

ORRFC

GMS User Guide (Seniors)



Contents

1. Why / What / Who / How	Page 3
2. Create Player Account	Page 4 - 6
3. Email Verification	Page 7
4. Player Registration	Page 8 - 10
5. Player Annual Renewal	Page 11
6. Top Tips / Online Help / Other Useful Links / Contact	Page 12

WHY

To help ORRFC **Senior Players** complete the following 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 all **Senior Players** at ORRFC

HOW

CATEGORY 1 Those **WITHOUT** a **GMS Account** must complete the following **3** actions in the order below (pages 4 - 10)

CREATE PLAYER ACCOUNT, EMAIL VERIFICATION, PLAYER REGISTRATION

CATEGORY 2 Those **WITH** an Existing **GMS Account** must complete the following **2** actions in the order below (pages 7 & 8 - 10). Note 'Email Verification' may not be required if previously completed

EMAIL VERIFICATION, PLAYER REGISTRATION

CATEGORY 3 After the Player has been Registered the following action must be completed every 12 months (page 11)

PLAYER ANNUAL RENEWAL



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 PLAYER ACCOUNT



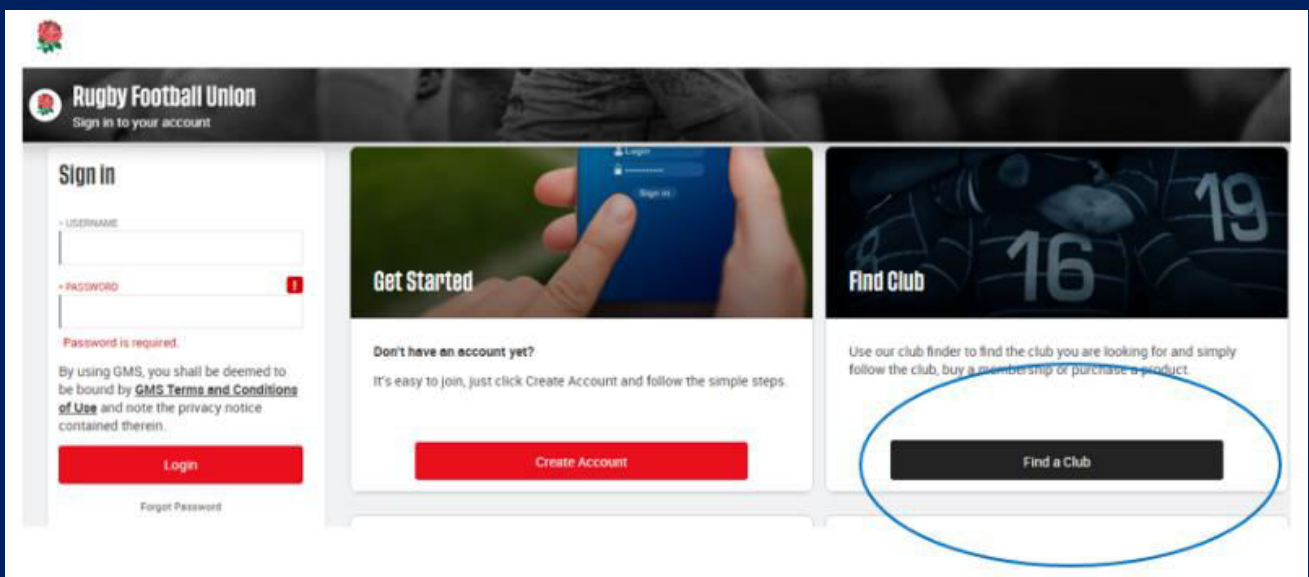
*****Do NOT do this step if you already have an account in GMS*****
If unsure please email the Membership Secretary who can check for you: benhamps@oldreigatianrfc.com


