



ONLINE REGISTRATION

HOW TO GUIDE



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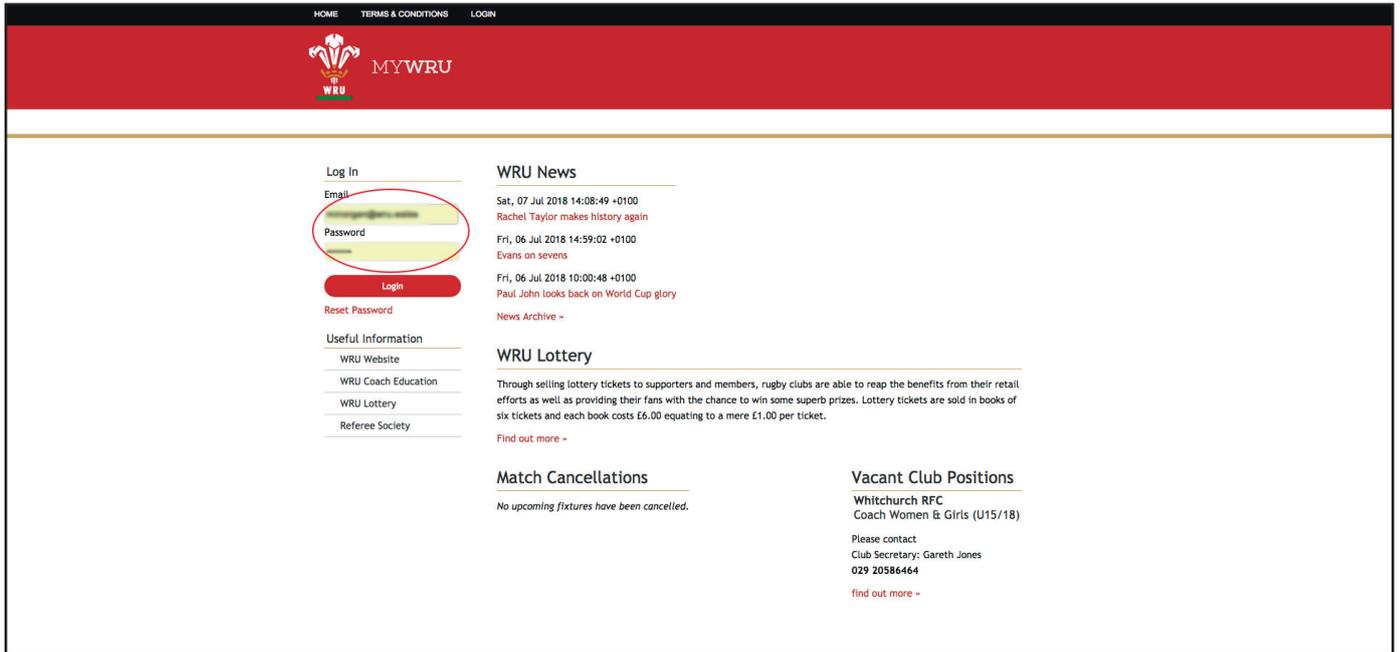
CLUB SECRETARY

Please follow the step by step process to verify a player position within your club via myWRU following the registration submitted by a parent or guardian on behalf of their child.

Please note, this process applies to Youth Secretaries, Junior Secretaries and Team Mangers.

Step 1: Log in

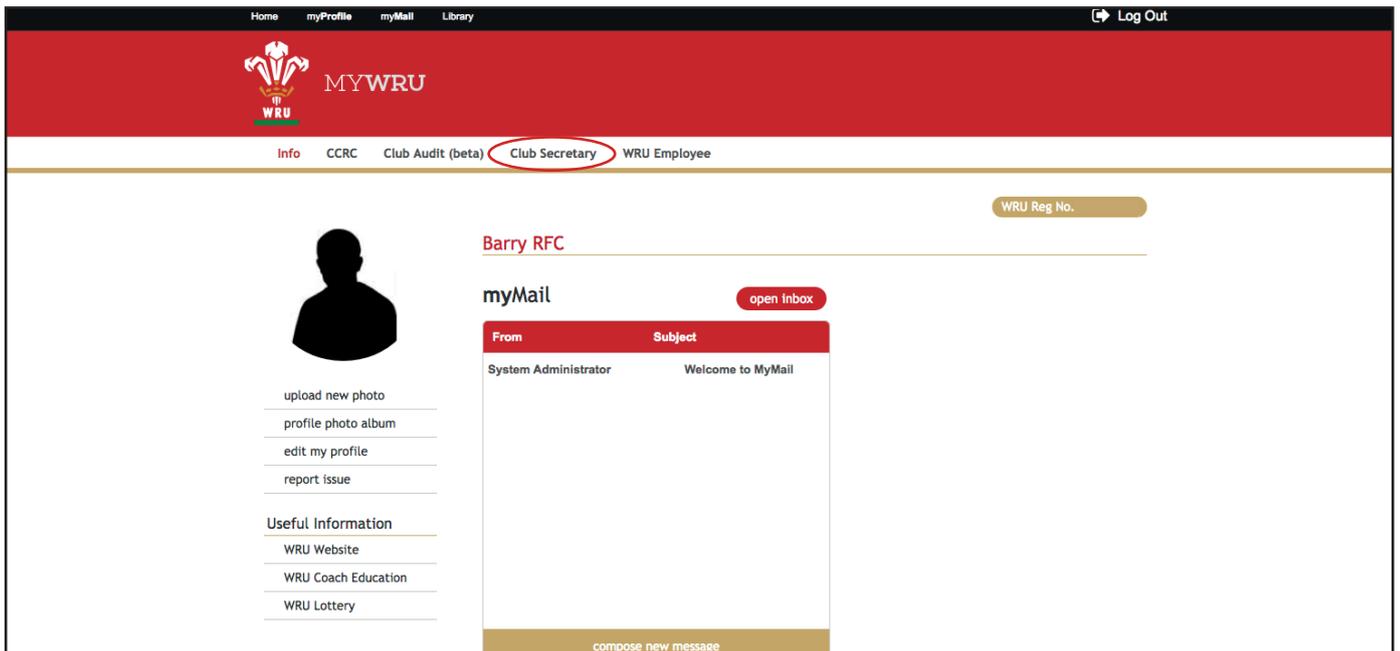
Please enter www.mywru.wales into your web browser and enter your log in details.



