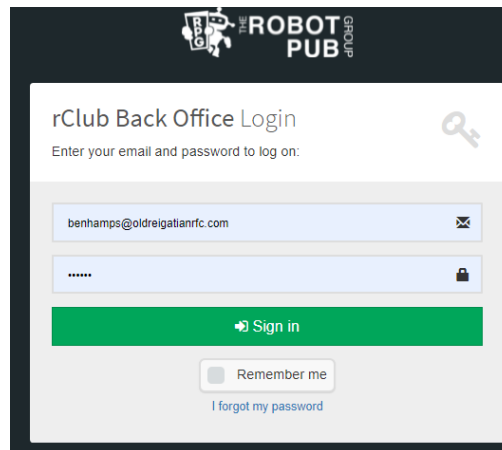


Membership Back Office – How to quickly check which players in your age group have memberships

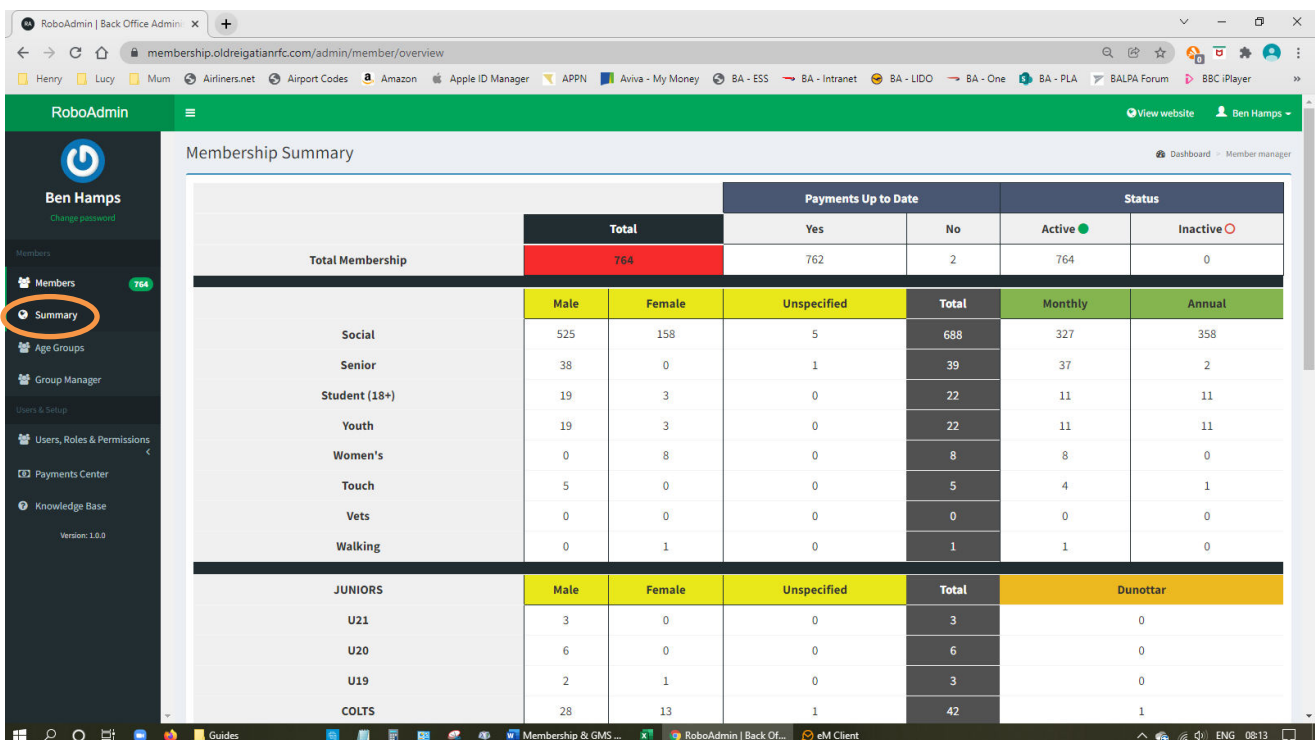
1. Go to: <https://membership.oldreigatianrfc.com/auth/login>
2. Sign In with your **Email** and **Password**

Note: if you are a new Manager or have forgotten your login email, please email membership.secretary@oldreigatianrfc.com

If you have forgotten your password then click on 'I forgot my password'



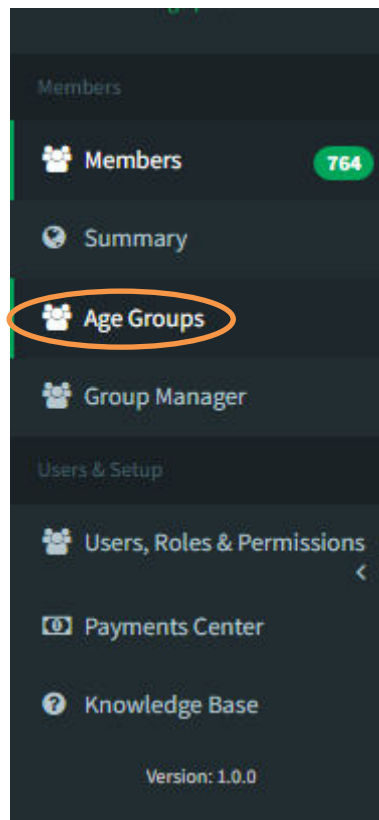
3. Click on 'Summary'



