



ONLINE REGISTRATION

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# HOW TO GUIDE



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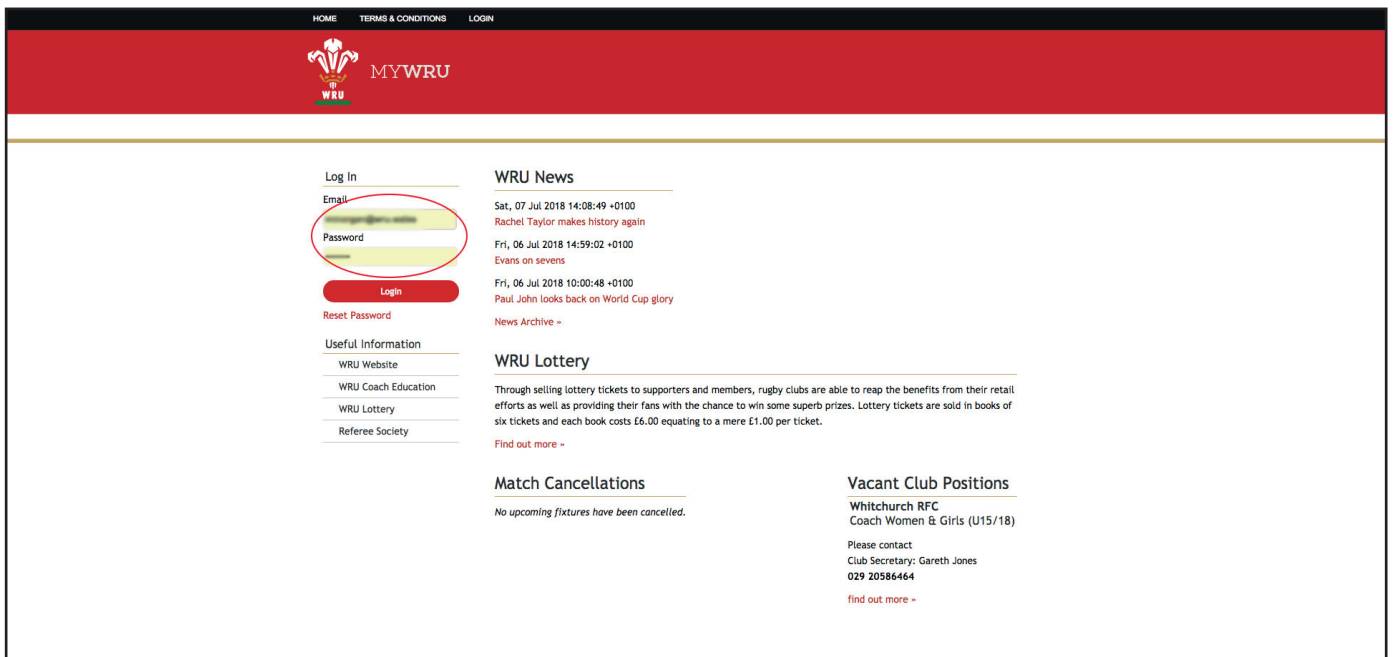
# CLUB SECRETARY

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

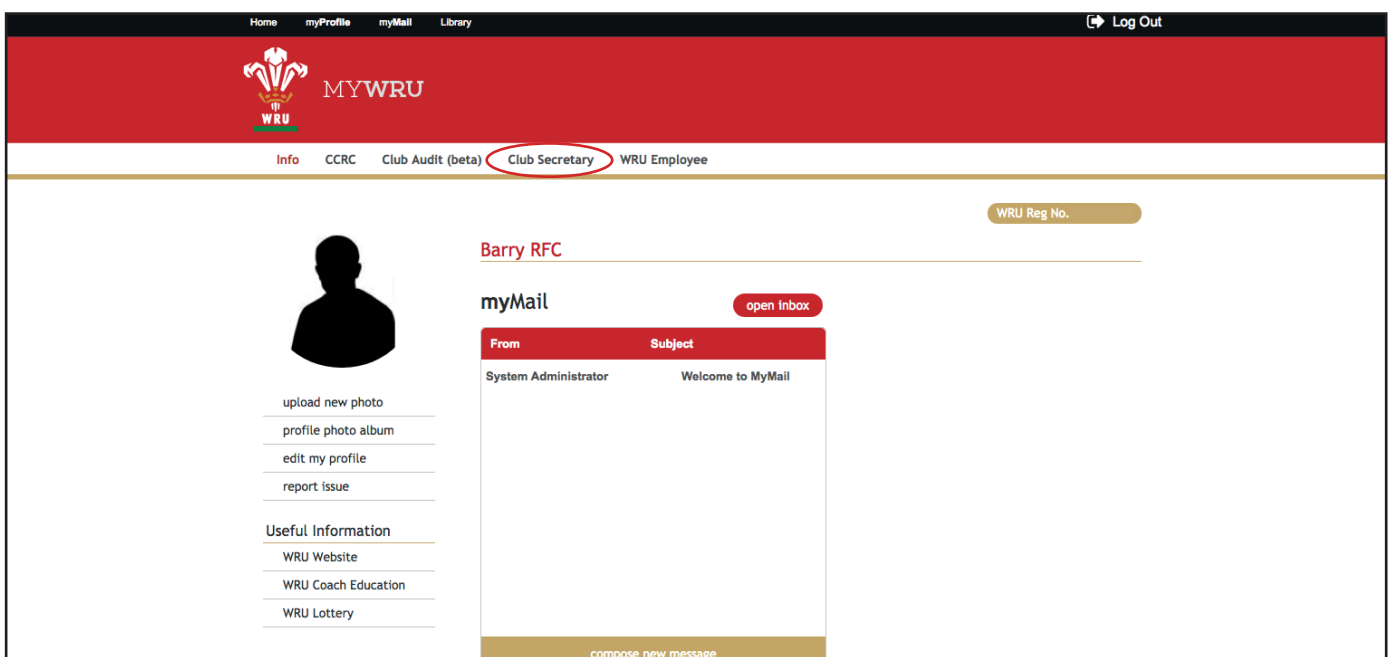
Please enter [www.mywru.wales](http://www.mywru.wales) into your web browser and enter your log in details.



