

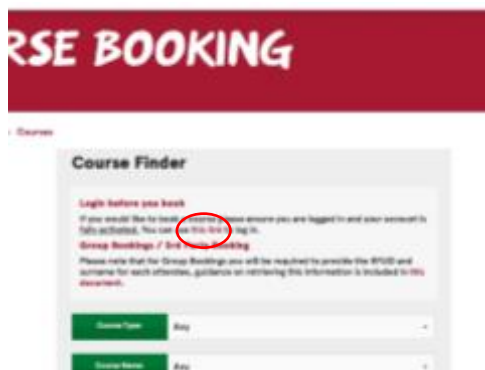
## HOW TO BOOK ONTO AN RFU COURSE

1. Click on this link: <http://www.englishrugby.com/my-rugby/courses/search/#/results>

This brings up the following screen



2. Log in to the RFU by click on “this link” (see highlight below)



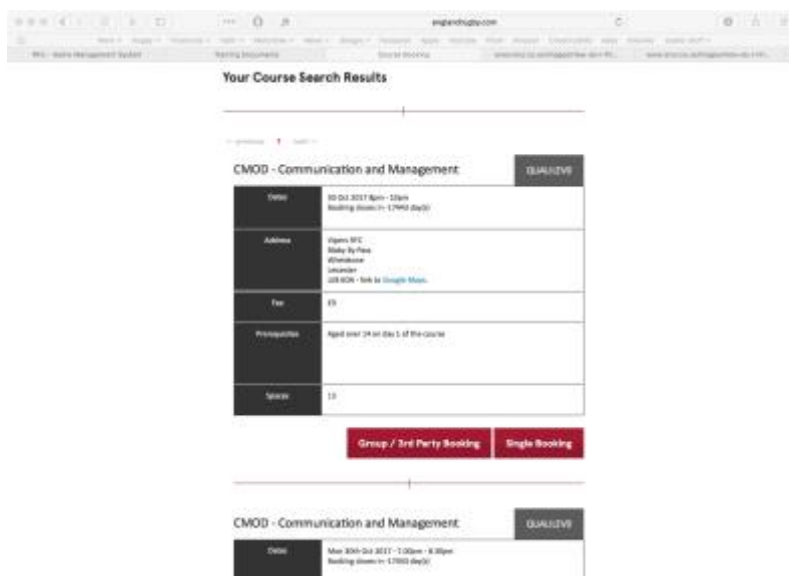
3. This brings up the screen below:



4. Enter your username and password. And click “LOGIN” to bring up the screen below:  
*If you have an RFU ID but cannot remember it or the password then follow [these instructions](#)*  
*If you have never registered with the RFU before, then you need to set up a user ID and password. You can do this by following [these other instructions](#)*



5. Select the Course type. (Usually “REFEREE” for LSRUR training), the Course Name. Put in a local postcode to get courses near to you and choose the appropriate date range Click “SEARCH” to bring up a list of matching courses as shown on the following screen:



6. Scroll down the list until you find the right course. (If it is not listed, then you have most likely put the wrong details in at step 5. Click back on your browser and try again). Click on the "SINGLE BOOKING" button

The first screenshot shows a course listing for 'CMOD - Communication and Management' with the following details:

CMOD - Communication and Management		QUALLEVE
Date	30 Oct 2017 8pm - 10pm <small>Booking closes in 17643 days!</small>	
Address	11pm RFC Staly St Pass Whetstone Leicester LE8 6DA - <a href="#">link to Google Maps</a>	
Fee	£0	
Prerequisites	Aged over 14 on day 1 of the course	
Spots	18	

Below the table are two buttons: 'Group / 3rd Party Booking' and 'Single Booking'. The 'Single Booking' button is circled in red.

The second screenshot shows the same course listing with the 'Single Booking' button highlighted.

7. On the following screen confirm your age and click "BOOK NOW"

The screenshot shows a 'COURSE BOOKING' confirmation screen. At the top, there is a red banner with the text 'COURSE BOOKING' and a 'Course Management System' logo. Below the banner, the breadcrumb 'Home > My Study > Courses' is visible.

The main section is titled 'Pre-requisites' and includes a warning: 'Please confirm that all pre-requisites are met, these will be checked as part of the booking process and if not met bookings may be rejected'. Below this, the course details are listed: 'CMOD - Communication and Management 30 Oct 2017 8pm - 10pm'.

There is a checkbox labeled 'Aged over 14 on day 1 of the course' which is checked. Below the checkbox are two buttons: 'Add another course' and 'Book Now'. The 'Book Now' button is circled in red.

- Enter the additional information on the next screen (see below) and click on the "PAYMENT" button. If the course is listed as free then the screen will change to the RFU My Rugby Homepage. If the course is chargeable, then you will be taken through the payment screens.



**COURSE BOOKING**

Home > My Profile > Courses

**Booking Summary**

Course	Venue	Date	Fee
Rugby - Communication and Management	Rugby Ground	15/09/2024	00
Total			00

**Additional information**

Please provide details of someone you can contact in the event of an emergency and any considerations you would like to make in event of registering your course booking. The system will build please the a period of time to allow you to complete your booking.

\*Emergency contact:

\*Emergency contact phone:

Special Requirements / Information:

Apply for a coach license

**Payment**






powered by WorldPay

The Rugby Football Union Online Course Booking System uses the B2B WorldPay payments system. To complete your payment online enter your credit/debit card details on the secure screen. After you have entered your card details you will receive confirmation of your payment on screen and by email.

- Once you have completed the process, you will receive an email to the email address associated with your RFU ID confirming the booking

END