The screenshot shows the myWRU login page. At the top, there are navigation links for HOME, TERMS & CONDITIONS, and LOGIN. The main header features the WRU logo and the text 'MYWRU'. Below the header, there is a 'Log In' section with fields for Email and Password, a red 'Login' button, and a 'Reset Password' link. To the right of the login section is the 'WRU News' section, which lists recent news items with dates and times. Below the news is the 'WRU Lottery' section, which provides information about lottery tickets and their costs. At the bottom of the page, there are sections for 'Match Cancellations' and 'Vacant Club Positions', with the latter listing contact information for Whitchurch RFC.

Step 2: Club Secretary

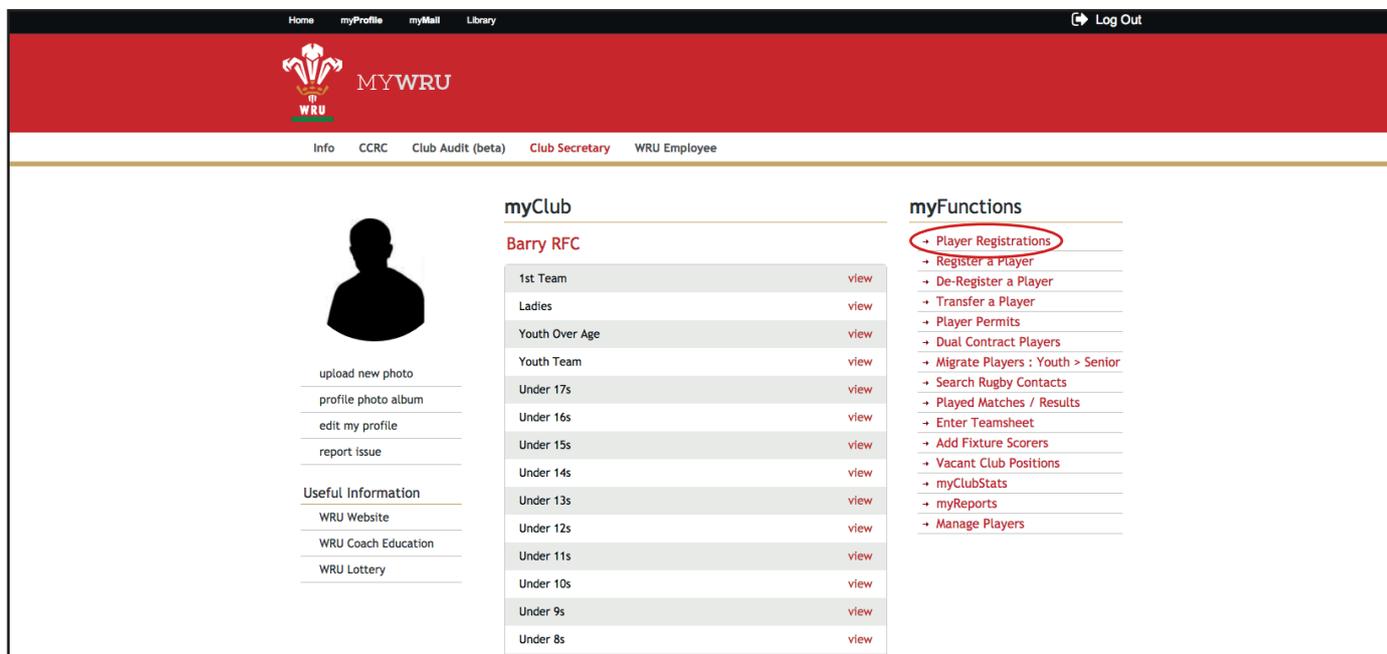
Following log in you will be presented with your profile page. Please choose 'Club Secretary, Youth Secretary, Junior secretary or Team Manager' to gain access to player registration.



The screenshot shows the myWRU profile page for a Club Secretary. At the top, there are navigation links for Home, myProfile, myMail, and Library, along with a 'Log Out' button. The main header features the WRU logo and the text 'MYWRU'. Below the header, there is a navigation menu with links for Info, CCRC, Club Audit (beta), Club Secretary (highlighted), and WRU Employee. The main content area is divided into two columns. The left column contains a silhouette of a person and a list of options: 'upload new photo', 'profile photo album', 'edit my profile', and 'report issue'. Below this is a 'Useful Information' section with links for 'WRU Website', 'WRU Coach Education', and 'WRU Lottery'. The right column contains the 'myMail' section, which shows an email from 'System Administrator' with the subject 'Welcome to MyMail'. There is an 'open Inbox' button and a 'compose new message' button at the bottom.