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

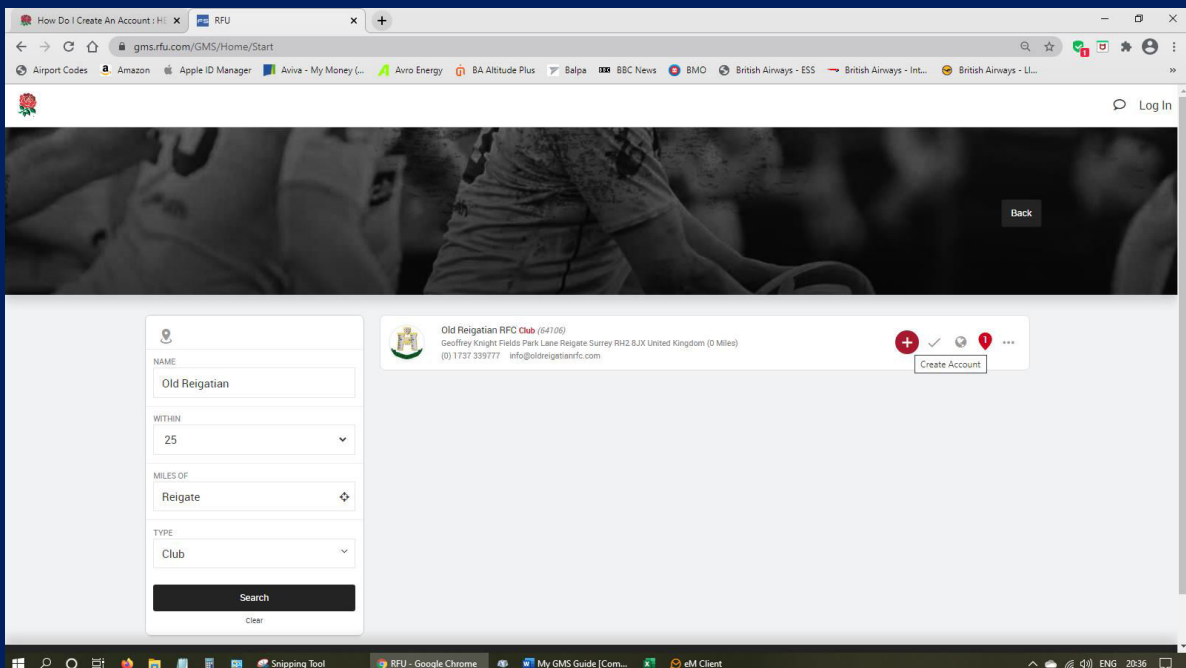
1. Log into GMS: <https://gms.rfu.com/GMS/Account/Login>

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

2. Click on 'Find a Club'



3. Complete the Search Box on the left-hand side (note: 'Reigatian' is without an 'S') and then click on the  to Create Account

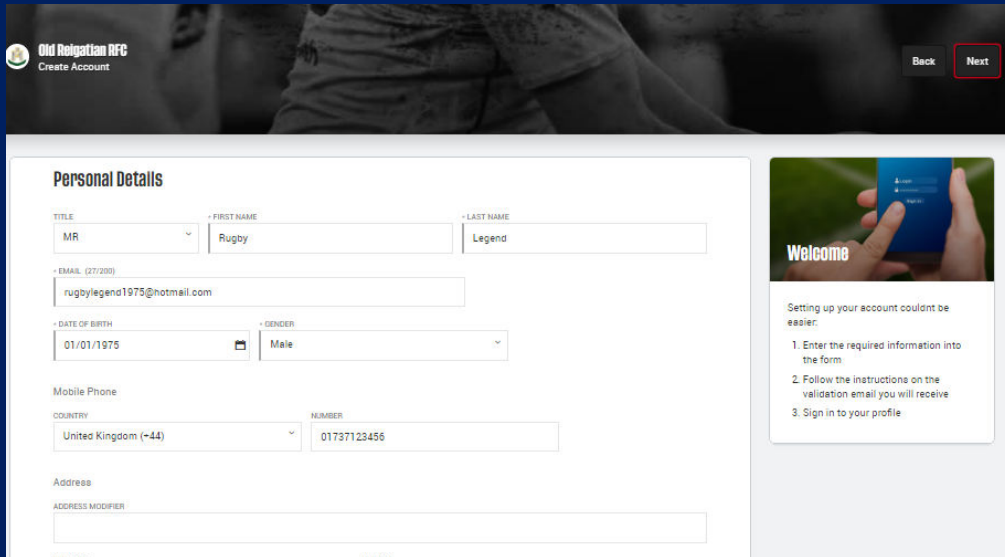


4. Complete all **Personal Details** then click 



*****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



Old Reigattian RFC
Create Account

Back Next

Personal Details

TITLE: MR | FIRST NAME: Rugby | LAST NAME: Legend

EMAIL (27/200): rugbylegend1975@hotmail.com

DATE OF BIRTH: 01/01/1975 | GENDER: Male

Mobile Phone: COUNTRY: United Kingdom (+44) | NUMBER: 01737123456

Address: ADDRESS MODIFIER: [Empty]

