

ORRFC

GMS User Guide (Juniors)

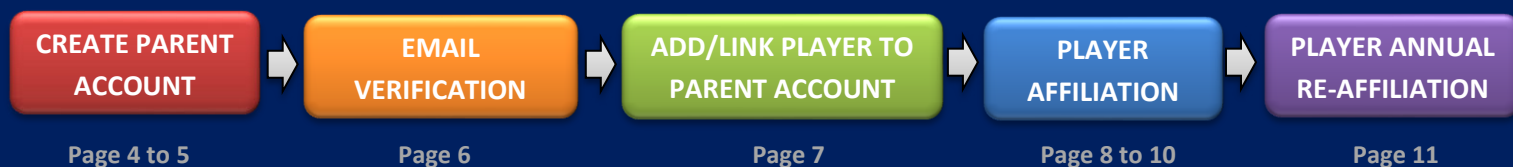


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WHY

To help ORRFC Parents / Guardians complete the following 5 mandatory actions in GMS:



WHAT

‘Game Management System’ is the RFU’s primary platform for grass roots rugby in England that allows clubs to manage their operations via a suite of online tools. At ORRFC it is currently used for ‘Player Registration’ (mandatory for all clubs) and from 2021 as our ‘Membership Management’ system.

WHO

This document is applicable to the **Parents** of all ‘Age Grade’ players at ORRFC i.e. from U6’s up to and including the U18’s (**Mini’s, Juniors & Girls**)

HOW

CATEGORY 1 Those WITHOUT a ‘Parent/Guardian’ & ‘Player’ GMS Account (i.e. new to rugby) must complete the following 4 actions in the order below (pages 4 - 11)

CREATE PARENT ACCOUNT, EMAIL VERIFICATION, ADD/LINK PLAYER TO PARENT ACCOUNT, PLAYER AFFILIATION

CATEGORY 2 Those WITH a ‘Parent/Guardian’ & ‘Player’ account must complete the following 2 actions in the order below (pages 7 & 9 - 11)

EMAIL VERIFICATION, PLAYER AFFILIATION

CATEGORY 3 After the Player has been Registered the following action must be completed at the beginning of each season (page 12)

PLAYER ANNUAL RE-AFFILIATION

In most cases if your child has been playing at any club you will be in **CATEGORY 2**



You MUST always use your correct USERNAME to log into GMS. This can either be an email address or for older accounts a username such as Surname123456



If you are unsure which Category you are in or have forgotten your Username please email the Membership Secretary benhamps@oldreigatianrfc.com

CREATE PARENT/GUARDIAN ACCOUNT



*****Do NOT do this step if you already have an account in GMS*****
If unsure please email the Membership Secretary who can check for you: benhamps@oldreigatianrfc.com

*****MAKE SURE YOU DO THIS ON A PC (do NOT use a Tablet or Smartphone)*****

1. Log into GMS: <https://gms.rfu.com/GMS/Account/Login>

Forgotten your Password? Click on [Forgot Password](#) (below the black Login button) to Reset – see page 13

2. Click on 'Create Account'

3. Complete all **Personal Details** then click [Next](#)



*****Make a note of the EMAIL ADDRESS you have used*****

The majority of GMS Login issues are due to a forgotten EMAIL ADDRESS and/or PASSWORD

5. Complete **Credentials, Privacy Notice & Waivers** then click

Next



Make a note of the PASSWORD you have used

The majority of GMS Login issues are due to a forgotten
EMAIL ADDRESS and/or PASSWORD

Old Relegation RFC
Create Account

Back Next

Credentials

YOUR PASSWORD
CONFIRM PASSWORD

STRENGTHSTRONG

Passwords must be at least 8 characters long, and must contain an upper case character, a lower case character, a special character, a number.

Privacy Notice

By registering you consent that we may process your data in accordance with our privacy policy.

- ☒ Please tick if you agree to receive carefully selected information, England Rugby content and offers from official partners of England Rugby. A list of official partners can be found here: <http://www.englandrugby.com/partners>. Further information on how your information will be used, stored and transferred can be found in the RFU's data privacy policy at www.englandrugby.com/privacy
- ☒ Please tick if you agree to receive information about rugby programmes relevant to your participation, as well as the latest news, team announcements, ticket alerts and product offers from England Rugby, via one or more of email, SMS and post. You will be able to refine your communication preferences or unsubscribe at any time. Further information on how your data will be used can be found in England Rugby's data privacy policy at www.englandrugby.com/privacy

Waivers

I have read, consented and agreed to the following:

- ☒ [Login Terms and Conditions](#)
- ☒ [GMS Terms and Conditions of Use](#)