The screenshot shows the myWRU login page. At the top, there are navigation links for HOME, TERMS & CONDITIONS, and LOGIN. Below this is the WRU logo and the MYWRU text. The main content area is divided into several sections: a login form with fields for Email and Password, a Login button, and links for Reset Password and Useful Information; a WRU News section with recent news items; a WRU Lottery section with details about ticket sales; a Match Cancellations section with a note that no upcoming fixtures have been cancelled; and a Vacant Club Positions section listing a position at Whitchurch RFC.

## Step 2: Club Secretary

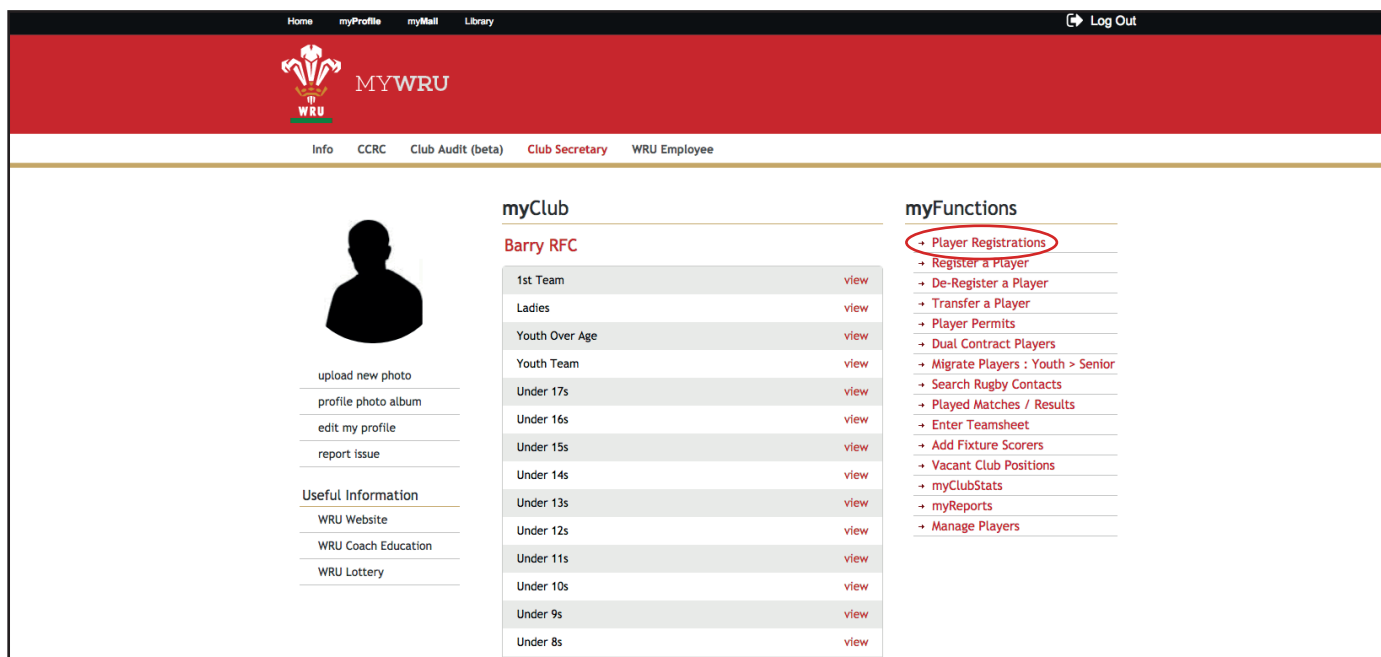
Following log in you will be presented with your profile page. Please choose 'Club Secretary, Youth Secretary, Junior secretary or Team Manager' to gain access to player registration.



