Microsoft Partner

# FIRSTSPORTS

IRFU

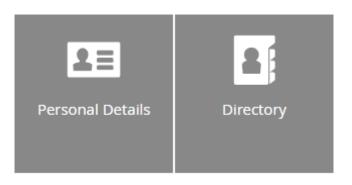
Clubhouse

Directory

## Introduction

The Directory module enables all users logged into the system to have a complete list of clubs and provinces that are affiliated to the IRFU. This list enables the user to see the main contact details for the organisation, the main point of contact and they can also email them and apply to join them and become affiliated to the organisation.

From the tile screen following log in, regardless of the role the individuals have, everyone will be able to see the directory



#### 1. General

Selecting the directory displays a complete list of clubs and provinces in a grid. The list provides an overview of the organisations. The key data and main contact details.

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	Reference	Name	Status	Туре	Email	Phone	Website	Address Members	s 🔻 Filters
	00000001	Irish Rugby	Active	National Gover	info@irishrugby.ie	353 1 6473800	www.irishrugby.ie	10-12 Lansdowne Road	<
	00000095	Connacht	Active	Branch					<
	00000094	Leinster Rugby	Active	Branch		00353 1 2693224		Newstead Building A Uc	<
	00000093	Munster Rugby	Active	Branch					<
	00002933	Test Branch	Active	Branch	testbranch@email.com	353 1231 123123123	www.testbranch.com	Address1 Address2 Add	<
	00000096	Ulster Rugby	Active	Branch	standup@ulsterrugby.com			85 Kingspan Stadium 8:	<
	00002256	ABBEYFEA	Active	Club					<
	00002352	Abroad	Active	Club					<
	00002237	Academy R.F.C.	Active	Club			http://www.academyrfc	Academy Sports Club H	<
	00005591	Agen RFC	Active	Club					<
	00002220	AIB R.F.C.	Active	Club					<
	00002492	An Ghaeltacht	Active	Club					<
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Rather than having to scroll through a list of hundreds of organisations, the grid can be filtered to allow the individual to search for the organisation much quicker. Simply selecting the filter, enter the search criteria i.e Club Name, followed by Search.

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	00002921	TEST		Active	Club				Mountain View Next Str	4	
	00002933	Test Branch		Active	Branch	testbranch@email.com	353 1231 123123123	www.testbranch.com	Address1 Address2 Add	1	<
	00002934	Test Club		Active	Club	info@first-sports.com	353 987 654321	www.irishrugby.ie	Building 1 1 101 Street /	15	<
	00005589	Test RFC		Active	Club				Test Building Test Road		<

A user can choose to select the arrow next to the organisation to expand the details and reveal more information about the club or province

~	Reference N	Name		Status	Туре	Email	Phone	Website	Address	Members	▼ Filters
	00002933 T	Test Branch		Active	Branch	testbranch@email.com	353 1231 123123123	www.testbranch.com	Address1 Address2 Add	1	~
	Profile		Test Branch 2033 2033 Website http://www.fscharsch.com Facebook URL http://www.fscharsch.com Facebook URL http://www.fscharsch.com Functional Scharsch.com Functional Scharsch.com Functi		Address Address Address Cry Cork Ireland 123123 Phone 353 12333 1231231 Email testbranch@email.a						٩
	Primary Contact Testbranch User Finance Committ Directions Get out of the car outs	tee	door and you will have arrived. There is a lampoost on the right.								

### 2. Email

It is possible to select an organisation and send them an email. To complete this process, enter a tick against the club or province and select email

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Directo	ry							Selected 1 Expor	Email	Apply
~	Reference	Name	Status	Туре	Email	Phone	Website	Address	Members	s 🔻 Filter
	00000001	Irish Rugby	Active	National Gover	info@irishrugby.ie	353 1 6473800	www.irishrugby.ie	10-12 Lansdowne Road		<
	00000095	Connacht I	Active	Branch						<
	00000094	Leinster Rugby	Active	Branch		00353 1 2693224		Newstead Building A Uc		<
~	00000093	Munster Rugby	Active	Branch						<
· )	00002933	Test Branch	Active	Branch	testbranch@email.com	353 1231 123123123	www.testbranch.com	Address1 Address2 Add	1	<

Following the selection of the email button, an email template will be generated. The individual can then enter text and send the email. The email will be sent to the main point of contact listed in against the club.

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Organisations Email Organisat	tion			:
TEST > Compose Email				Send
FROM NAME		FROM EMAIL ADDRESS mburton@first-sports.com	Selection Summary	
TO * SUBJECT			TOTAL RECORDS SELECTED 1	
			Attachments	
MESSAGE BODY	B I U Insert Insert text		* FILE Browse	
Enter text here			Upload	
CC Sender on each Email				
Delivery Receipt     Read Receipt				

#### 3. Apply

Every individual has the ability to Apply to become affiliated to a club or province, this is obviously on the premise that they can log in

Finding the organisation that the individual wants to become affiliated to, the tick against the club or province should be selected, you are then presented with the ability to Apply

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φ.		Test		-	-					Q Searc
<ul> <li></li> </ul>	00002921	TEST	Active	Club				Mountain View Next Str	4	<
	00002933	Test Branch	Active	Branch	testbranch@email.com	353 1231 123123123	www.testbranch.com	Address1 Address2 Add	1	<
	00002934	Test Club	Active	Club	info@first-sports.com	353 987 654321	www.irishrugby.ie	Building 1 1 101 Street /	15	<
	00005589	Test RFC	Active	Club				Test Building Test Road		<

Selecting Apply presents the individual with a screen whereby the individual can state what affiliation they would like to have to the organisation. The page summarises the application, the individual can add accompanying note and state how they wish to be affiliated

💠 IRFU	Directory 👻				TEST 👻	
Organisations Add Membership					-	1
Edit Application					Save	Cancel
Membership Application						
INDIVIDUAL NAME			ORGANISATION NAME			
Max Test			TEST			
SOURCE		STATUS				
Individual to Club		Pending		Supporter		-
APPLICATION NOTES				Coach Member Pløyer Referee Supporter		

The statuses they can assign themselves are:

- Coach
- Member
- Player
- Referee
- Supporter

It is important to note that at no point does this register them as a player or coach, it simply gives the organisation where they are applying with more information about why they want to be involved with the club and in what capacity. If the club accept the application they will still be required to assign the correct roles, memberships and register them as players.

Once the application has been completed, select Save

Once the application have been sent, the club can choose to accept or reject the application and the individual can see the status of the application via the Personal details module. There is a dedicated menu item titled "Applications" this will list all the applications made to the various organisations and the status of the applications i.e. Pending, accepted or rejected

🏟 IRFU	Personal Details	•						TEST 🔻 🔋 🔻
Summary	Applications							:
Applications	Max Test							Export
Details	_					_		
Roles	<ul> <li>Organisation</li> </ul>	Ind Ref	First Name	Last Name	Status	Туре	Notes	▼ Filters
Relationships	Abroad	16795101	Мах	Test	Pending	Coach		
	TEST	16795101	Мах	Test	Pending	Coach		
Qualifications	1							