



RugbyConnect is the IRFU's sole game and competition management system for the domestic game. The new RugbyConnect system will allow the players (or their parents / guardians) to log into their club portal in RugbyConnect and enter their details themselves. The registrar in the club will then be able to validate their registration online, saving huge amounts of data entry.

From the 2020/21 season onwards, all players in a club will have to self-register. For youth players, parents and guardians will be guided through how to upload any relevant documentation such as proof-of-age and photographs. Branch approval of youth documentation will take place within the system.

The move to self-serve will significantly decrease the volume of administration at the start of the season. It will also help to ensure we have accurate data and allow members to have access to their own personal data at any time, as per GDPR regulations.

Before you start, please make sure to have a scanned copy or Photo of the following:

- the player(s) birth certificate or passport page showing Photo & Date of Birth details
- a recent photo of the player(s), from the shoulders up, taken against a neutral cream or white background.

How to register your details on the RugbyConnect system.

1. Click on the link below to go to Cork Con Member Registration

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

2. This screen opens

Member Registration Portal
for
Cork Constitution FC

Available Membership(s)
Please select the membership(s) you wish to purchase

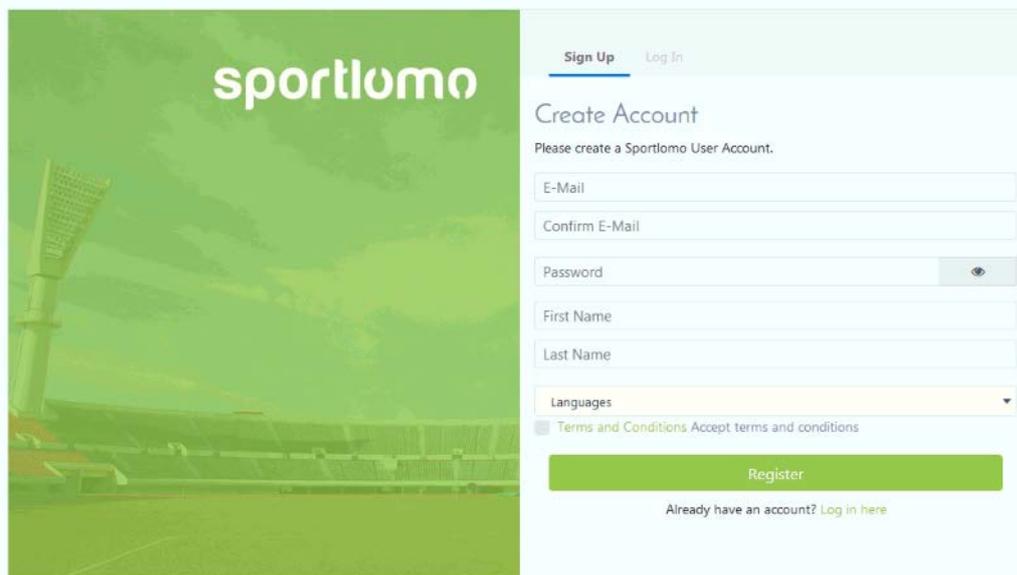
- Adult player
- Mini Youth Membership
- Adult Coach
- Mini Coach
- Ordinary Member

Register

3. Select Register

4. This screen opens

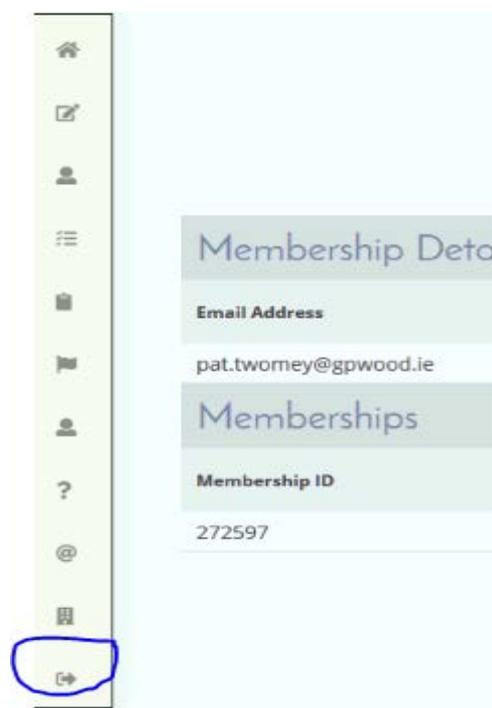
You need to login or create a SportLoMo account to continue registration with Cork Constitution