The screenshot shows the myWRU profile page for a Club Secretary. At the top, there are navigation links for Home, myProfile, myMail, Library, and Log Out. Below this is the WRU logo and the MYWRU text. The main content area is divided into several sections: a profile section with a silhouette and links for upload new photo, profile photo album, edit my profile, and report issue; a myMail section with an open Inbox button and a message from System Administrator with the subject 'Welcome to MyMail'; and a Useful Information section with links for WRU Website, WRU Coach Education, and WRU Lottery. The page also shows the user's name as Barry RFC and a WRU Reg No. field.

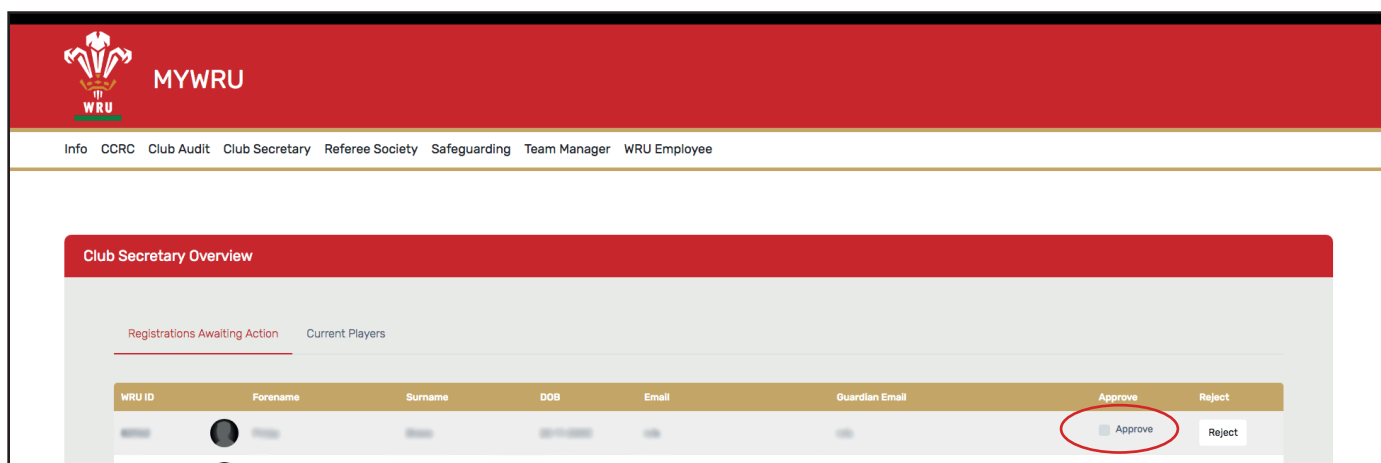
### Step 3: Player Registrations

Please select the Player Registration tab.



