Code: 9999

Practice Name: White Wizard GP

Phone: 999-987-6543

Hospital Name:

Insurance Policy #: 333-444-555-444

Insurance Provider: Hobbit Life

2.
Waiver

Logon after Creating Account

Once the account is created the registrant can log in at any time to register a player or update personal information by selecting the "Login to my account" option.

On-Line Rugby Player Registration Login

REGISTRATION LOGIN

E-Mail Address:

Password:

Password Recovery

If the password to the account has been forgotten, then the registrant can select the “forgotten password” option. Enter the email address used to create the account, and an email will be sent containing the password.

On-Line Rugby Player Registration Password Recovery

Forgot Your Password?

Enter your User Name to receive your password.

User Name:



Registration Process

Player Information

The registrant will access the “Player Information” when initially creating the account and when adding a new player.

1. Complete the form with all necessary information.
 - a. Items marked with an asterisk (*) are required.
2. Click the “next” button (right arrow).
 - a. This will create and save the player in the system.

Player Information		Sizing	
First Name: *	<input type="text" value="Frodo"/>	Height:	<input type="text" value="4' 2"/>
Middle Name:	<input type="text"/>	Weight:	<input type="text" value="100"/> (lbs)
Last Name: *	<input type="text" value="BAGGINS"/>	Chest Size:	<input type="text" value="28"/> (inches)
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female	Waist Size:	<input type="text" value="28"/> (inches)
Birth Date: *	<input type="text" value="4/1/1996"/> (MM/DD/YYYY)	Sock Size:	<input type="text" value="Small (1-4)"/> ▼
Cell Phone:	<input type="text" value="999-123-4565"/>		
E-Mail:	<input type="text" value="fbaggins@hobbits.org"/>		
School Grade: *	<input type="text" value="9"/> ▼		
School Name: *	<input type="text" value="Shire HS"/>		
Medical Conditions:	<input type="text" value="Likes shiny objects"/>		


Picture and Document Upload



The registrant will access the “picture and document” when:

- An account is created and the “player information” form is completed.
- A player is added and the “player information” form is completed.
- The registrant chooses to edit an existing player.

On this page you can edit information and upload necessary documents. The registrant must submit a photo, a copy of a birth certificate and school ID to comply with league requirements.

1. To submit a file, click browse (or choose file) next to the section you wish to upload.
2. Choose a file from your computer.
3. Click Open
4. Click “next” button (right arrow).
 - a. Documents will be reviewed by SCYR administrators; if they are not clear or do not comply with parameters the registrant will be required to replace them.

Player Information	Sizing	Identification
First Name: * Frodo	Height: 4' 2"	 <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <div style="display: flex; align-items: center;"> <div style="font-size: 2em; color: red; margin-right: 10px;">1.</div> <div> <input type="button" value="Browse..."/> <input type="button" value="Browse..."/> <input type="button" value="Browse..."/> </div> </div> </div>
Middle Name:	Weight: 100 (lbs)	
Last Name: * BAGGINS	Chest Size: 28 (inches)	
Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female	Waist Size: 28 (inches)	
Birth Date: * 4/1/1996 (MM/DD/YYYY)	Sock Size: Small (1-4)	
Cell Phone: 999-123-4565		
E-Mail: fbaggins@hobbits.org		
School Grade: * 9		
School Name: * Shire HS		
Medical Conditions: Likes shiny objects		


4.


Photos **MUST** be similar to a 'Passport' or 'Drivers Licence' photo in JPG, PNG or TIF format. I.e. head and shoulders only (mid-chest and above), plain (white) background. No hats. No inappropriate gestures or facial expressions.



School ID and Birth Certificate (or Passport) can be in JPG, PNG, TIF or PDF format.


All documents should be at least 640x640 pixels (approx 64 KB) and may not upload if larger than 2 MB.

Photos must be similar to a 'Passport' or 'Driver's License' style photo in .jpg, .png, or .tif format. I.e. head and shoulders only (mid-chest and above), plain (white) background. No hats, inappropriate gestures or facial expressions. See examples below (faces pixelated). Grade and Age Proof can be in JPG, PNG, TIF, or PDF Format. All documents should be at least 640x640 pixels (approx. 64 KB) and may not upload if larger than 2MB).

These are examples of what NOT to give us.


These were all rejected by the League, and when this happens your child will not be able to register for matches. Move mouse over each picture to find out why (faces pixelated to protect the innocent).






inappropriate gestures or facial expressions. See examples below (faces pixelated).



Yes



School ID and Birth Certificate (or Passport) can be in JPG, PNG, TIF or PDF format.

All documents should be at least 640x640 pixels (approx 64 KB) and may not upload if larger than 2 MB.

Add or Modify Players in Family

Once the registrant has created an account and a player, they will be able to access the "Players in Family" page. This provides access to edit (pencil button), add (plus button), or remove (X button) a player.

- The "edit" button will access the "Picture and Document" page.
- The "add" button will access the "Player Information" page.
- The "remove" button will immediately delete the player.
- The right arrow will access the "Register Players with Club" page.
- The left arrow will return to the "Primary Contact" page.