My Details

Rugby Legend
01/01/1975 (Male)
rugbylegend1975@hotmail.com

Geoffrey Knight Fields
Park Lane
Reigate
SURREY
UNITED KINGDOM
RH2 8UX

Welcome

Setting up your account couldn't be easier:

1. Enter the required information into the form
2. Follow the instructions on the validation email you will receive
3. Sign in to your profile

6. The following page is displayed which is your **Dashboard**. Your account has been created!

MR Rugby Legend2
Your Account

RFU ID: 2634364 | 01/01/1975 | rugbylegend2021@hotmail.com | RH2 9PD

Verify Account Edit

Please Verify Account

An email has been sent to you with a link to validate your account, please check your e-mail.

[Re-Send Verification e-mail](#)

What Next?

This is your dashboard, it shows you relevant information and helps you to manage your account. [Find a club](#)

[Add a family member](#)

My Organisations

[Start by adding a Club](#)
Link yourself to a club to enable a membership or registration to be created

Family and Friends

[+ Add](#)

Rugby Legend2
Age: 46 - Adult (18+)
RFU ID: 2634364

Consents

- ☒ [GMS Terms and Conditions of Use](#)
- ☒ [Login Terms and Conditions](#)
- ☒ Please tick if you agree to receive information about rugby programmes relevant to your participation, as well as the latest news, team announcements, ticket alerts and product offers from England Rugby, via one or more of email.

Activity

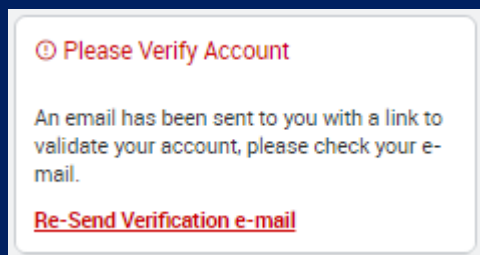
Communication
Unread e-mails in the last year: 1

Unpaid Orders
Due: £0.00

7. Now go to '**EMAIL VERIFICATION OF PARENT/GUARDIAN ACCOUNT**'

EMAIL VERIFICATION

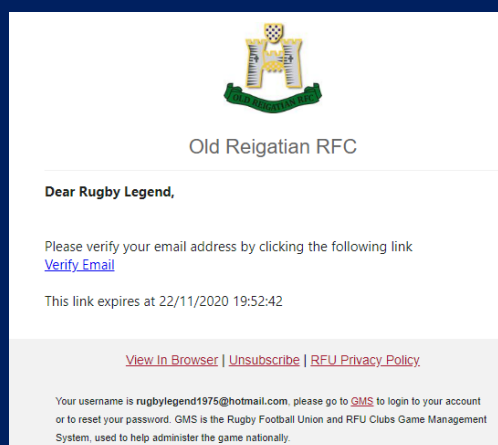
1. The following Box Alert will appear at either the end of **Create Parent/Guardian Account** (page 5) or if you have had an account created by the club on your behalf



Email Verification is **ONLY** required on the Parent Account, NOT the Player Account. Make sure you have the Parent selected!

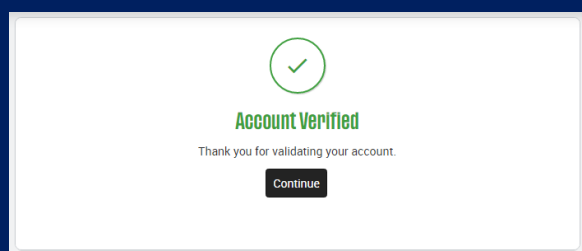
2. If you have just completed **Create Parent/Guardian Account** the system will have automatically sent you a 'Verification Email'. If you are logging in for the first time since your account was set up by the club click on [Re-Send Verification e-mail](#)

3. Go to your email account which will contain the following:



If the email is not in your 'Inbox' check your 'Junk' folder

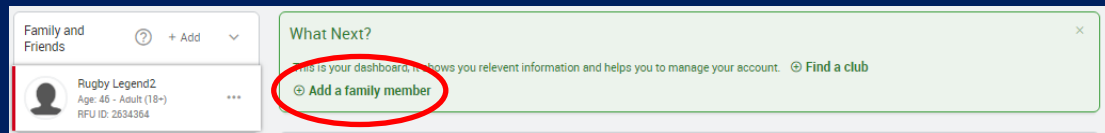
4. Click on the [Verify Email](#) link in the email. You will automatically be re-directed back to GMS and will see the following:



5. Click on [Continue](#)
6. Now go to **ADD PLAYER TO PARENT/GUARDIAN ACCOUNT**

ADD/LINK PLAYER TO PARENT/GUARDIAN ACCOUNT

1. Log into your GMS Parent/Guardian Account. Confirm there is no Player Account already set up. If there is it will appear under your name in the 'Family and Friends' box. If there is an account go to **PLAYER AFFILIATION** in the next section
2. You will see the following message in the Green 'Action Alert' box. Click on **Add a family member**



3. Complete all **Personal Details, Relationship, Contact Information, & Medical Details**

Personal Details

TITLE
MISS

FIRST NAME
Rugby Legends

LAST NAME
Player Daughter

DATE OF BIRTH
01/01/2009 Current Age: 11, Age Group: Yr 6 U10 (10-11)

GENDER
Female

Relationship to MR Rugby Legend

THIS PERSON IS YOUR
Child

Contact Information

Medical Details

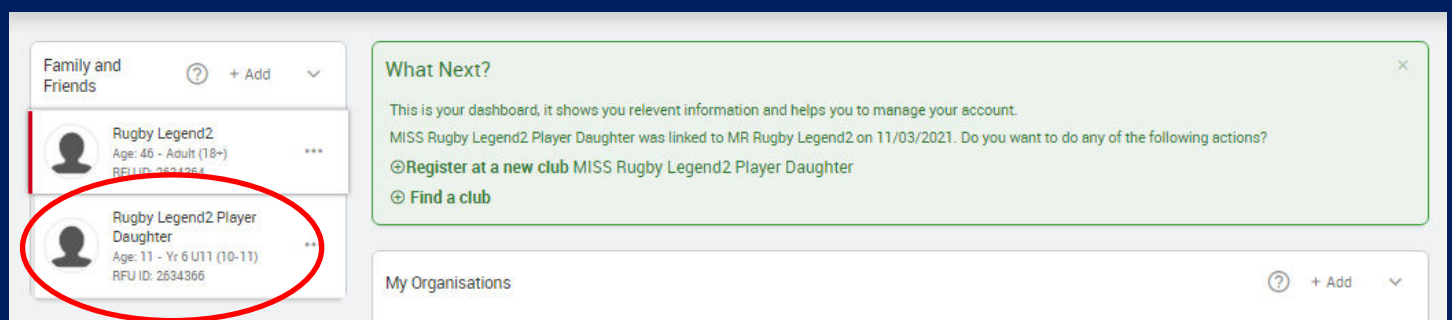
Medical Conditions/allergies (Asthma, Epilepsy, Allergies to penicillin)
Please give full details.
Completing this section is not obligatory (but in the interests of safety we strongly recommend that you do so)

DO YOU HAVE CONDITIONS TO DECLARE?
No

4. Click



1. Your Dashboard page will display confirming that a Player has been linked to your account. Now go to **PLAYER AFFILIATION**



PLAYER AFFILIATION

Note: This process achieves two things: **FIND A CLUB** for the Player and then **AFFILIATE** them at that club


1. Log into your GMS **Parent** Account
2. Make sure the Child is selected by clicking on their name (indicated by the red bar next to their name)
3. You will see the following message in the Green 'Action Alert' box

The screenshot shows the GMS Parent Account dashboard. On the left, under 'Family and Friends', there is a list of users. The second user, 'Rugby Legend2 Player Daughter', is highlighted with a red bar. On the right, a green 'What Next?' alert box contains the text: 'This is your dashboard, it shows you relevant information and helps you to manage your account. Find a club' and a button 'Affiliate at a new club'. Below the alert, there is a section for 'My Organisations' with a '+ Add' button and a 'Start by adding a Club' button.

4. Click on **Affiliate at a new club**
5. Complete all sections on the **Player Affiliation**

The screenshot shows the 'Player Affiliation' form for 'MISS Rugby Legend2 Player Daughter'. The form has a header with the player's name and a 'Save' button. Below the header, there are several sections: 'Who is registering?' with the player's name and details (Age at Start of Season: 10, DOB: 01/01/2010, RFU ID: 2634366); 'Club where registration will apply' with 'Old Reigatian RFC' and a note 'This is the club where MISS Rugby Legend2 Player Daughter is a player'; 'Addresses' with '76b Reigate Hill, Reigate, SURREY, RH2 9PD UNITED KINGDOM' and a note 'Home Default'; and 'Player Registration Details' with 'Playing Position: Unspecified' and 'Youth Registration: Yes'.

School Details ✎ ▼

 **Dunottar School**

This is the school where MISS Rugby Legend2 Player Daughter is a player

Medical Details ? ✎ ▼

No medical conditions to declare.