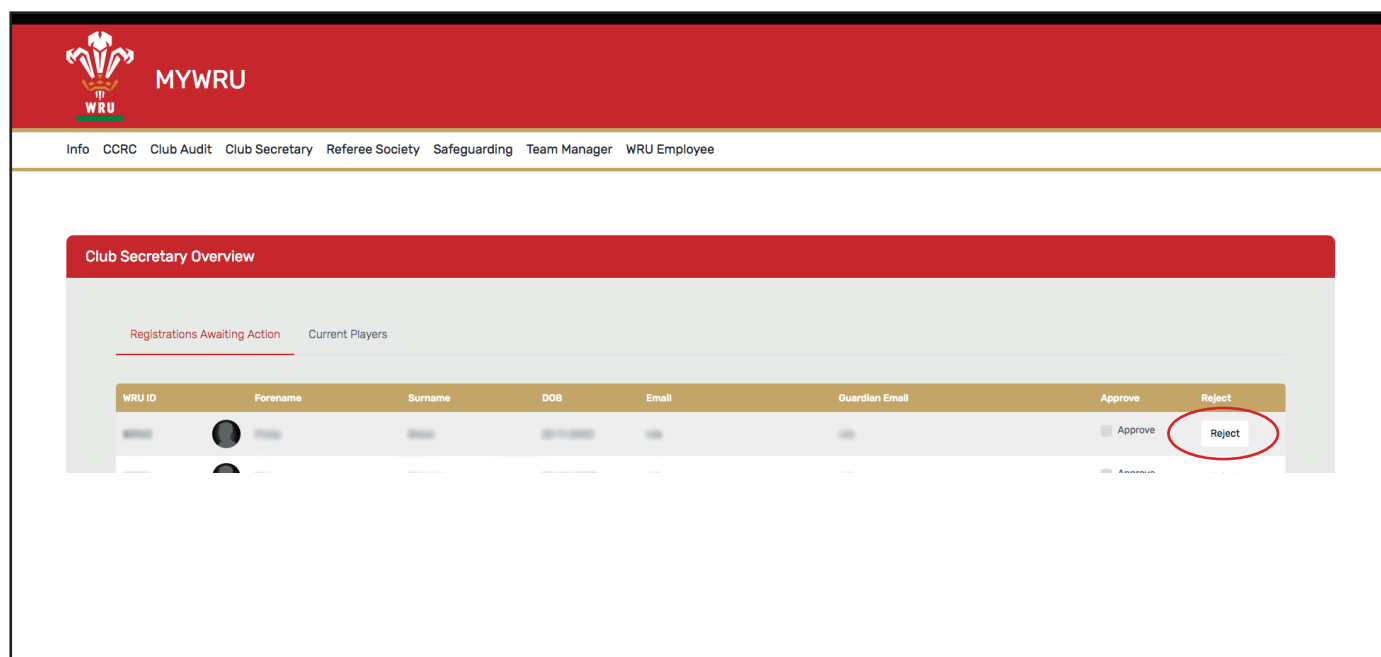
### Step 4: Approve

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.



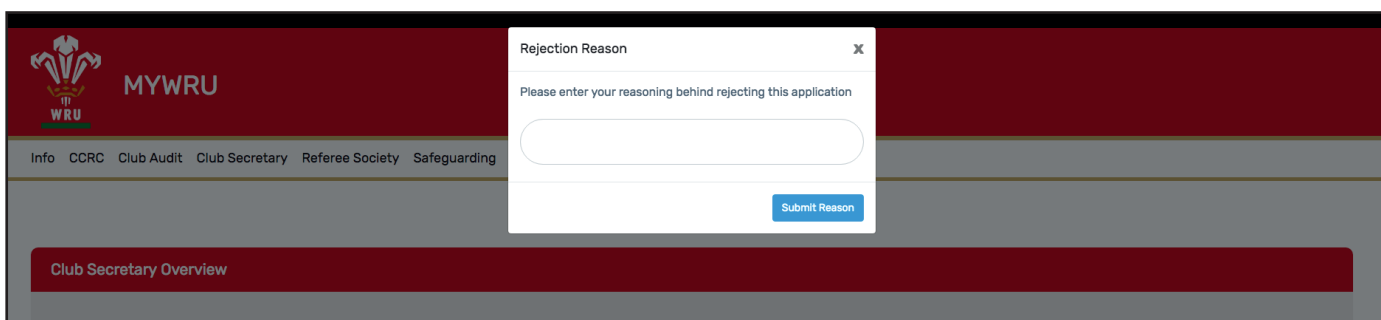
## Step 5: Reject

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



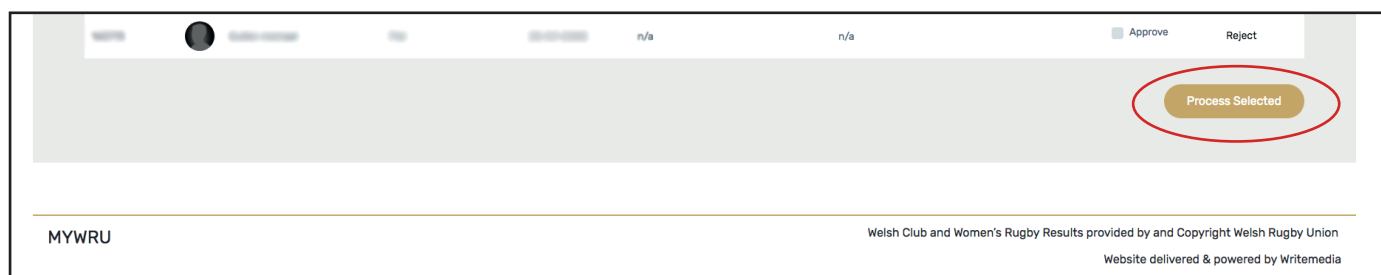
## Step 6: Reasons For Rejection

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.



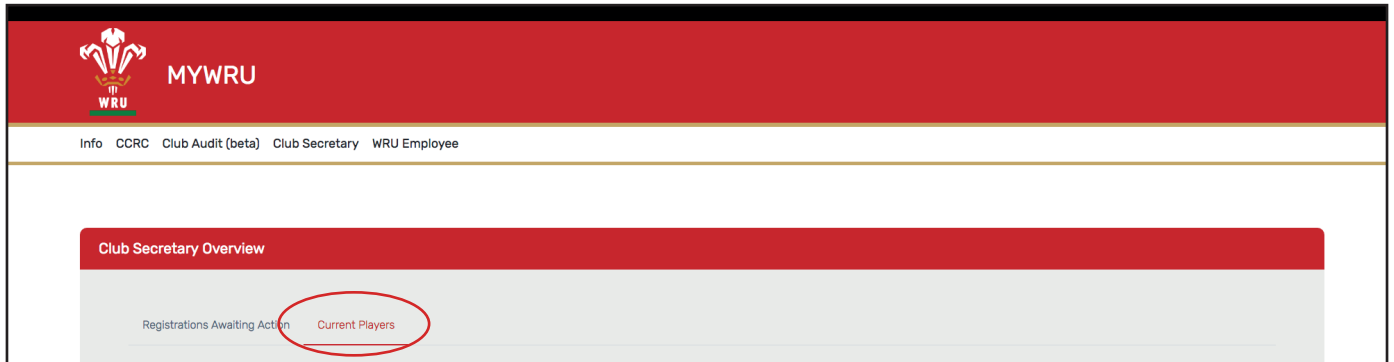
## Step 7: Verify

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.