Welcome

Setting up your account couldn't be easier:

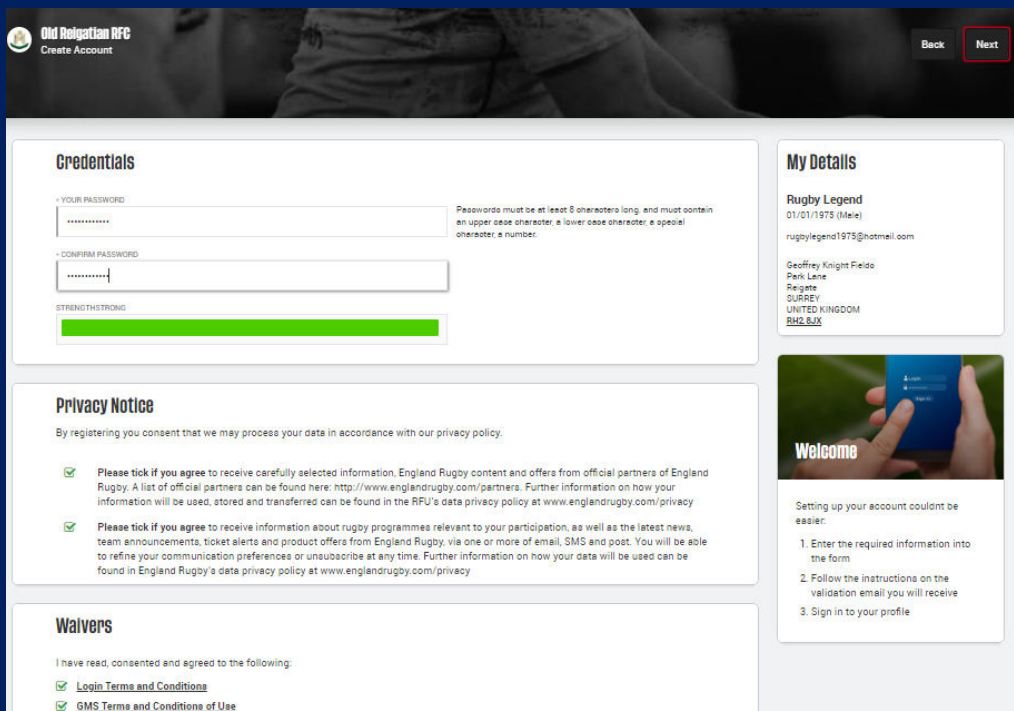
1. Enter the required information into the form.
2. Follow the instructions on the validation email you will receive.
3. Sign in to your profile.

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



*****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 Reigattian RFC
Create Account

Back Next

Credentials

YOUR PASSWORD: [Masked] | Passwords must be at least 8 characters long, and must contain an upper case character, a lower case character, a special character, a number.

CONFIRM PASSWORD: [Masked]

STRENGTHSTRONG: [Green bar]

My Details

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

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

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.

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:

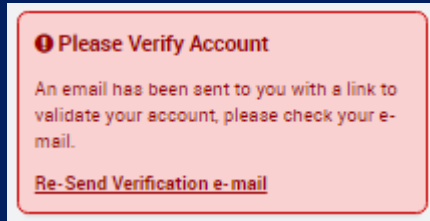
- [Login Terms and Conditions](#)
- [GMS Terms and Conditions of Use](#)

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

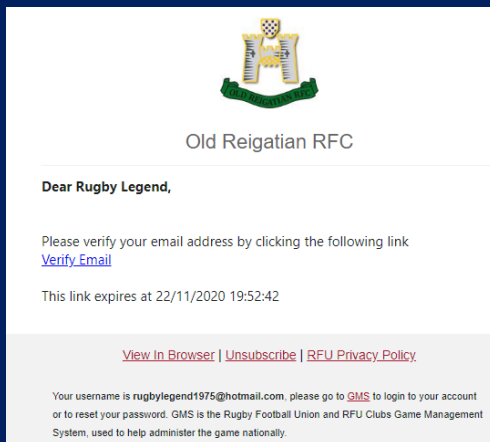
7. Now go to **'EMAIL VERIFICATION'**

EMAIL VERIFICATION

1. The following Red Box Alert will appear at end of **Create Player Account** (page 6). If you have just completed **Create Player Account** the system will have automatically sent you a 'Verification Email'.