Players in Family

ID	First	Middle	Last	Gender	Birth Date	Grade	School	Cell Phone	E-Mail	Delete
	Frodo		BAGGINS	Male	4/1/1996	9	Shire HS	999-123-4565	fbaggins@hobbits.org	

Register Players with Club

If you have accessed registration through the SCYR website, you will need to select a club from the drop-down list.

The registration page is created using the parameters the Club administrator has setup in the Competition Management System (CMS).

- The club name and logo is displayed at the top followed by an optional link to a document that is to be read by the parent and/or child, and may need to be signed and returned. The contents of the document are maintained by the club and hosted on the club website.
- All players are listed and the appropriate dues for each player are displayed. The registrant can decide not to register one of more players by unchecking the dues checkbox.
- Any volunteer positions are displayed next and it is possible to specify a monetary penalty for not volunteering for any of the positions.
- Administrators have the opportunity to make a donation request, and the registrant can add a note to the system administrator.

As each option is selected the totals are recalculated and displayed on the bottom right of the page.

Clicking on the “next” button (right arrow) will take the registrant to the “Purchase Club Merchandise” page.

Clicking on the “back” button (left arrow) will go back to the “Players in Family” page.

Register Players with Club




Club: **North County YRFC** 



Please download and sign these documents and return them to the club.

		Amount
 FRODO BAGGINS	Age on Aug 31: 16 School Grade: 9	
<input checked="" type="checkbox"/> Club Dues		\$200.00
	<input checked="" type="radio"/> Assistant Coach <input type="radio"/> Field Setup <input type="radio"/> Hosting <input type="radio"/> Our family is unable to help	\$0.00
	<input type="radio"/> Not at this time <input type="radio"/> \$5 <input type="radio"/> \$10 <input type="radio"/> \$20 <input type="radio"/> \$50 <input checked="" type="radio"/> \$100 <input type="radio"/> \$200 <input type="radio"/> \$500	\$100.00
Note:	Please include Gold Ring with rest of Uniform purchase	
Total		\$300.00







Purchase Merchandise

The Club administrator can define merchandise that can be purchased during registration.



1. Click on the “Add to Cart” button (shopping cart with plus sign) for desired product.
 - a. Enter the quantity and sizes (optional).
 - b. The ordered items appear in the shopping cart at the top of the page.
2. Click the “Remove from Cart” button (shopping cart with X) to remove a product.
3. Click the “next” button (right arrow) to proceed to the “Invoice” page.
4. Click the “back” button (left arrow) to return to “Register Players” page.


Purchase Club Merchandise






Shopping Cart

Delete	Item	Size	Price	Quantity	Amount
	Rugby Ball	3	\$20.00	1	\$20.00
	Rugby Shorts	30	\$20.00	1	\$20.00
Total					\$40.00



Merchandise

	Description	Price	Quantity	Size
	Rugby Ball	\$20.00		
	Rugby Shorts	\$20.00		
	Socks	\$10.00		

Invoice and Payment Options

To set team dues see: [League>Teams](#)

The registrant can print the invoice or email it to their registration email address.

Payment options include:

- Pay later by check or cash (wallet button)
 - If the registrant pays by cash or check, then the club administrator must manually mark the invoice as 'Paid' in the CMS before the information is made available on the CMS club member page.
 - Make arrangements with the Club Administrator and/or Coach.
- Pay now by credit card or PayPal account (pay now button).
 - This will access the "PayPal" page in a new tab or window. See Below.
 - If the registrant pays by credit card or PayPal account, the software package receives an automatic notification from PayPal (after a short delay), sets the invoice status to 'Paid', and makes the information available in the 'Club Member' page on CMS.



Online Registration Invoice

Date
8/9/2012

Invoice #
7529

North County YRFC

2625 Canyon Rd
Escondido CA 92025
contact@northcountyrugby.com

Bill To

BILBO BAGGINS
Merry Lane
Burrow #1
The Shire CA 99999
bbaggins@Tolkien.com

#	Item	Description	Quantity	Size	Amount
1	Donation	Thank you for your donation			\$100.00
2	BAGGINS, Frodo	Club Dues			\$200.00
3	Merchandise	Rugby Ball	1	3	\$20.00
4	Merchandise	Rugby Shorts	1	30	\$20.00
5	Volunteer	Assistant Coach			\$0.00
Total					\$340.00

Paying by Credit Card or PayPal Account

Follow the steps on the PayPal page.

- ‘Don’t have a PayPal Account?’ The registrant can use a debit or credit card.
- All the funds go into the Club PayPal account and are not handled by Adeptsoft.com.
- There are service charges deducted by PayPal that are usually between 2% and 3%.

North County Rugby Club Inc.

Your order summary

Descriptions	Amount
Donation Item number: 1 Item price: \$100.00 Quantity: 1	\$100.00
Club Dues Item price: \$200.00 Quantity: 1	\$200.00
Rugby Ball Item price: \$20.00 Quantity: 1	\$20.00
Item total	\$340.00
Total \$340.00 USD	

Choose a way to pay

PayPal securely processes payments for North County Rugby Club Inc..