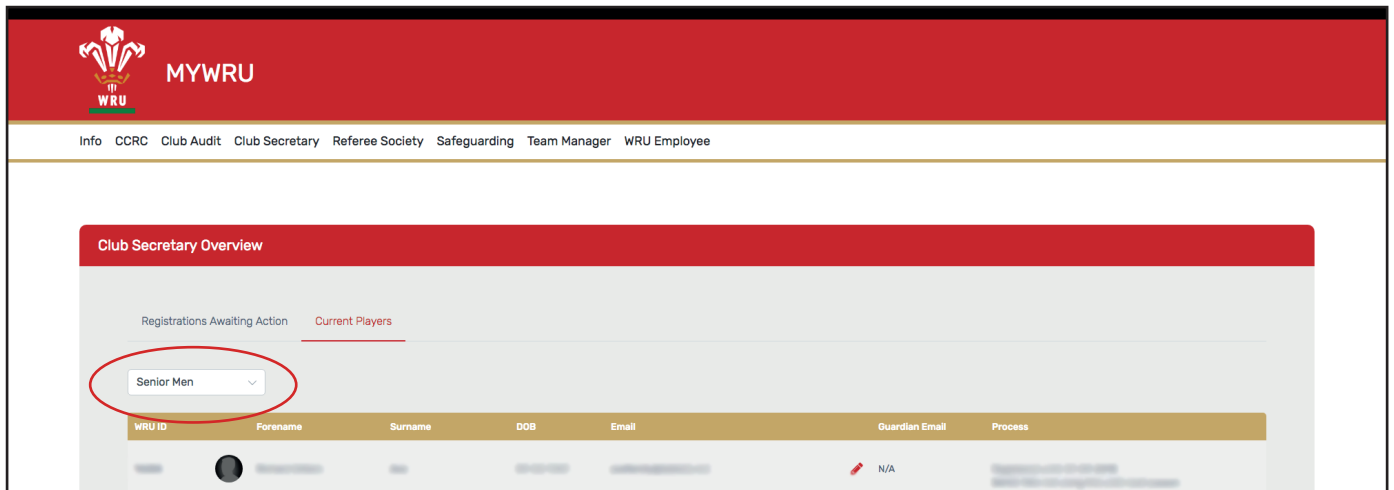
## Step 8: Current Players

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.