The image shows the Sportlomo registration page. On the left is a green banner with the 'sportlomo' logo and a stadium background. On the right is a white registration form with the following fields: 'E-Mail', 'Confirm E-Mail', 'Password' (with an eye icon), 'First Name', 'Last Name', and a 'Languages' dropdown menu. Below these fields is a checkbox for 'Terms and Conditions Accept terms and conditions' and a green 'Register' button. At the bottom of the form, it says 'Already have an account? [Log in here](#)'.

5. Enter email address
6. Confirm email address
7. Enter password (Use date of birth)
8. Enter First Name
9. Enter Second Name
10. Select Language = English
11. Select Accept Conditions

12. Do not enter any details on the registration page. Select log out to leave page. Hover on left panel and select last option.



The image shows a user profile sidebar on a light blue background. On the left is a vertical menu with icons for Home, Edit Profile, Profile, Menu, Logout, Mail, Profile, Help, and Logout. The bottom icon, a square with a right-pointing arrow, is circled in blue. The main content area shows 'Membership Details' with 'Email Address' as 'pat.twomey@gpwood.ie' and 'Memberships' with 'Membership ID' as '272597'.



13. Go to your email account (same email account you used to register with Sportlomo)
14. Open this message from sportlomo

Dear Pat,

You recently started to register with Cork Constitution using the SportLoMo Member Management software platform.

To access your receipts and update your membership information, you will need to activate your SportLoMo Account by clicking on the link below.

Please click the following button to active your SportLomo user account.

[Activate Account](#)

15. Select Activate account



16. Following window will open and enter your email account and password

User Registration
Account Activation

Your account has been activated successfully.

Login
please login to your Sportlomo User Account

pat.twomey@gpwood.ie

email address

password

forgot password

Login

17. Select Log in

18. Following screen opens

sportlomo SPORTS MANAGER

CORK CONSTITUTION Pat Twomey

Register/Renew Membership

Add/Renew

To Renew or create a New Membership please select the package below

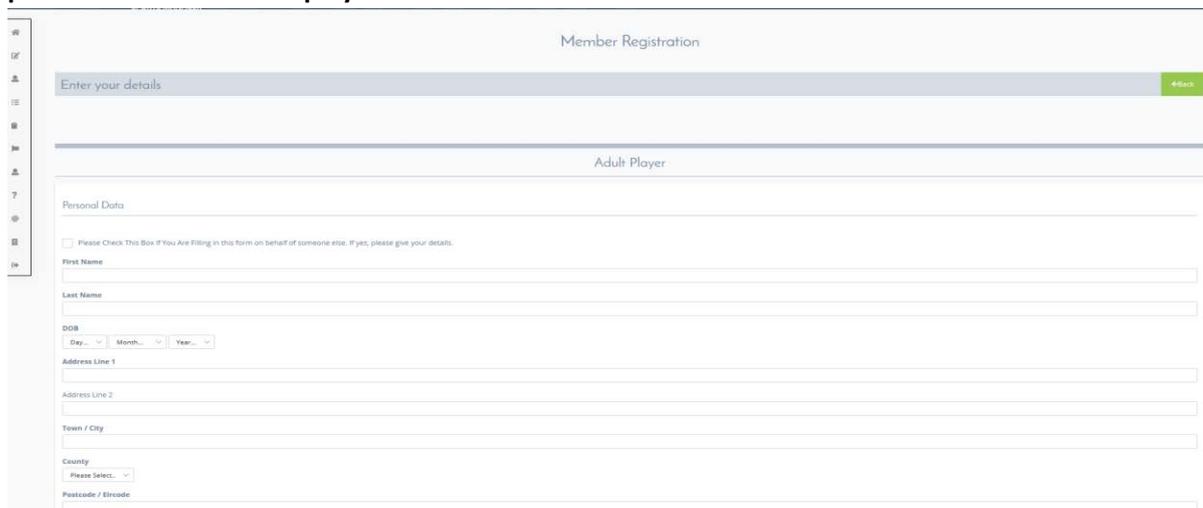
2020-2021

Name	Price	Quantity	Total (EUR)
Adult player	0.00	<input type="text"/>	0.00
Mini Youth Membership	0.00	<input type="text" value="1"/>	0.00
Adult Coach	0.00	<input type="text"/>	0.00
Mini Coach	0.00	<input type="text"/>	0.00
Ordinary Member	0.00	<input type="text"/>	0.00
Total Cost (Ex Fees)			0.00

