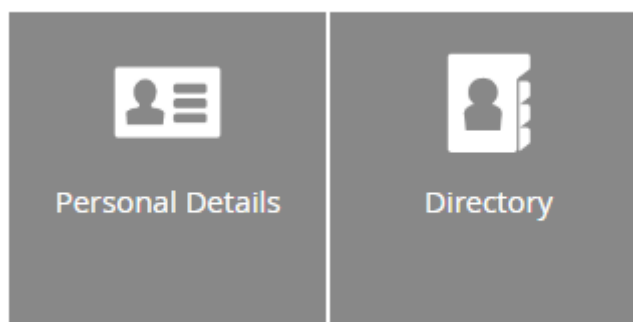FIRSTSPORTS

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

Personal Details   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.
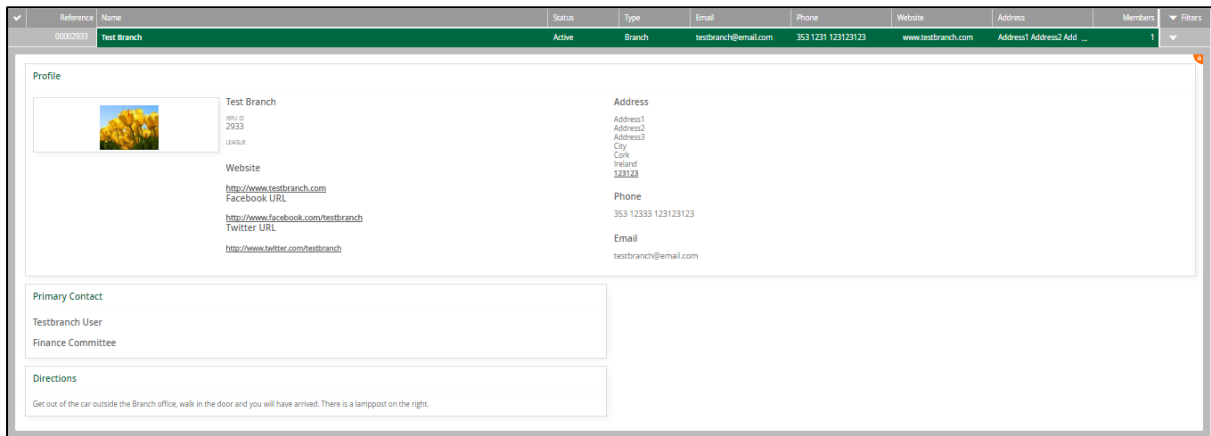

✔	Reference	Name	Status	Type	Email	Phone	Website	Address	Members	▼ Filters
	00000001	Irish Rugby ...	Active	National Gover...	info@irishrugby.ie	353 1 6473800	www.irishrugby.ie	10-12 Lansdowne Road ...		◄
	00000095	Connacht ...	Active	Branch						◄
	00000094	Leinster Rugby	Active	Branch		00353 1 2693224		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 ...	1	◄
	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						◄
	00002228	Antrim	Active	Club						◄

Selected 0 of 408   Page 1 of 17   Rows 25   Page ⏮ ◄ 1 ► ⏭ ↻

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.

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
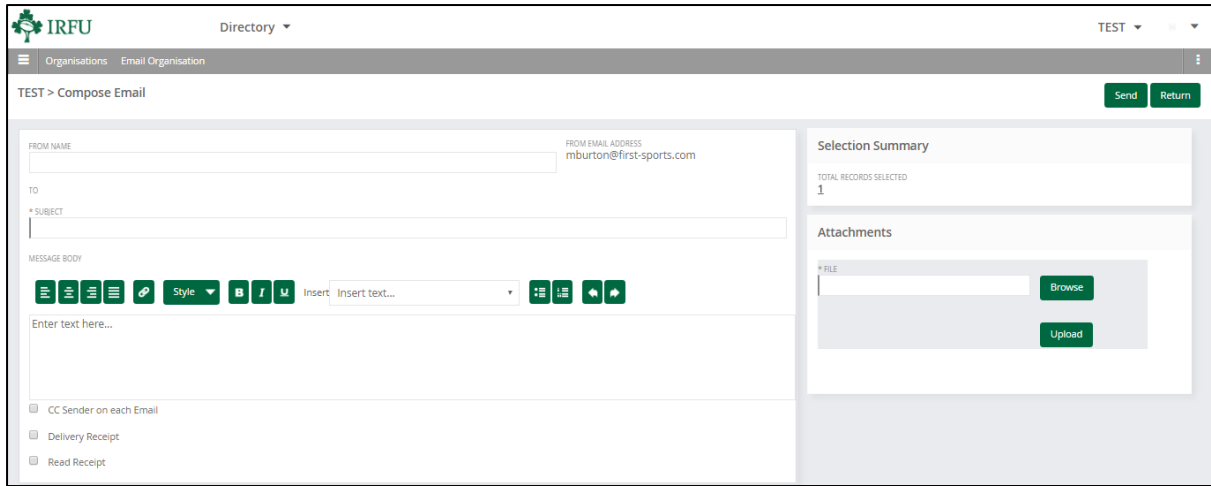