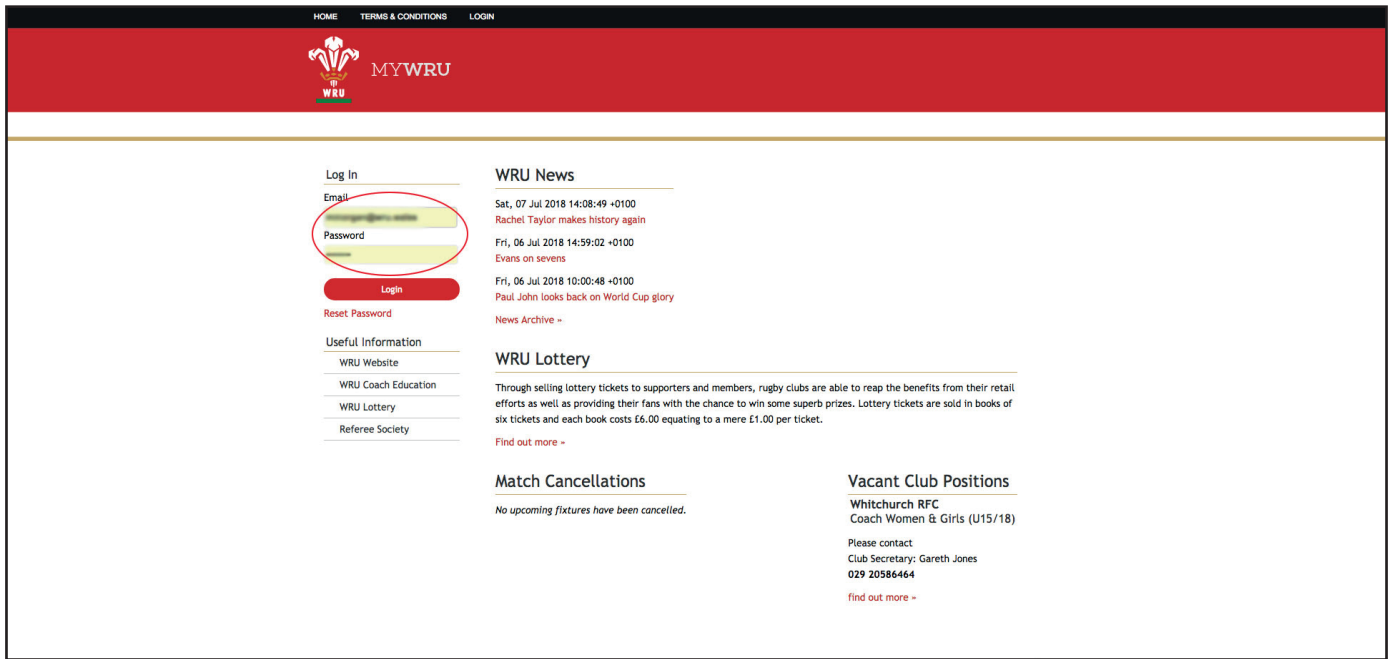


# CRRC

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

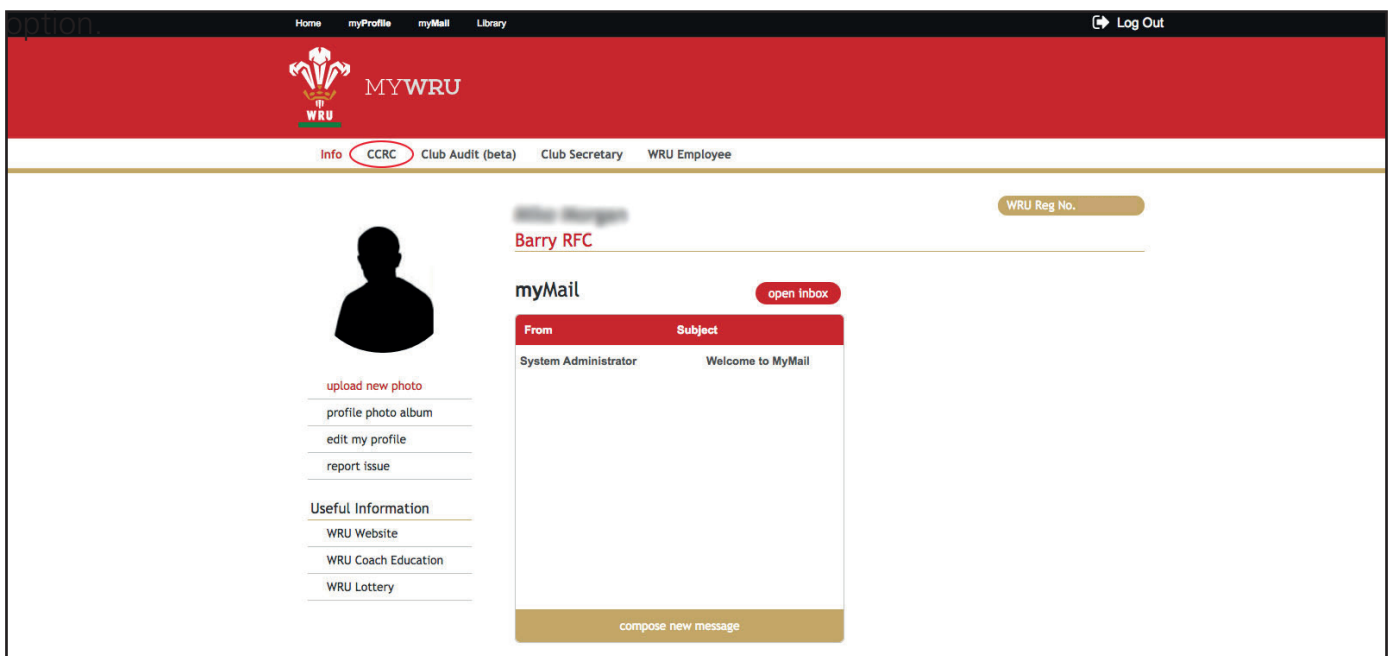
Please enter [www.mywru.wales](http://www.mywru.wales) into your web browser and enter your log in details.



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 circled in red), 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)