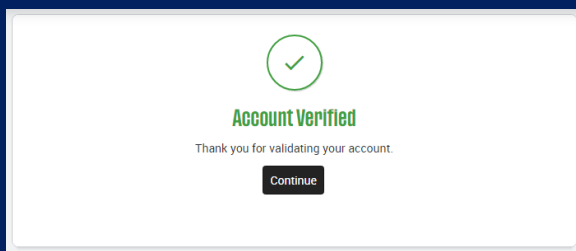


2. Go to your email account which will contain the following:



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:

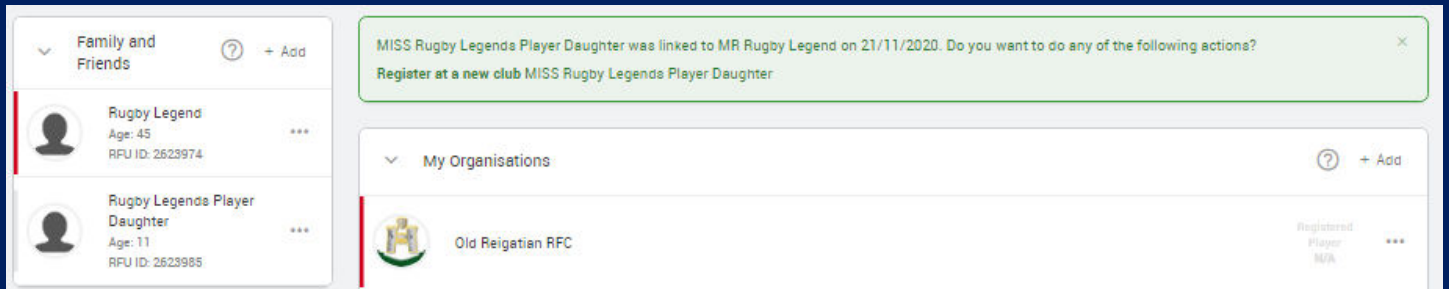


5. Click on [Continue](#). You will automatically be re-directed to the GMS Login Page

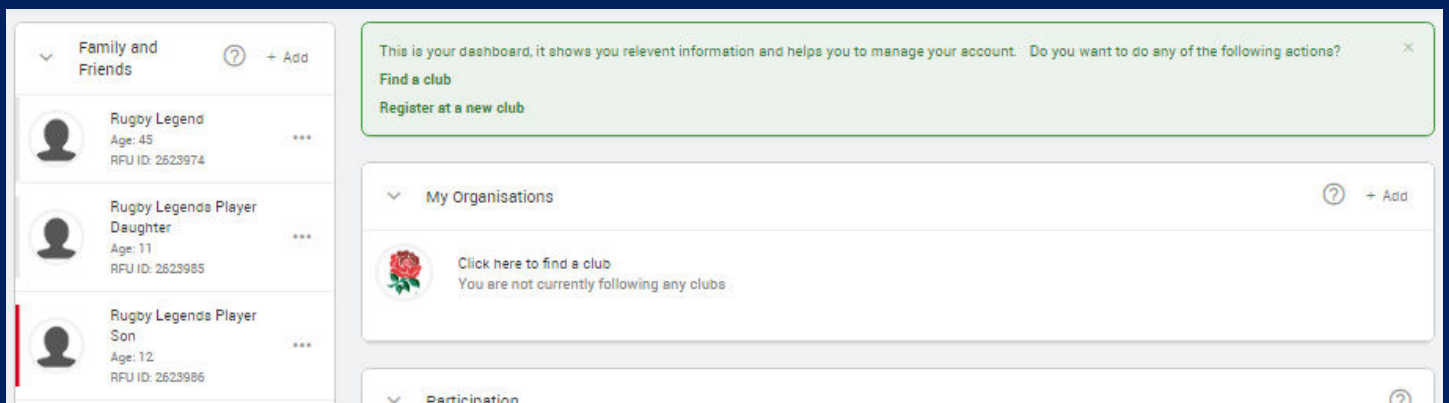
PLAYER REGISTRATION

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

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




You can also do this by selecting the **Player** Account on the left-hand side of the Dashboard. You can ignore the option **Find a club** as this will automatically be covered when selecting **Register at a new club**





2. Click on **Register at a new club**

3. Complete all sections on the **Player Registration** page as below


Who is registering?


