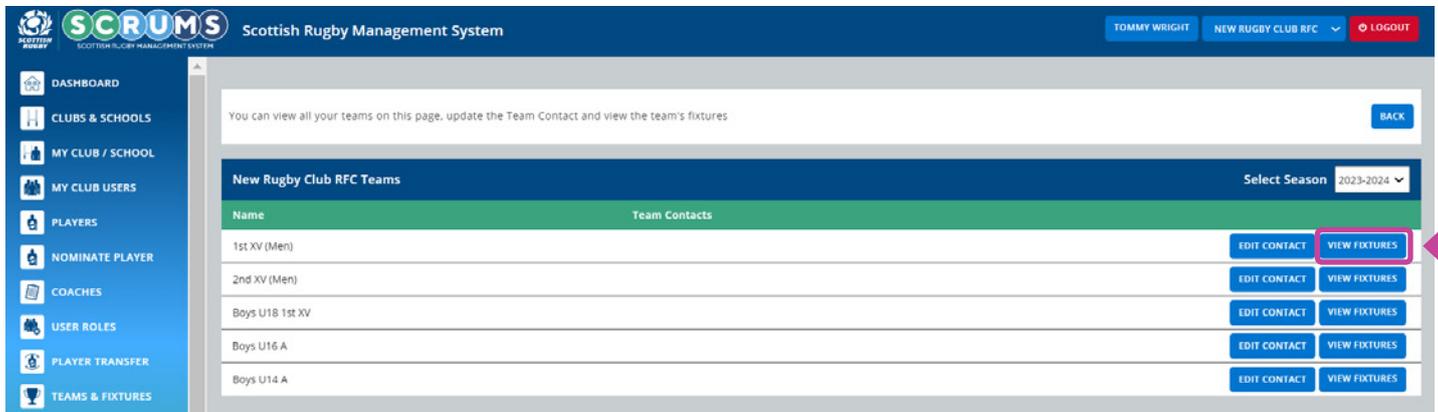


ADD FRIENDLY FIXTURES IN SCRUMS – PRE-MATCH

STEP 1

When you [login to SCRUMS](#) navigate to the ‘Teams & Fixtures’ section.

To select the team that you wish to add a friendly fixture for, click on the ‘View Fixtures’ button highlighted.

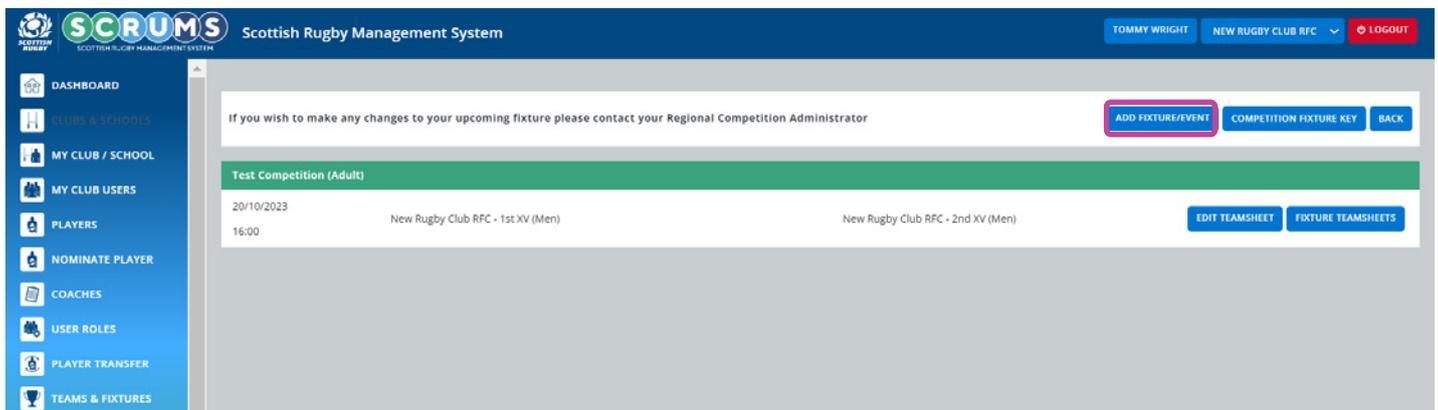


The screenshot shows the SCRUMS interface. The top navigation bar includes the user name 'TOMMY WRIGHT', the current team 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. The left sidebar contains a menu with 'TEAMS & FIXTURES' selected. The main content area displays a table titled 'New Rugby Club RFC Teams' with a 'Select Season' dropdown set to '2023-2024'. The table has columns for 'Name' and 'Team Contacts'. The rows are: 1st XV (Men), 2nd XV (Men), Boys U18 1st XV, Boys U16 A, and Boys U14 A. Each row has two buttons: 'EDIT CONTACT' and 'VIEW FIXTURES'. A pink arrow points to the 'VIEW FIXTURES' button for the 1st XV (Men) team.