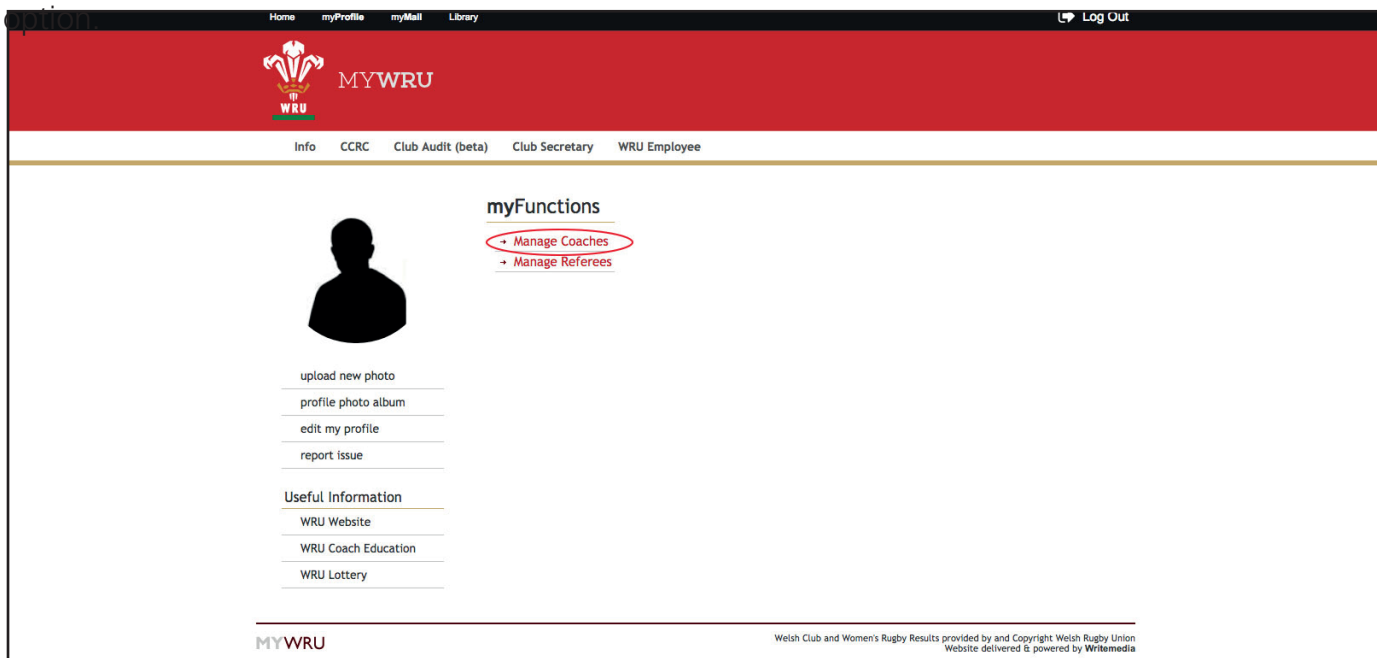


The screenshot shows the myWRU user profile page for Barry RFC. The top navigation bar includes Home, myProfile, myMail, Library, and Log Out. Below this, the WRU logo and MYWRU text are visible. A secondary navigation bar contains links for Info, CCRC (circled in red), Club Audit (beta), Club Secretary, 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 next to 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.