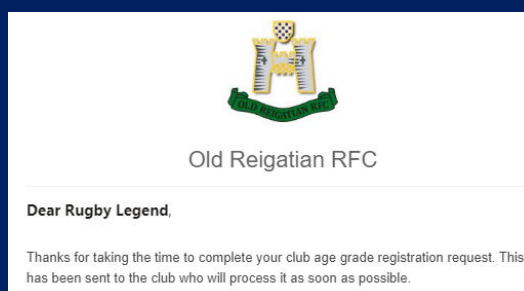
Emergency Contacts ? ✎ ▼

Rugby Legend2
 rugbylegend2021@hotmail.com
 0123456789
 76b Reigate Hill Reigate Surrey RH2 9PD United Kingdom

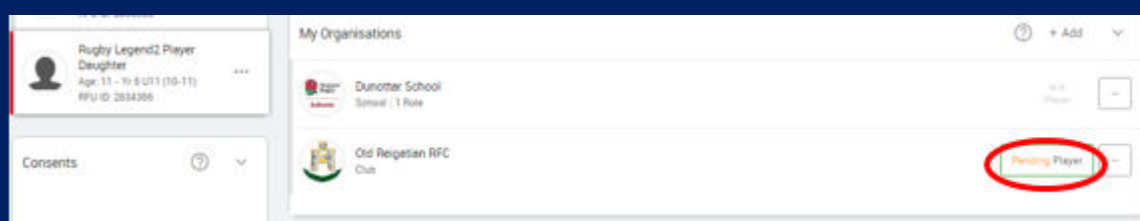
4. Click on



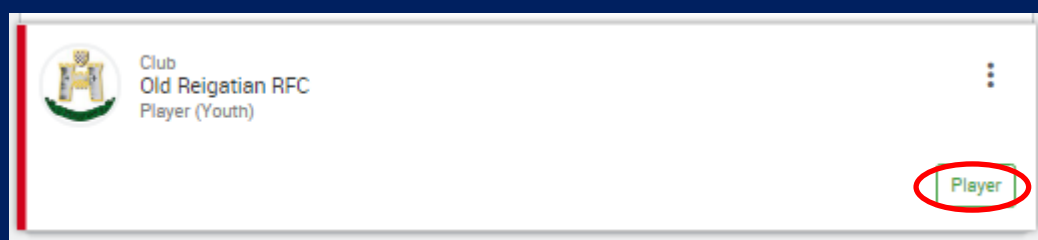
5. A confirmation email will be sent to you



6. You will now see the following message under 'My Organisations' in the **Player** Account. A message will automatically be sent to the club Membership Secretary for 'Approval'



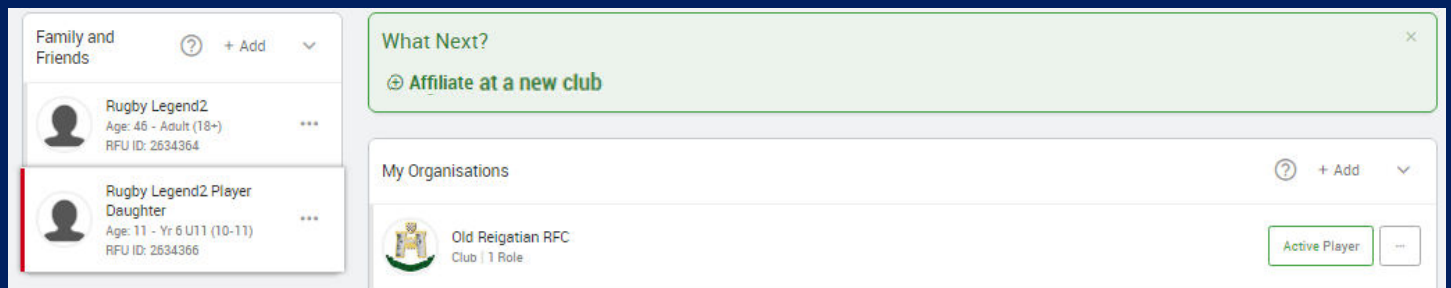
6. Once 'Approved' the **Player** status will change from 'Pending' to 'Player' and you will receive a Confirmation Email





When the process has been completed you will still see the Green 'Alert Box' below. This is because Players are allowed to 'Affiliate' at more than one club

Just click on the 'X' icon to clear



To re-display the Green 'Alert Box' at any time click on the 'Speech Bubble' icon



PLAYER ANNUAL RE-AFFILIATION

Before the start of every season the RFU 'De-Affiliate' all Players in GMS and therefore the parents/guardians of ALL age group players will need to 'Re-Affiliate' any Youth memberships linked to their account. The process just requires the parent/guardian to confirm their details are still correct.