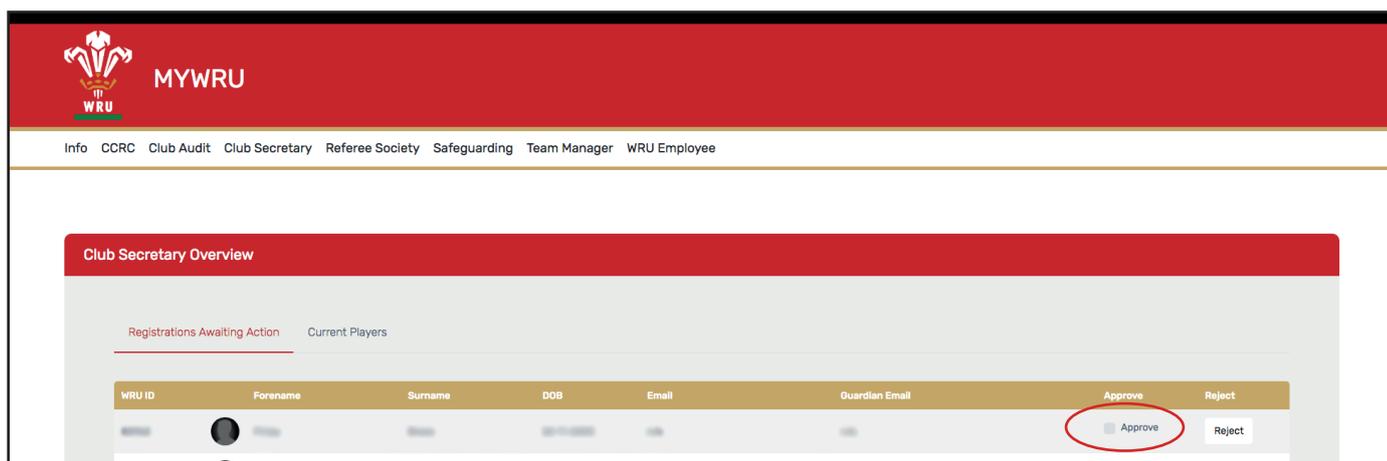
Step 3: Player Registrations

Please select the Player Registration tab.



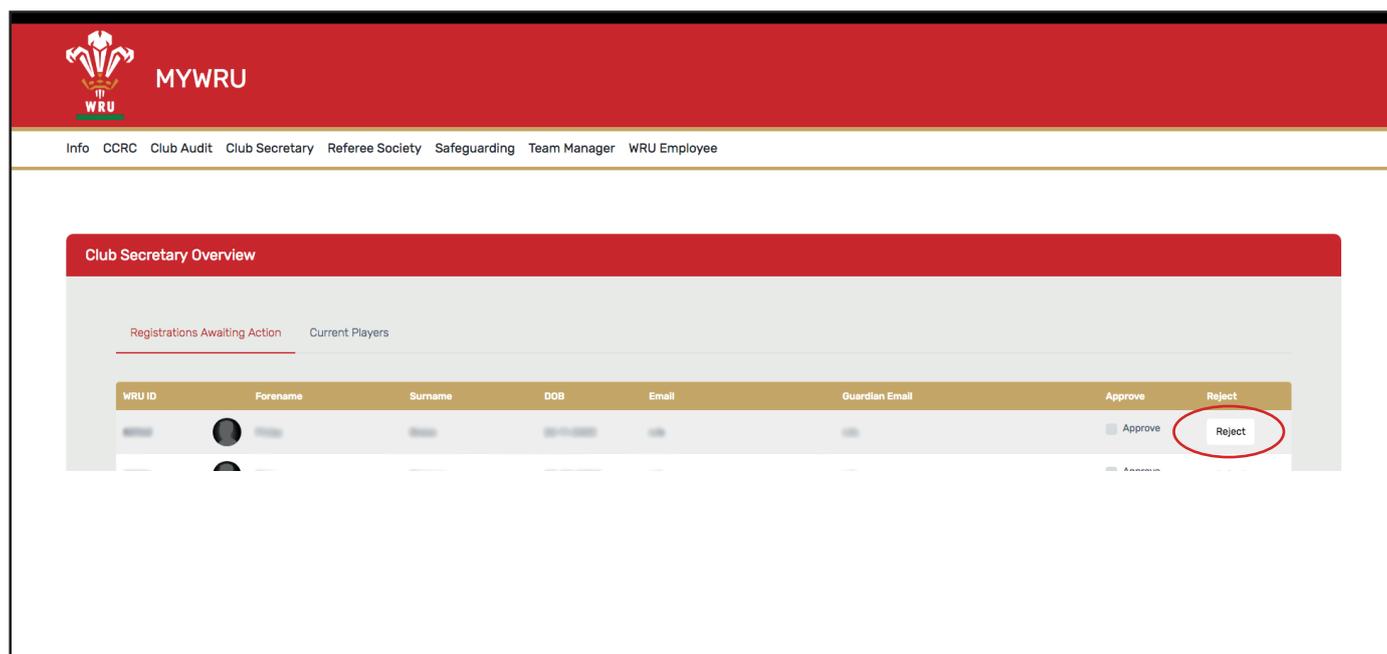
Step 4: Approve

Following the selection of the player Registration tab, you will be presented with a list of players who have registered to play for your club. The names are in a pending state, to approve each player please select the 'Approve' option.



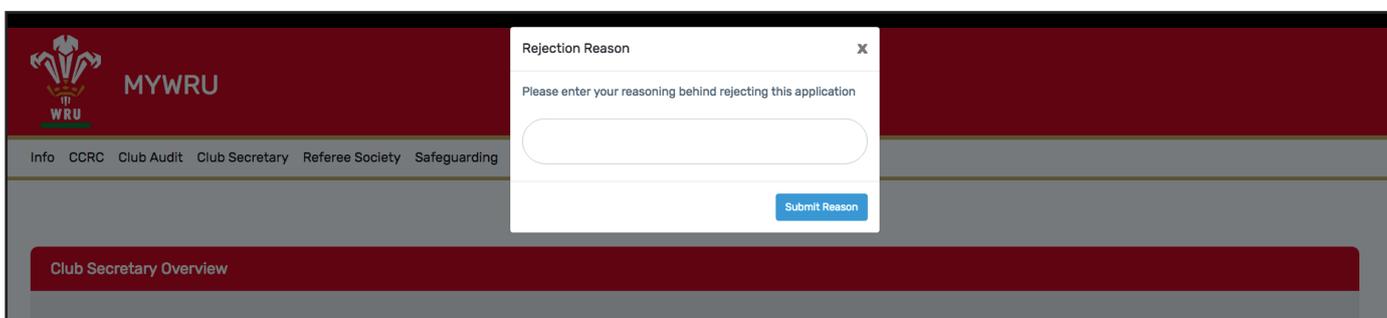
Step 5: Reject

The second option in Player Registration is to 'Reject' a player.