19. Go to **MINI YOUTH MEMBER** and use the quantity button to select One membership

20. Select Continue

21. The following screen appears and this is where you as the parent/guardian enter all personal details for the players.

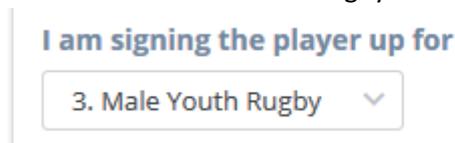


22. **Subject Titles that are in Bold Type are mandatory fields. Don't worry about not having your IRFU number, this will be inserted when approving your account.**

23. Enter your personal details in the registration form

24. Have your Eircode to hand, this is a compulsory field.

25. Please select Male Youth Rugby for the player to sign up to.



26. If the player has a health issue, please select this option and provide details.

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

27. If the player has a health issue, please select this option and provide details.

Does the person have a disability?

28. Please upload the photograph & Proof of Age.

- **The photograph should be a recent photo of the player(s), from the shoulders up, taken against a neutral cream or white background.**
- **Proof of age is the player(s) birth certificate or passport page showing Photo & Date of Birth details.**

Registrations with photographs or proof of age that do not follow the above guidelines will face delays when the registration is processed for approval by the Munster Branch.

- a. From a PC go to the folder where you have saved the scanned birth certificate & photograph and select it.
- b. From a phone or tablet
 - i. Tap on the upload box



- ii. Select take photo,
- iii. Take the photo select Use photo or Retake if you are not happy with the quality. If you select Use Photo the photo will be inserted in the form.

29. If you played Rugby with Cork Constitution Select yes at this option.

Did you play Rugby in this club last season?

1. Yes

30. If the player is attending a school please insert details

31. Select Accept for all of the waivers.

32. To complete the form, type your name in the signature

Receipt

Signature

PAT TWOMEY

Receipt will be emailed to

pat.twomey@gpwood.ie

33. Make sure the email address is correct before select Register

Register

34. If there is an error on the page the relevant box will be highlighted in RED

35. If your registration is successful you will see the following message.

Registration Complete

Your registration has been successful, please see details of this below.

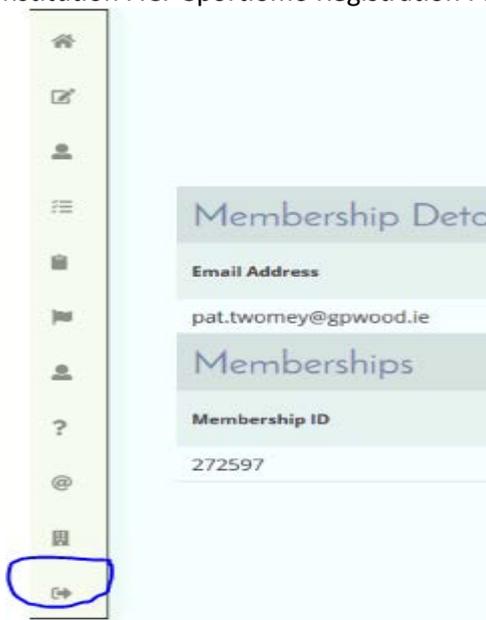
Membership Details

Email Address	Registration Date	Total Fee charged
pat.twomey@gpwood.ie	16/08/2020 21:23	0

Memberships

Membership ID	Name	Membership Type	Status
272597	Pat Twomey		Pre-approval

36. To log out



37. Once you have completed the following screen will appear and your registration will be at Pre- approval status. One of the admin people in Cork Constitution will approve your registration.