Name	Team Contacts	EDIT CONTACT	VIEW FIXTURES
1st XV (Men)		EDIT CONTACT	VIEW FIXTURES
2nd XV (Men)		EDIT CONTACT	VIEW FIXTURES
Boys U18 1st XV		EDIT CONTACT	VIEW FIXTURES
Boys U16 A		EDIT CONTACT	VIEW FIXTURES
Boys U14 A		EDIT CONTACT	VIEW FIXTURES

STEP 2

To add a new fixture for this team, select ‘Add fixture/event’, as highlighted.



The screenshot shows the SCRUMS interface. The top navigation bar is the same as in Step 1. The left sidebar is also the same. The main content area displays a message: 'If you wish to make any changes to your upcoming fixture please contact your Regional Competition Administrator'. Below this message are three buttons: 'ADD FIXTURE/EVENT', 'COMPETITION FIXTURE KEY', and 'BACK'. The 'ADD FIXTURE/EVENT' button is highlighted with a pink box. Below the message is a table titled 'Test Competition (Adult)'. The table has columns for date, time, and fixture details. The row shows: 20/10/2023, 16:00, New Rugby Club RFC - 1st XV (Men) vs New Rugby Club RFC - 2nd XV (Men). There are two buttons at the end of the row: 'EDIT TEAMSHEET' and 'FIXTURE TEAMSHEETS'.

Date	Time	Fixture	EDIT TEAMSHEET	FIXTURE TEAMSHEETS
20/10/2023	16:00	New Rugby Club RFC - 1st XV (Men) vs New Rugby Club RFC - 2nd XV (Men)	EDIT TEAMSHEET	FIXTURE TEAMSHEETS

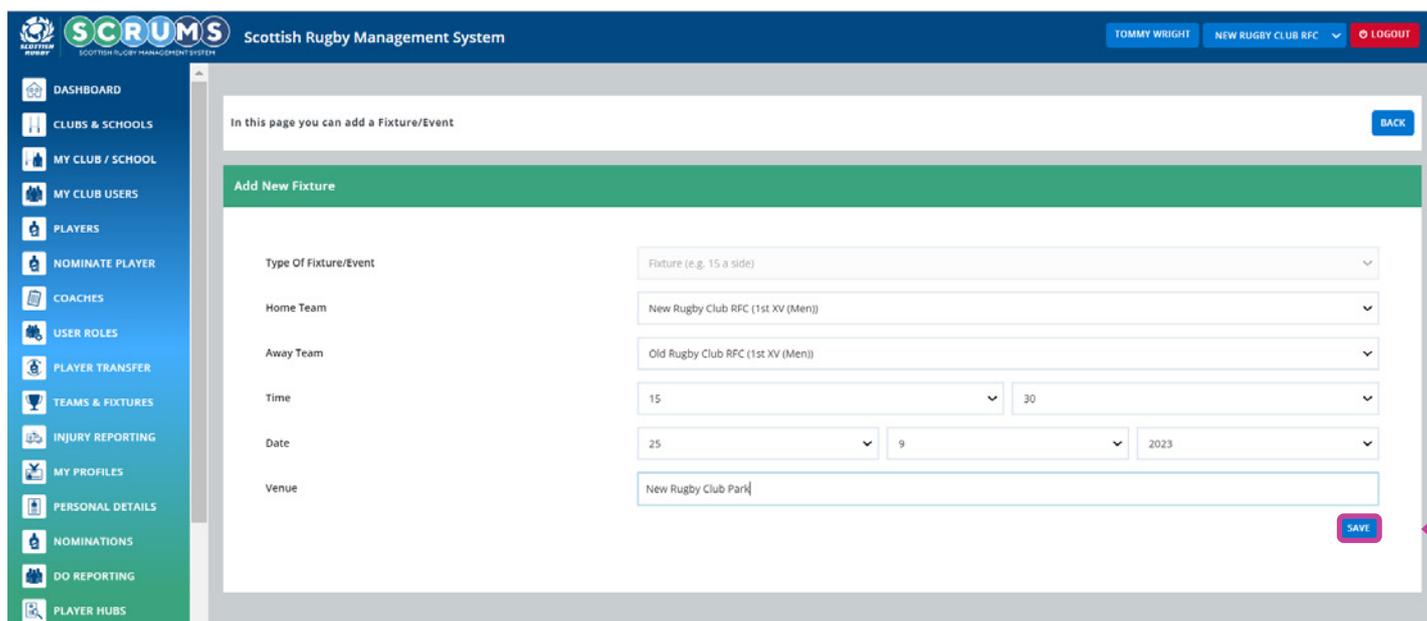
ADD FRIENDLY FIXTURES IN SCRUMS – PRE-MATCH

STEP 3

You can then create a new fixture using the the **'Add New Fixture'** form:

- First, select a **'Home'** and **'Away'** team. Teams can be either **'Home'** or **'Away'**
- Then, add the **'Time'** and **'Date'** of the fixture using the dropdowns
- Finally, enter a **'Venue'** for this fixture in the text box.

Once all information is entered in the form please press **'save'** to add your friendly fixture.