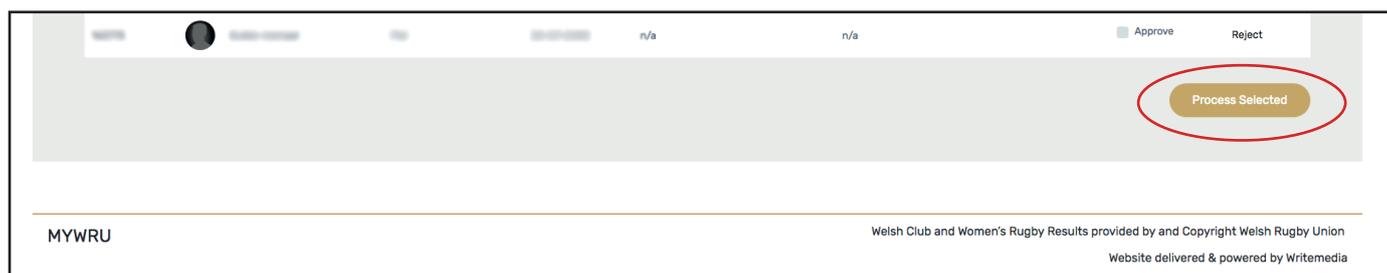
Step 6: Reasons For Rejection

If you have chosen to reject a player, please fill out the free text 'Rejection Reason' box before submitting. Your submission will be viewed by appropriate WRU staff only.



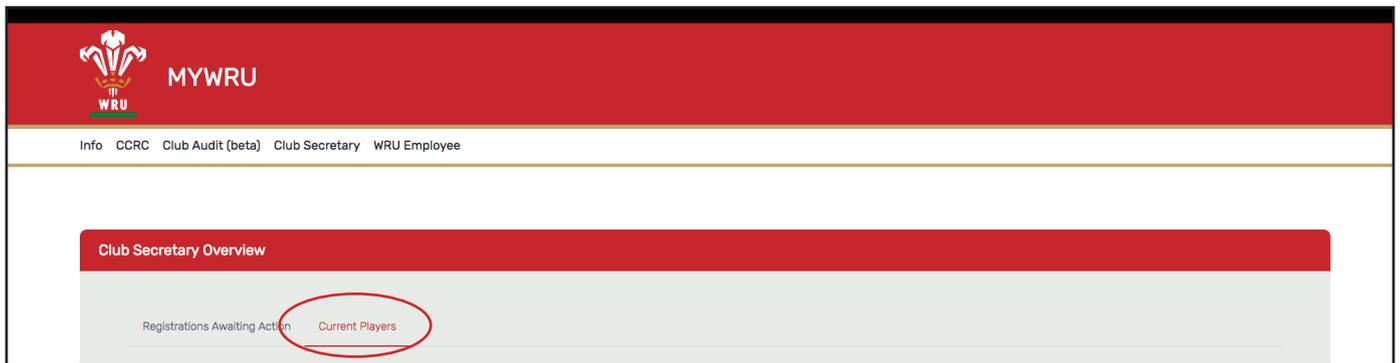
Step 7: Verify

Following your approve/reject selection from the pending player list, please click on 'Process Selected' at the bottom of the list in order to verify all selections.



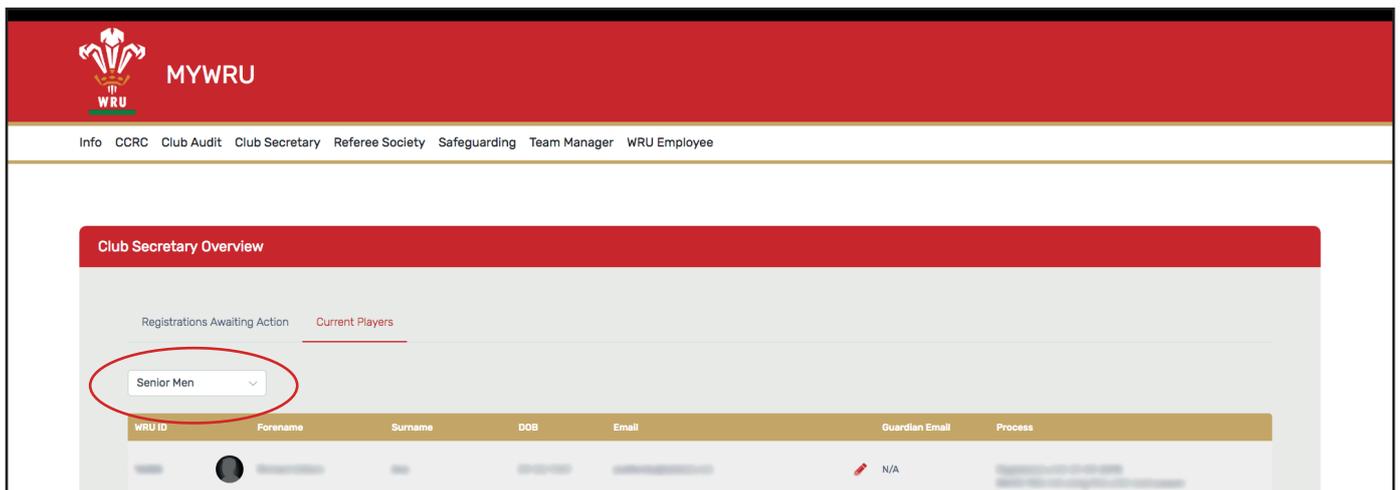
Step 8: Current Players

Following the verification of a player you may choose the 'Current Player' tab to view current players.



Step 9: Current Player list

You may choose which age group to view.