Have a PayPal account?

Log in to your account to pay

Email

PayPal password

Log In

[Forgot your email address or password?](#)

Don't have a PayPal account?

Pay with your debit or credit card as a PayPal guest

[Site Feedback](#)

PayPal. The safer, easier way to pay. For more information, read our [User Agreement](#) and [Privacy Policy](#).

Imbedding

The registration software package can be embedded into a club website so that it appears to be part of the same site. However it is actually running on the AdeptSoft.com server using HTTPS (secure encrypted connection). The Foreground and Background colors can be specified to match the enclosing website color scheme.

For questions, concerns, and assistance with embedding, contact Ray Steel at support@adeptsoft.com

Embedding is done using the following html:

```
<frameset rows='200,*' frameborder='0' framespacing='0' >
<frame src='reghead.php' frameborder='0' framespacing='0' />
<frame id='registration' name='registration'
      src='https://www.adeptsoft.com/Registration/Default.aspx?
      BGColor=lightblue&SecureID=UmVnaW9uSUQ9OSZDbHVhSUQ9OTk5OQ'
      frameborder='0' framespacing='0' />
</frameset>
```

*Note the value in **SecureID** is a unique value provided to the club by AdeptSoft.com. If not embedded, the package can be run standalone by simply providing a hyperlink on the website:

E.g. Register for the 2013 Season

*Note **target="_blank"** will open a new window (or tab) in the browser.

Coach and Admin Registration

Registering as a Coach or Admin must be completed through USA Rugby at webpoint.usarugby.org

1. If you have registered for another role with USAR for the 2014-2015 season you will need to choose "Login".
If you have NEVER registered with USAR before, you will need to choose "Join USA Rugby".
If you have registered with USAR in the past, but have not created an account with USAR's new registration system you will need to choose "Request a Login Account".

Welcome to USA Rugby's Membership Management System!

- USA RUGBY
- Join USA Rugby
- Renew Membership
- Login
- Forgot Password
- Request A Login
- USA Rugby Events
- Coaching Courses
- Referee Courses
- Find a Club
- Support USA Rugby



Powered by
Webpoint

WELCOME TO USA Rugby - Webpoint Membership Management

Thank you for visiting the Members Area of the USA Rugby web site!

If you are a current or former member of USA Rugby, [Click Here](#) to log in.

[Login](#)

If you are not currently a member of USA Rugby and would like to join, sign up by [clicking here](#).

[Join USA Rugby](#)

If you are current or former member of USA Rugby but do not have a user account,
[Click Here](#) to request a login account.

[Request a Login Account](#)

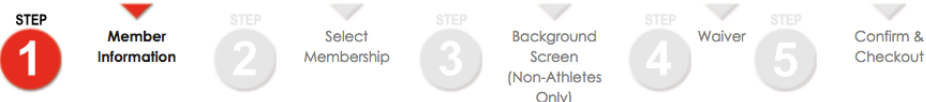
2. Enter the personal information that is required on the following page:

- USA RUGBY
- Join USA Rugby
- Renew Membership
- Login
- Forgot Password
- Request A Login
- USA Rugby Events
- Find a Club
- Support USA Rugby



Powered by
Webpoint

Join USA Rugby



*NOTICE - If you are under 18 you must have a Parent or Guardian assist you with online registration.

Member Information

* Legal Name:	<input type="text"/>	* Email:	<input type="text"/>
Nickname:	<input type="text"/>	* Birthdate, (mm/dd/yyyy):	<input type="text"/>
* Address:	<input type="text"/>	* Gender:	Select One ▾
Address 2:	<input type="text"/>	* Race/Ethnicity:	None Indicated ▾
* City:	<input type="text"/>		
* State:	Select State ▾	* Zip:	<input type="text"/>
* Country:	United States ▾		
* Phone:	<input type="text"/>	Carrier:	Select One ▾
	(000) 000-0000		

Create a Login Account

Please select a new User ID and Password you can easily remember for this system.

User Name:	<input type="text"/>
* Password:	<input type="text"/>
(please enter & confirm)	
* Confirm Password	<input type="text"/>

3. Select the Role in which you wish to participate.
 - a. You can only apply for 1 Player and Referee Role
 - b. You can apply for multiple Coach and Admin Roles
4. Select the correct State and Club

Membership Role	Club Information
Player Member	
Player Memberships - Add instructions here with regards to player membership selection.	
You already have a Player membership for this season.	
Referee Member	
Referee Memberships	
You already have a Referee membership for this season.	
Coach Member	
Coach Memberships	
State: <input type="text" value="California"/>	Please select your club from the list below. Club: <input type="text" value="-Select One-"/>
Admin Member	
Admn. Memberships	
State: <input type="text" value="California"/>	Please select your club from the list below. Club: <input type="text" value="-Select One-"/>
Sign Up	

5. You will be taken to the Background Screen and must submit your Social Security Number.
 - a. The Background Screen takes approximately 5-10 Business Days.
6. Read and sign the waiver on the next page.
7. Confirm and Checkout.