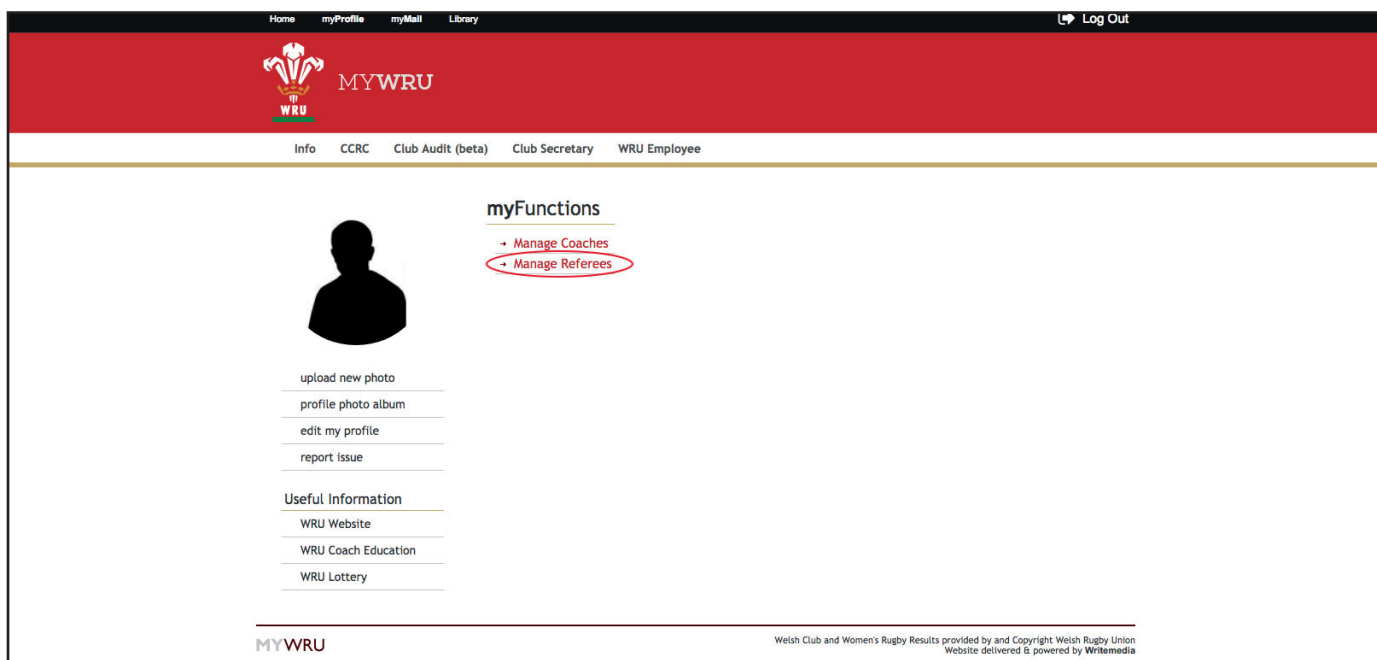
### Step 3: Manage Coaches

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 is a navigation bar with 'Home', 'myProfile', 'myMail', 'Library', and 'Log Out'. Below this is a red header with the WRU logo and 'MYWRU'. A secondary navigation bar includes 'Info', 'CCRC', 'Club Audit (beta)', 'Club Secretary', and 'WRU Employee'. The main content area is titled 'Club Coach and Referee Co-ordinator Information' and features a table of documents. Below this is a section titled 'Pending Coaches for Barry RFC' which contains a table with one row of data. The 'Actions' column for this row has three links: 'Accept', 'Reject', and 'Edit'. The 'Accept' link is circled in red. Below this is another section titled '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 'Pending Coaches for Barry RFC' section. The 'Accept' link in the actions column of the table is circled in red, indicating the action to be taken.

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 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
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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   <b>Reject</b>   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

WRU Website  
WRU Coach Education  
WRU Lottery

## 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

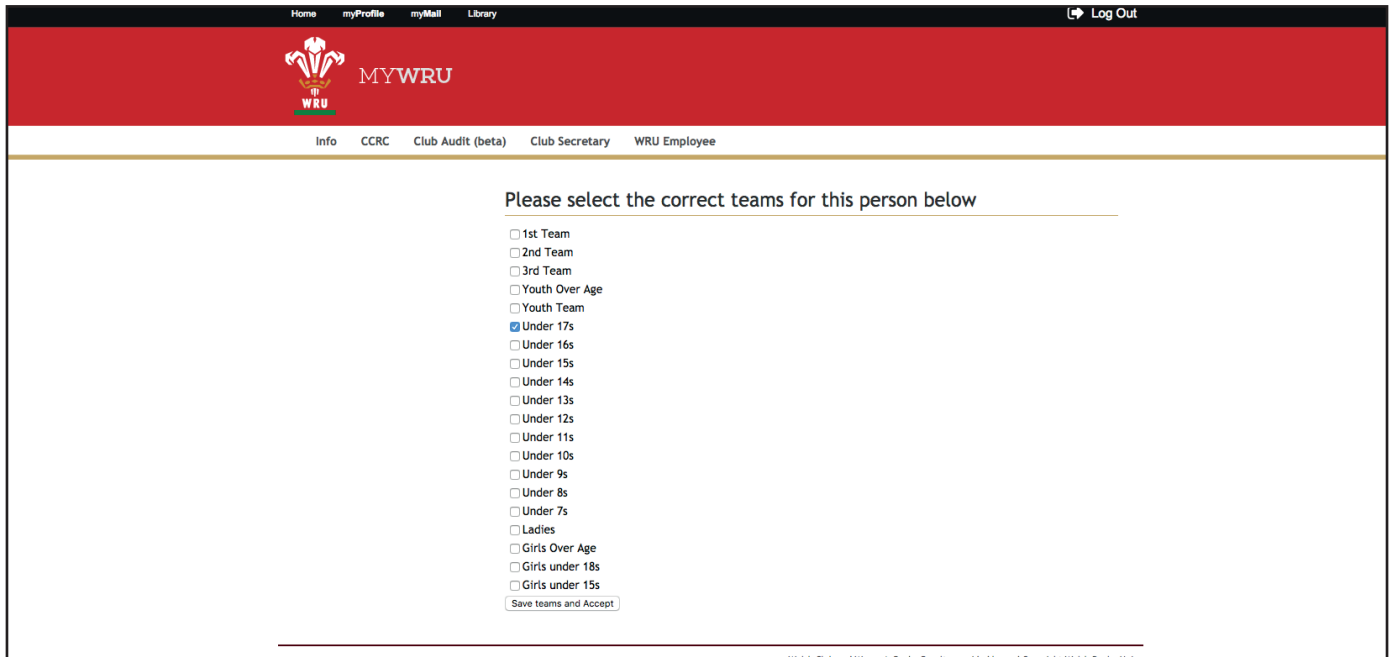
Please provide a reason for rejection

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 a web interface for MYWRU. At the top, there is a navigation bar with links for Home, myProfile, myMail, and Library. On the right side of this bar is a Log Out button. Below the navigation bar is a red header area containing 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 features a heading 'Please select the correct teams for this person below' followed by a list of checkboxes for various teams. The 'Under 17s' option is selected. At the bottom of the list 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

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## 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](http://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

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**For help with Online Registration please email:**

**mywru@wru.wales**

**For all other enquiries please contact your WRU Regional Team:**



## **Cardiff Rugby**

Michael Connor  
t: 07557 575193  
e: mconnor@wru.wales



## **Dragons**

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



## **Ospreys**

Gethin Robinson  
t: 07795 854711  
e: grobinson@wru.wales



## **RGC**

David Higgs  
t: 07584 488295  
e: dhiggs@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



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THIS IS OUR GAME  
THIS IS WELSH RUGBY

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