	Payments Up to Date			Status		
	Yes	No	Active	Inactive		
Total Membership	764	762	2	764	0	
	Male	Female	Unspecified	Total	Monthly	Annual
Social	525	158	5	688	327	358
Senior	38	0	1	39	37	2
Student (18+)	19	3	0	22	11	11
Youth	19	3	0	22	11	11
Women's	0	8	0	8	8	0
Touch	5	0	0	5	4	1
Vets	0	0	0	0	0	0
Walking	0	1	0	1	1	0
JUNIORS	Male	Female	Unspecified	Total	Dunottar	
U21	3	0	0	3	0	
U20	6	0	0	6	0	
U19	2	1	0	3	0	
COLTS	28	13	1	42	1	

This page gives you the total number of members within your age group as well as split of male/female/unspecified and Dunottar. For individual names within your age group please see next step below.


4. Click on 'Age Groups'

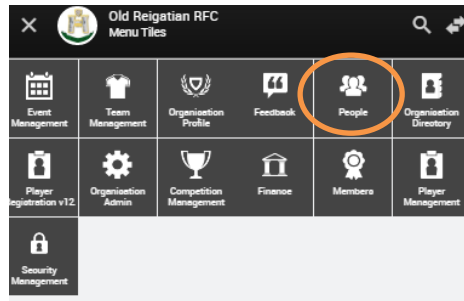


5. You will see a list of all YOUTH players from U21 down to U6. Scroll down to your age group to view which players have memberships

Note: The age group lists contain both boys and girls

GMS – How to quickly check which players in your age group are in GMS

1. Go to: <https://gms.rfu.com/GMS/Account/Login> and login to display your Dashboard page
2. Click on the  icon in the top left-hand corner and select the **People** tile



Note: If the 'PEOPLE' tile is not displayed you may not have the correct permissions. Please email david.mcguigan@oldreigatianrfc.com to have your permissions updated

3. For your **age group** click on either the **M**, **F** or **T** number (Male, Female or Total) in the Youth table to display a list of those players that are correctly registered in GMS

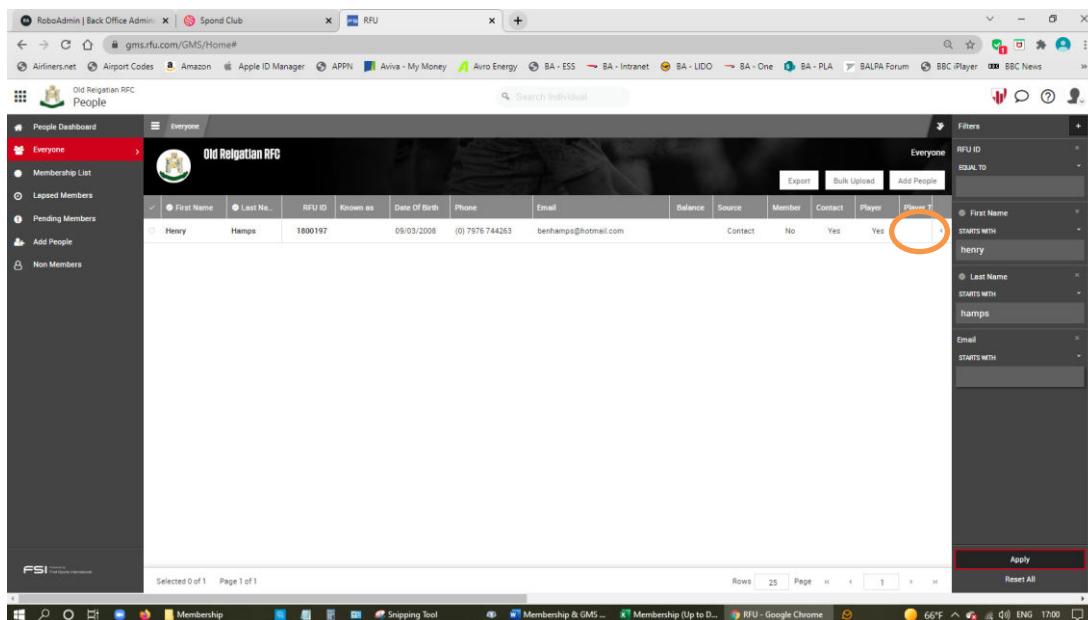
Note: The table will only list those players that are correctly 'Affiliated' to ORRFC. Therefore a player may still be in GMS but has yet to complete the 'Affiliation' process. To check for this see next page

Age Group	M	F	T
Under 6	20	1	21
Under 7	11	3	14
Under 8	14	3	17
Under 9	53	4	57
Under 10	42	12	54
Under 11	34	10	44
Under 12	42	11	53
Under 13	21	11	32
Under 14	35	14	49
Under 15	23	23	46
Under 16	37	15	52
Under 17	10	4	14
Under 18	4	11	15

- To check to see if a player is in GMS but has not been 'Affiliated' click on 'Everyone' on the left-hand side of the screen (see screen shot above in step 3)

Use the filters on the right-hand side to search for the specific player

If no results are returned the player is NOT in GMS. Please email parent/guardian to register them (see separate 'Guide to GMS' on club website page)



If a result is returned but in the column labelled 'Player Type' the field is empty, the player is in GMS but they have yet to be affiliated. Please email the parent/guardian to complete the affiliation.

Once done the 'Player Type' field will be populated (as below) and they will then appear in the Age Groups table in step 3 above