The screenshot shows the 'Add New Fixture' form in the SCRUMS system. The form is titled 'Add New Fixture' and is located in the 'TEAMS & FIXTURES' section of the sidebar. The form fields are as follows:

Field	Value
Type Of Fixture/Event	Fixture (e.g. 15 a side)
Home Team	New Rugby Club RFC (1st XV (Men))
Away Team	Old Rugby Club RFC (1st XV (Men))
Time	15 (dropdown) 30 (dropdown)
Date	25 (dropdown) 9 (dropdown) 2023 (dropdown)
Venue	New Rugby Club Park

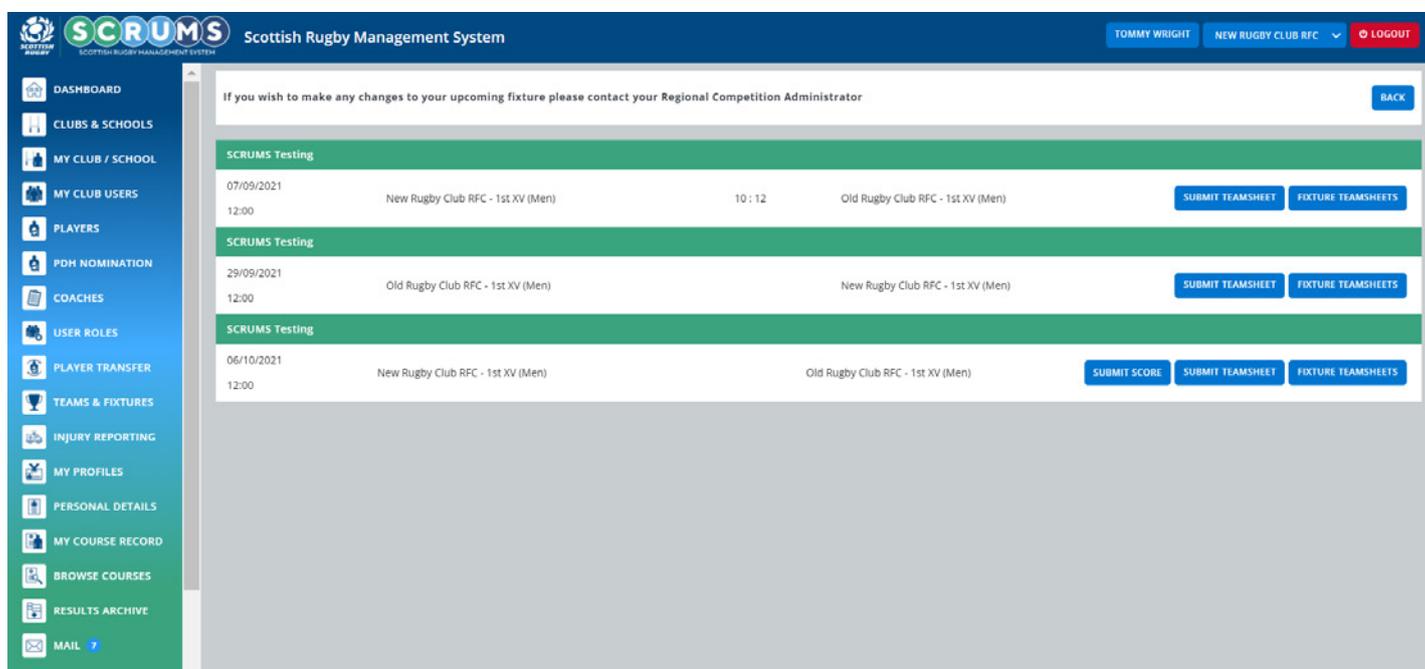
A purple arrow points to the 'SAVE' button at the bottom right of the form.

ADD FRIENDLY FIXTURES IN SCRUMS – PRE-MATCH

STEP 3

This will take you to a screen displaying the chosen team’s fixture list for the current season.

If you wish to make any changes to your upcoming fixtures, please contact your [Regional Competition Administrator](#).



The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the SCRUMS logo, the user name 'TOMMY WRIGHT', the selected club 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. A sidebar on the left lists various system functions such as Dashboard, Clubs & Schools, My Club / School, My Club Users, Players, PDH Nomination, Coaches, User Roles, Player Transfer, Teams & Fixtures, Injury Reporting, My Profiles, Personal Details, My Course Record, Browse Courses, Results Archive, and Mail. The main content area displays a message: 'If you wish to make any changes to your upcoming fixture please contact your Regional Competition Administrator' with a 'BACK' button. Below this, a table lists fixtures for 'SCRUMS Testing'.

Date	Home Team	Time	Away Team	Actions
07/09/2021 12:00	New Rugby Club RFC - 1st XV (Men)	10:12	Old Rugby Club RFC - 1st XV (Men)	SUBMIT TEAMSHEET FIXTURE TEAMSHEETS
29/09/2021 12:00	Old Rugby Club RFC - 1st XV (Men)		New Rugby Club RFC - 1st XV (Men)	SUBMIT TEAMSHEET FIXTURE TEAMSHEETS
06/10/2021 12:00	New Rugby Club RFC - 1st XV (Men)		Old Rugby Club RFC - 1st XV (Men)	SUBMIT SCORE SUBMIT TEAMSHEET FIXTURE TEAMSHEETS