2. Email

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
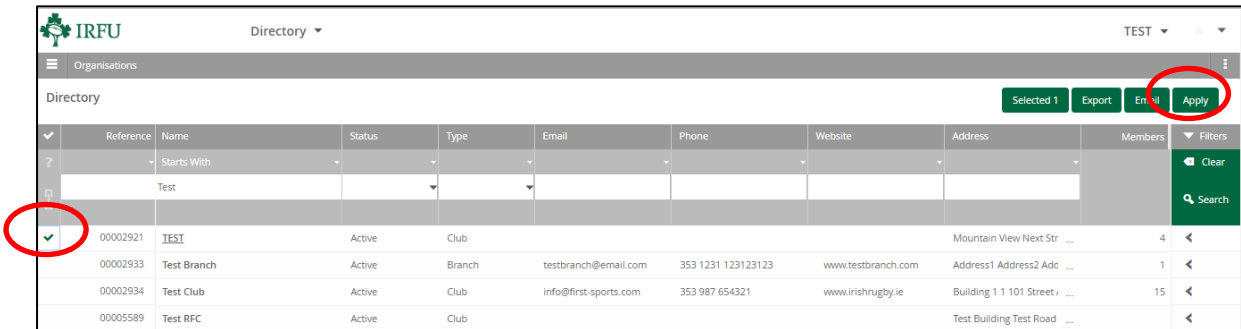

Following the selection of the email button, an email template will be generated. The individual can then enter text and send the email. The email will be sent to the main point of contact listed in against the club.
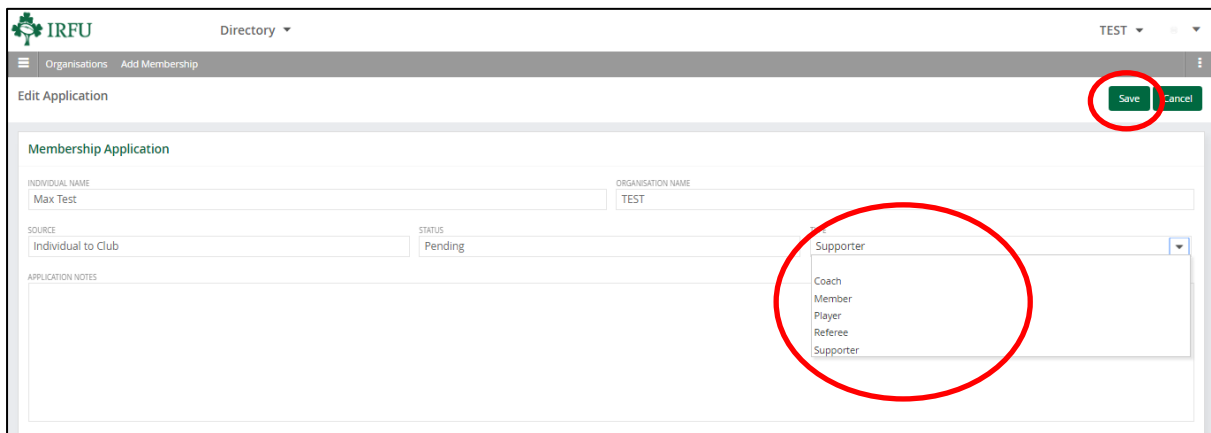
3. Apply

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

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
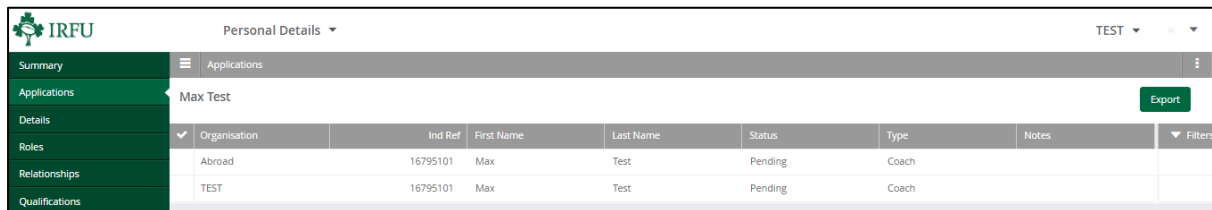
The statuses they can assign themselves are:

- 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