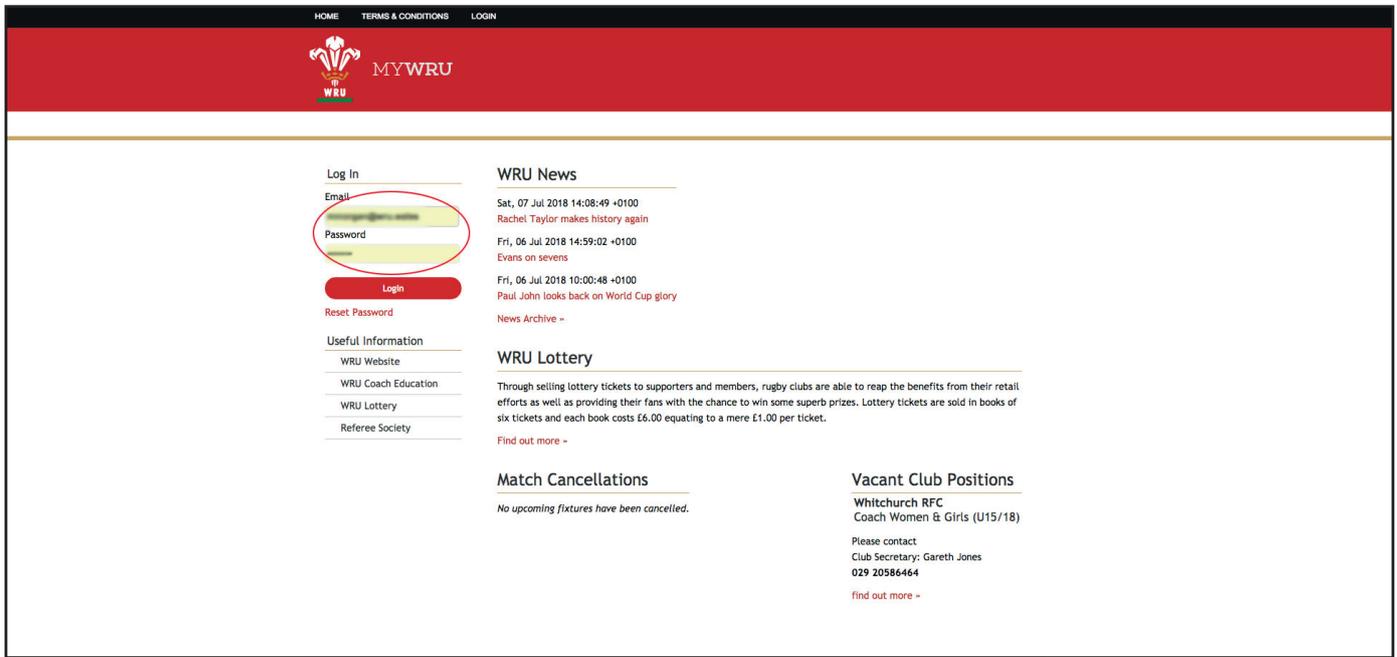


CRRC

Please follow the step by step process for a CRRC (**Club** Coach and Referee Co-ordinator) to verify a coach or referee position within your club via myWRU.

Step 1: Log in

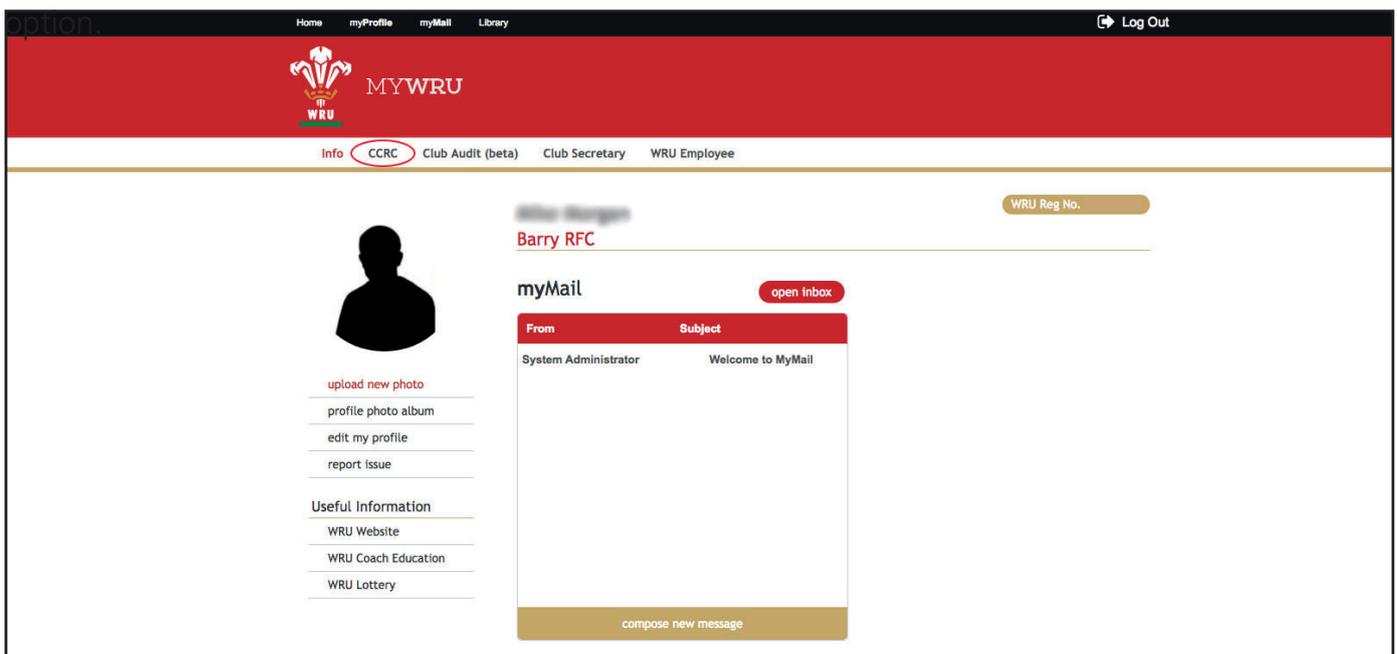
Please enter www.mywru.wales into your web browser and enter your log in details.



The screenshot shows the myWRU website's login page. At the top, there are navigation links for HOME, TERMS & CONDITIONS, and LOGIN. The WRU logo and MYWRU text are prominently displayed. The main content area is divided into several sections: a 'Log In' section with fields for Email and Password (the password field is highlighted with a red circle), a 'Login' button, and a 'Reset Password' link; a 'Useful Information' section with links to the WRU Website, WRU Coach Education, WRU Lottery, and Referee Society; a 'WRU News' section with three recent news items; a 'WRU Lottery' section with a brief description and a 'Find out more' link; a 'Match Cancellations' section stating no upcoming fixtures have been cancelled; and a 'Vacant Club Positions' section for Whitchurch RFC, including contact details for the Club Secretary, Gareth Jones.