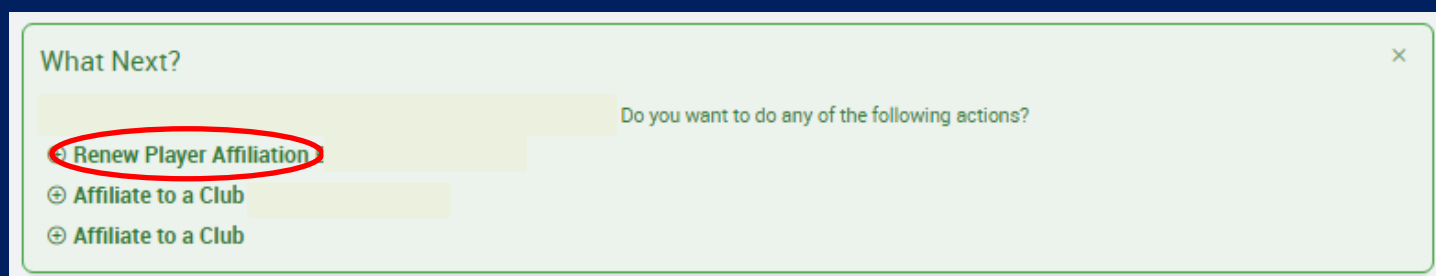


Please note this is MANDATORY. Without completing the 'Re-Affiliation' process your child will NOT be affiliated to ORRFC and therefore will NOT be able to participate in inter-club training sessions, matches, festivals, tournaments and tours.

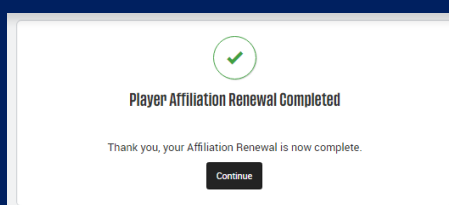
1. Log into your GMS Parent Account
2. You will see the following message in the Green 'Action Alert' box.

***Note: if the Green 'Action Alert' box is not displayed on your Dashboard page when you log in, click on the

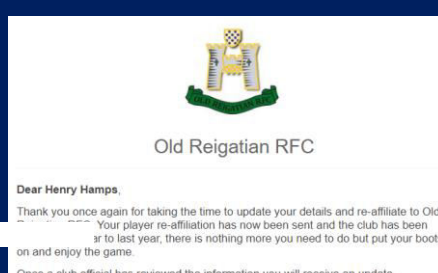
'Speech Bubble' icon at the top of the page***



3. Click on **Renew Player Affiliation**. This will take you to the 'Player Affiliation' page as on Page 8
4. Check/Add the data on this page and then click on **Save**. The following message will be displayed



5. Click on **Continue** to return to your 'Dashboard' page. The **Renew Player Affiliation** should now not be displayed
6. You will also receive an email confirmation



TOP TIPS

- You must **always login into GMS with the Parent/Guardian Username** (not the player account)
- Whenever making changes in GMS **make sure you are updating the correct account** i.e. check the name at the top of the screen and that the name has a red bar by it under the 'Family and Friends' tile
- **Email Verification** is always done on the **Parent/Guardian account**

ONLINE HELP

GMS HELP PORTAL: <https://help.rfu.com/support/home>

This is a useful resource. However, the majority of information required for Parents/Guardians is covered in this guide

GMS HELPDESK: <https://help.rfu.com/support/tickets/new>

If asked to raise a 'Ticket' with the 'GMS Helpdesk' (by the Membership Secretary) you can do that here

OTHER USEFUL LINKS

Below are some helpful shortcuts to other sections of GMS that Parents/Guardians may occasionally use:

- **EDIT ACCOUNT/PERSONAL PROFILE**

<https://help.rfu.com/support/solutions/articles/15000031841-how-to-edit-my-account-personal-profile-details>

- **DASHBOARD EXPLANATION**

<https://help.rfu.com/support/solutions/articles/15000031941-what-is-my-personal-profile->

- **PASSWORD RESET**

<https://help.rfu.com/support/solutions/articles/15000020859-how-to-reset-your-password-problem-logging-in>

- **CAN'T EDIT/NO MEDICAL CONDITIONS OR EMERGENCY CONTACT BOXES UNDER PLAYER REGISTRATION**

<https://help.rfu.com/support/solutions/articles/15000039757-can-t-edit-no-medical-conditions-or-emergency-contact-boxes-under-player-registration>

CONTACT

Please direct all GMS issues, questions and feedback to benhamps@oldreigatianrfc.com