 **MISS Rugby Legends Player Daughter** Age at Start of Season: 11 DOB: 01/01/2009 RFU ID: 2623985


Club where registration will apply 

 **Old Reigatian RFC**


This is the club where MISS Rugby Legends Player Daughter is a player


Addresses 

 **Geoffrey Knight Fields, Park Lane, Reigate, SURREY , RH2 8JX UNITED KINGDOM** Home ★ Default ...

Old Reigatian RFC 

Playing Position: **Unspecified** Youth Registration: **Yes**

School Details 



 **Dunottar School**

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



Required Registration Waivers

I have read, consented and agreed to the following optional waivers:

Consent to Photo Distribution **Consent Emergency Detail Distribution** **Consent Medical Distribution**

Medical Details  

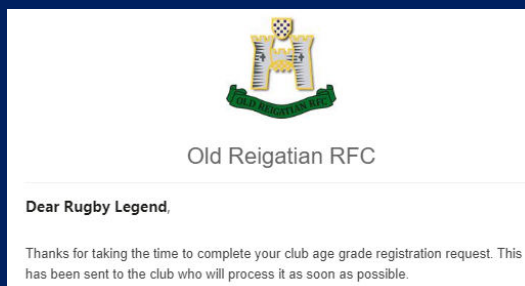
No medical conditions to declare.

Emergency Contacts  

Rugby Legend
rugbylegend1975@hotmail.com
+44 1737 123456
Geoffrey Knight Fields Park Lane Reigate Surrey RH2 8JX 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'

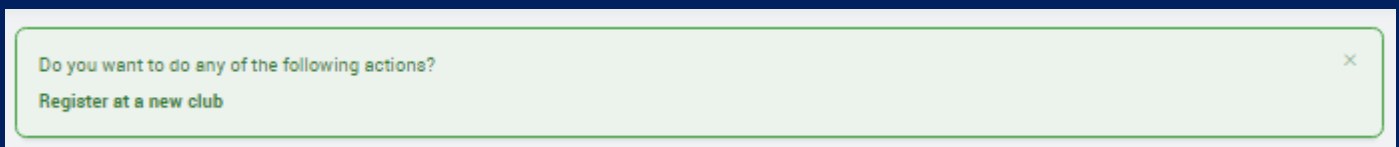


6. Once 'Approved' the **Player** status will change from 'Pending' to 'Active' and you will receive a Confirmation Email



When the process has been completed you will still see the Green 'Alert Box' below. This is because Players are allowed to 'Register' 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 RENEWAL

GMS will display a message in the Green 'Alert Box' when you need to 'Renew' a Players Registration along with a 'Renew Registration' within the 'My Organisations' section.

The screenshot displays the user's account dashboard. At the top, the user's name 'MASTER Rugby Legends Player Son' and 'Your Account' are visible. Below this, there are fields for 'RFU ID: 2623986', '01/01/2008', and 'RH2 8.IX'. A green alert box at the top right contains the text 'Renew Player Registration' highlighted in red. Below the alert box, the 'My Organisations' section shows 'Old Reigatien RFC' with a 'Registered Player Renew Registration' button circled in pink. The left sidebar shows 'Family and Friends' with three entries: 'Rugby Legend' (Age: 45, RFU ID: 2623974), 'Rugby Legends Player Daughter' (Age: 11, RFU ID: 2623985), and 'Rugby Legends Player Son' (Age: 12, RFU ID: 2623986).

1. Click on **Renew Player Registration**. This will take you to the 'Player Registration' page as on Page 10. All fields should already be populated as this page would have been completed at initial 'Player Registration'. However, amend any data if required i.e. updating 'Medical Records' or 'Emergency Contacts' and click on **Save**.
2. You will receive a 'Confirmation Email' that your Registration has been Renewed and the Player Status will display as 'Active'

Registered
Player
Active

ONLINE HELP

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

This is a useful resource. However, the majority of information required for Players 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 Players 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