Step 2: CCRC Option

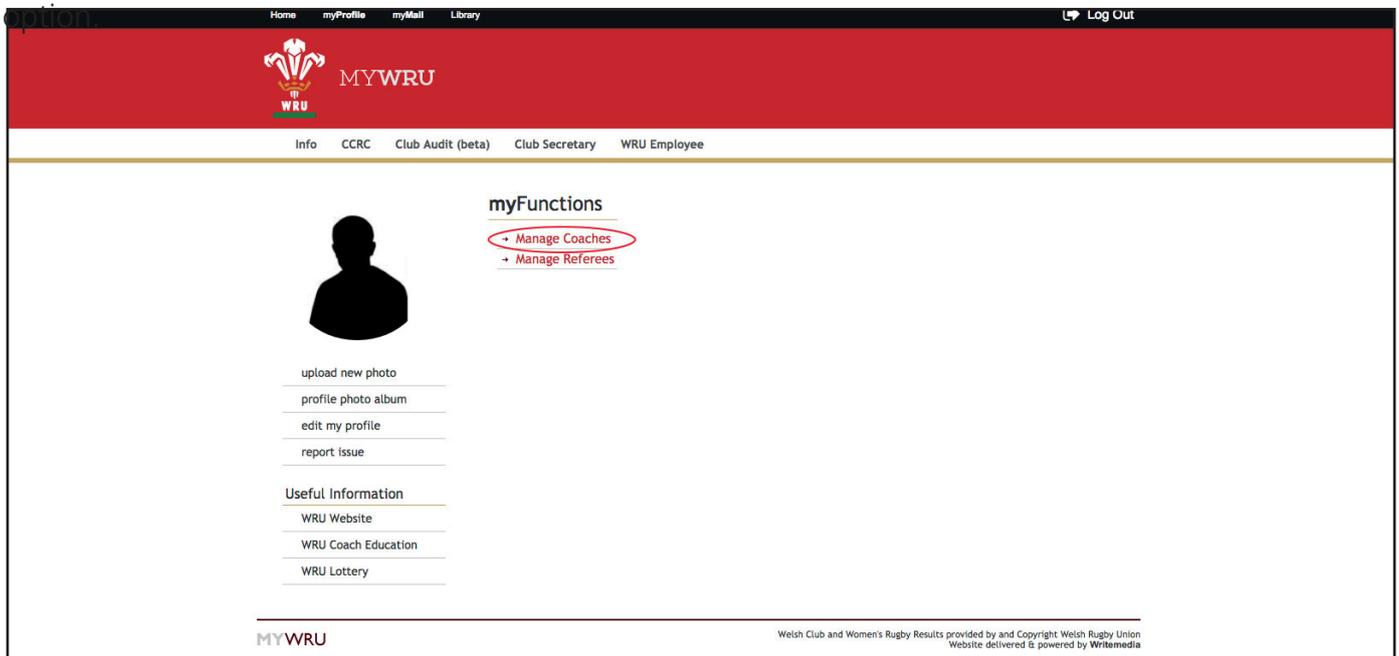
Once you have logged in please choose the CCRC (Coach and Referee Co-ordinator)



The screenshot shows the myWRU user profile page for Barry RFC. The top navigation bar includes Home, myProfile, myMail, Library, and Log Out. Below this, the WRU logo and MYWRU text are visible. A secondary navigation bar contains links for Info, CCRC (highlighted with a red circle), Club Audit (beta), Club Secretary, and WRU Employee. The main content area features a user profile silhouette with options to 'upload new photo', 'profile photo album', 'edit my profile', and 'report issue'. To the right, the user's name 'Barry RFC' is displayed, along with a 'WRU Reg No.' field. Below this is the 'myMail' section, which shows an 'open inbox' button and a list of messages, including one from 'System Administrator' with the subject 'Welcome to MyMail'. A 'compose new message' button is located at the bottom of the email section.

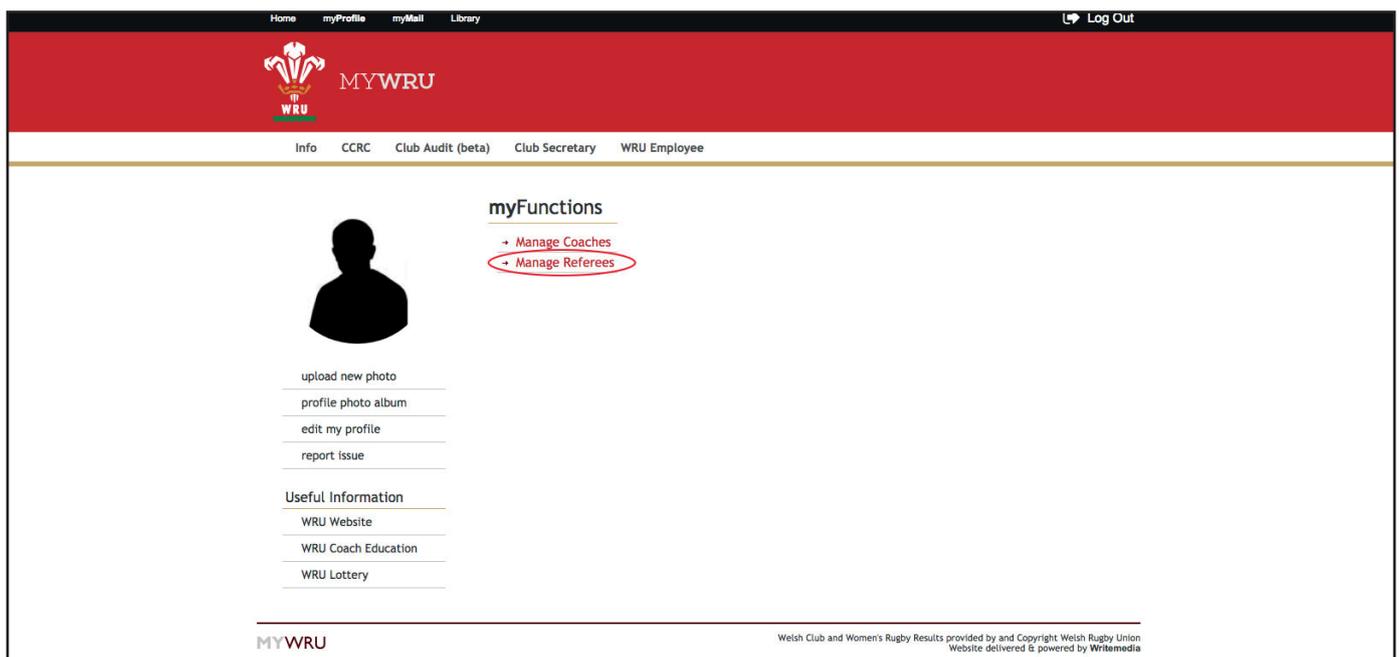
Step 3: Manage Coaches

Once the CCRC option has been chosen you will now have access to the 'Manage Coaches'



Step 4: Manage Referees

Once the CCRC option has been chosen you will now have access to the 'Manage Referees' option. Please note, the following steps, 5, 6, 7, 8 and 9 apply to both coach and referee verification.



Step 5: Pending Coaches

Once you have selected the 'Manage Coaches' option in step 4, you will be presented with a 'Pending Coaches' list. You have three options next to each name:

1. Accept
2. Reject
3. Edit

The screenshot shows the MYWRU website interface. At the top, there are navigation links: Home, myProfile, myMail, Library, and Log Out. Below this is the MYWRU logo and a secondary navigation bar with links: Info, CCRC, Club Audit (beta), Club Secretary, and WRU Employee. The main content area is titled 'Club Coach and Referee Co-ordinator Information'. On the left, there is a sidebar with a 'Club house' section and 'Useful Information' links (WRU Website, WRU Coach Education, WRU Lottery). The main content area contains a table of documents and a section for 'Pending Coaches for Barry RFC'. The table below has columns: Reg No, Display Name, DOB, Teams, Valid DBS, Expiry Date, and Actions. The first row is circled in red, showing a coach with Reg No 168502, Display Name 'Fake Fake name 2', DOB '15 June 1967', Teams 'Under 17s', Valid DBS 'NO', and Actions 'Accept | Reject | Edit'. Below this is a section for 'Pending Coaches Ending for Barry RFC' with a brief explanatory text.

Item	Date Added
WRU Club Contacts 2017 - white.pdf	28 Mar 2017 10:40 AM
WRU Club Contacts 2017.pdf	14 Mar 2017 15:33 PM
Team Sheet - Bowl.pdf	15 Sep 2016 08:27 AM
AON - Welsh Rugby Insurance 2016.pdf	03 Aug 2016 16:30 PM
Welsh Rugby Insurance 2016 - Club Communication.pdf	03 Aug 2016 16:24 PM
WRU Safeguarding Incident Referral Form.pdf	04 Feb 2016 11:28 AM

Reg No	Display Name	DOB	Teams	Valid DBS	Expiry Date	Actions
168502	Fake Fake name 2	15 June 1967	Under 17s	NO		Accept Reject Edit

Step 6: Accept

If you choose the **Accept** option, the coach will automatically be added to your coaching list below the pending list.

This screenshot is identical to the one above, showing the same website interface. The only difference is that the 'Accept' link in the 'Actions' column of the 'Pending Coaches for Barry RFC' table is now circled in red, indicating it has been selected.

Step 7: Reject

If you choose the reject option, you will be sent to a page where by you will be required to enter the reasons why you chose to reject the coach. Only WRU staff will be able to view the comments made by you in the free text box. This will inform appropriate staff in order to assist in resolving any potential issues.

Home myProfile myMail Library Log Out

MYWRU WRU

Info CCRC Club Audit (beta) Club Secretary WRU Employee

Club Coach and Referee Co-ordinator Information

Item	Date Added
WRU Club Contacts 2017 - white.pdf	28 Mar 2017 10:40 AM
WRU Club Contacts 2017.pdf	14 Mar 2017 15:33 PM
Team Sheet - Bowl.pdf	15 Sep 2016 08:27 AM
AON - Welsh Rugby Insurance 2016.pdf	03 Aug 2016 16:30 PM
Welsh Rugby Insurance 2016 - Club Communication.pdf	03 Aug 2016 16:24 PM
WRU Safeguarding Incident Referral Form.pdf	04 Feb 2016 11:28 AM

Pending Coaches for Barry RFC

Reg No	Display Name	DOB	Teams	Valid DBS	Expiry Date	Actions
168502	Fake Fake name 2	15 June 1967	Under 17s	NO		Accept Reject Edit

Pending Coaches Ending for Barry RFC

These are coaches who have updated thier profile to say that they no longer coach for your club or for specific teams within your club. Please review and approve

Step 8: Reject Free Text Box

The screen shot below highlights the free text 'Reason for Rejection' box.

Home myProfile myMail Library Log Out

MYWRU WRU

Info CCRC Club Audit (beta) Club Secretary WRU Employee

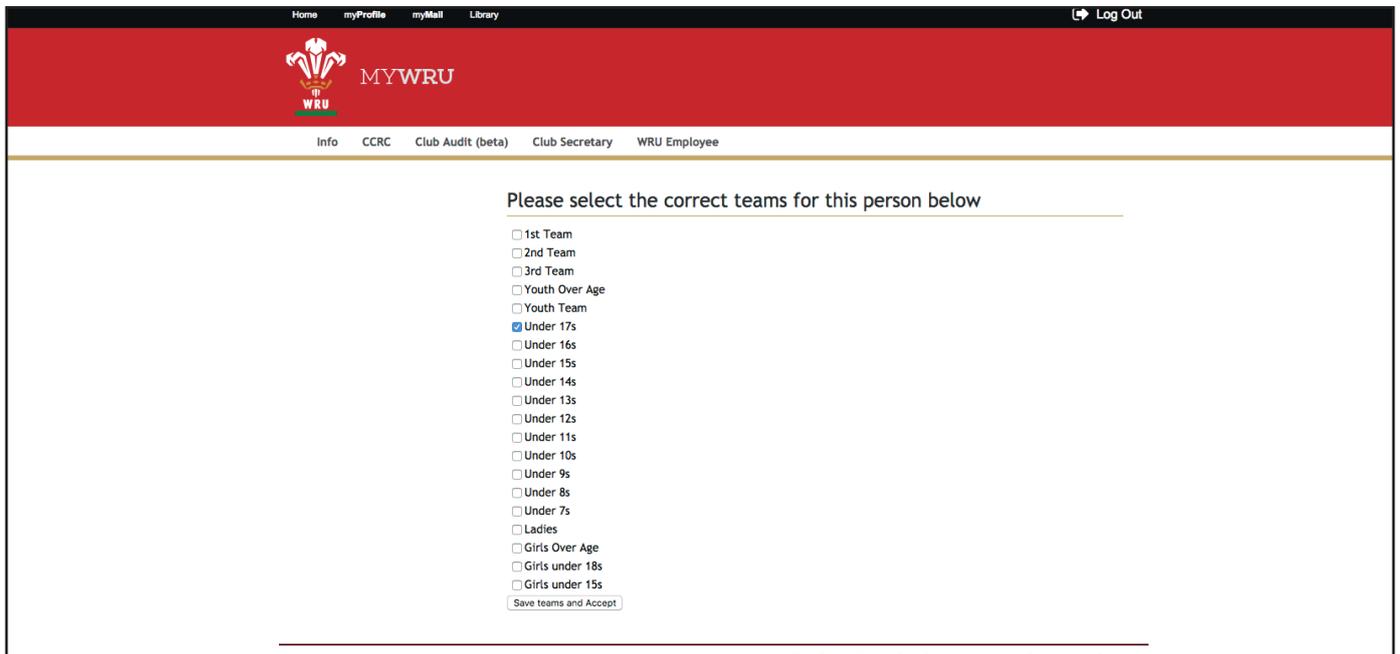
Please provide a reason for rejection

Reject

MYWRU Welsh Club and Women's Rugby Results provided by and Copyright Welsh Rugby Union Website delivered & powered by Writemedia

Step 7: Edit

If you choose the edit option, you will be sent to a page where you will have the ability to move a coach from one team to another within your club. This is the only editing option you will have.



The screenshot shows the MYWRU website interface. At the top, there is a navigation bar with links for Home, myProfile, myMail, and Library. On the right side of the navigation bar, there is a Log Out button. Below the navigation bar is a red header with the MYWRU logo and the text MYWRU. Underneath the header is a secondary navigation bar with links for Info, CCRC, Club Audit (beta), Club Secretary, and WRU Employee. The main content area contains a form titled "Please select the correct teams for this person below". The form has a list of checkboxes for various teams, with "Under 17s" selected. At the bottom of the form, there is a "Save teams and Accept" button.

Home myProfile myMail Library Log Out

MYWRU

Info CCRC Club Audit (beta) Club Secretary WRU Employee

Please select the correct teams for this person below

- 1st Team
- 2nd Team
- 3rd Team
- Youth Over Age
- Youth Team
- Under 17s
- Under 16s
- Under 15s
- Under 14s
- Under 13s
- Under 12s
- Under 11s
- Under 10s
- Under 9s
- Under 8s
- Under 7s
- Ladies
- Girls Over Age
- Girls under 18s
- Girls under 15s

Save teams and Accept

FAQ'S

Does online registration effect my club registration?

PLEASE NOTE: Club player registrations do not expire under this system. It is assumed you will remain with the club nominated as part of your original registration unless you undertake the regulated transfer process that is in place.

Where do I go to register?

Participants will be required to register via the WRU Game Locker website:
www.wrugamelocker.wales

When a player registers are they registering to the club?

If a player is currently registered to a club from the previous season, that registration will remain in place allowing the player to activate their registration for the forthcoming season. However, If a player has yet to play rugby for the first time or is not registered to a club they may do so via Online Registration.

What if I wish to transfer the player to a different club?

Online Registration is NOT a transfer process. To transfer the player you will need to adhere to the current transfer protocol set within the rules and regulations and will be administered by your local GMG Lead. For more information please contact your regional WRU team, contact details can be found on the next page.

Who will register players under the age of 18?

Any Player, Coach or Referee under the age of 18 will be registered by their parent or guardian. The parent/guardian will be required to provide their contact details in order for the WRU to contact them on behalf of the player.

How soon can I play following my registration?

As soon as your/their registration is submitted and accepted by the WRU and Club Secretary you are eligible to play. However, we strongly advise that you register one week in advance of your/their first game.

Will Players, Coaches and Referees be required to register their intent to play, coach or referee each year?

Yes. Online Registration is an annual process.

As a club secretary are we/I able to edit an individuals data?

Very limited access to data and the editing of data will be provided to club officials as Online Registration is designed to place the responsibility of an individuals details with the parent/guardian or individual.

What happens if a parent/guardian has registered but their details are not on myWRU?

A very important step for registration is 'email verification'. Please ask all parents/guardians to ensure that they have verified their email address when registering. Failure to verify their email address will result in the registration of the player remaining in a pending state and not reaching the 'Player Registration' list in myWRU

For any queries relating to Online Registration please contact the WRU Online Registration team:

mywru@wru.wales

CONTACTS

For help with Online Registration please email:

mywru@wru.wales

For all other enquiries please contact your WRU Regional Team:



Cardiff Rugby

Gavin Dacey
t: 07584 488245
e: gdacey@wru.wales



Dragons

Adrian Evans
t: 07584 488280
e: aevans@wru.wales



Ospreys

Liam Scott
t: 07917 520943
e: lscott@wru.wales



RGC

Marc Roberts
t: 07843 367203
e: mroberts@wru.wales



Scarlets

David Arthur
t: 07740 612791
e: darthur@wru.wales

For IT support please contact the WRU Online Registration Team:

WRU Game Locker & MyWRU

e: mywru@wru.wales

For Safeguarding & DBS support please contact the WRU Integrity Team:

Safeguarding & DBS

e: integrity@wru.wales



THIS IS OUR GAME
THIS IS WELSH RUGBY
