

## Age Grade Registration: Step by Step Guide for Club Registrars

Ahead of the new season, the RFU have introduced an online mechanism for Parents to create an account for themselves and their child and submit a player registration request to a club. The following guide outlines the steps that you need to take to process a registration request from a parent and their child for the upcoming season. NOTE- As a club registrar you will need to ensure that you have the 'Youth Registrar' role in GMS and that you have at least the Level 3 permission. The aforementioned level of permission will enable you to access the Player Registration module in GMS.

### Step 1: Distributing the Unique 'Create Account' Link to Parents

Login to GMS, ensuring that you have appropriate permission levels (see guide to Roles and Permissions if unsure), and visit the 'Organisation Profile' tab. Here you will find a 'links' section on the home page. Copy the 'Create Account' link and distribute accordingly. This link is unique to your club and will ensure that the individuals that enter information via this link are automatically attached to your club. *Tip:* it is up to your club where this link is displayed, most clubs will have this ready for parents to use on their devices there and then at club registration days in September, you may choose to send it out via social media, on your website or alternatively to a secure mailing list of interested individuals.

The screenshot shows the 'Organisation Profile' page for 'First Sports Demo'. The 'Links' section contains the following text: 'Rights-Click on link and select copy.', 'Club Login', and 'Create Account'. A yellow arrow points to the 'Create Account' link. Other sections include 'Roles' (Chairman Officer, Adult Male Contact, Mini Contact), 'Location' (200 Whitton Road, Twickenham, Surrey, United Kingdom), 'Classifications' (First Sports Rugby Union (CB), Non-Varying), 'Club Stats' (Members: 59, Teams: 27, Pitches: 3), and 'Registered Players' (a donut chart).

### Step 2: Finding the Players that have signed up and wish to be registered

To see the children that have requested to become a registered player at your club, login to GMS and choose the 'People' tile. On the 'Home' dashboard within this tile, you will see an 'Activity By Type' box. The 'Player Registration Request' title within this box will show you the number of requests that are outstanding. By clicking on the link you will be taken to a list of those individuals.

The screenshot shows the 'People' dashboard for 'First Sports Demo'. The 'Activity By Type' section shows 12 'Player Request' items. A yellow arrow points to this section. Other sections include 'Registered Players' (Adult and Youth), 'Coaches' (a donut chart), and 'Missing Data' (Email: 54, Date Of Birth: 11, Phone: 400).

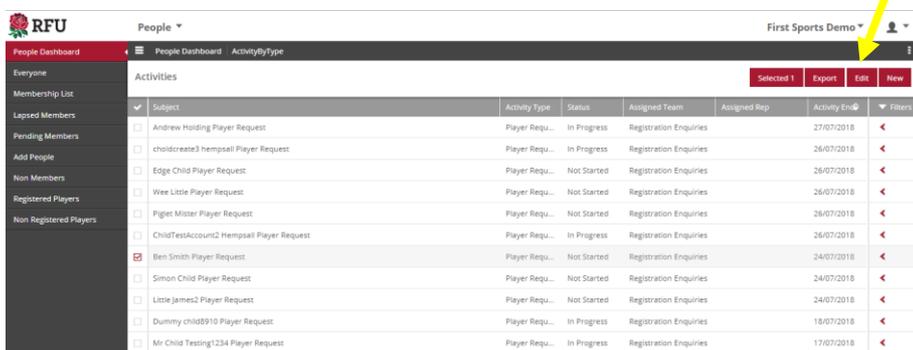
**TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP**

### Step 3: Selecting the Player and registering them

You have two options on how to convert the individuals into registered players.

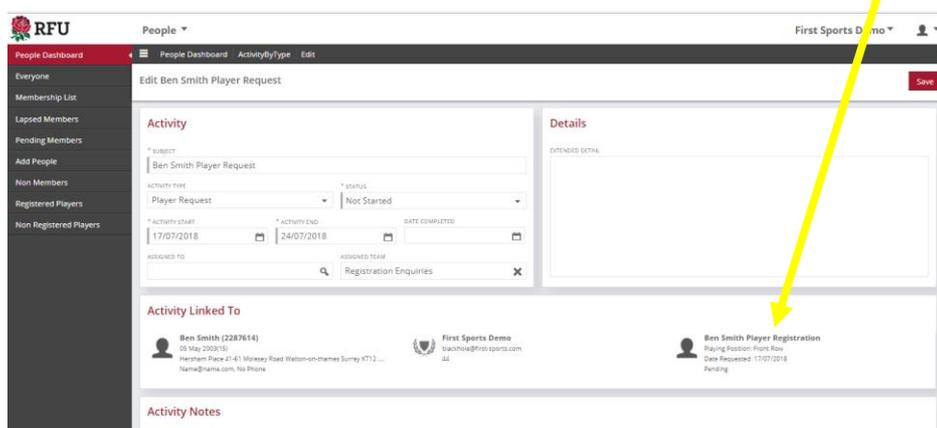
#### Option 1-

Select the individual from the list that you opened via the 'Activity by Type' link. Choose edit, and you will be presented with a page displaying their details.



Subject	Activity Type	Status	Assigned Team	Assigned Rep	Activity End	Filters
<input type="checkbox"/> Andrew Holding Player Request	Player Requ...	In Progress	Registration Enquiries		27/07/2018	<
<input type="checkbox"/> choldcreate3 hempsall Player Request	Player Requ...	In Progress	Registration Enquiries		26/07/2018	<
<input type="checkbox"/> Edge Child Player Request	Player Requ...	Not Started	Registration Enquiries		26/07/2018	<
<input type="checkbox"/> Wee Little Player Request	Player Requ...	Not Started	Registration Enquiries		26/07/2018	<
<input type="checkbox"/> Piglet Mister Player Request	Player Requ...	Not Started	Registration Enquiries		26/07/2018	<
<input type="checkbox"/> ChildTestAccount2 Hemsall Player Request	Player Requ...	In Progress	Registration Enquiries		26/07/2018	<
<input checked="" type="checkbox"/> Ben Smith Player Request	Player Requ...	Not Started	Registration Enquiries		24/07/2018	<
<input type="checkbox"/> Simon Child Player Request	Player Requ...	Not Started	Registration Enquiries		24/07/2018	<
<input type="checkbox"/> Little James2 Player Request	Player Requ...	Not Started	Registration Enquiries		24/07/2018	<
<input type="checkbox"/> Dummy child0910 Player Request	Player Requ...	In Progress	Registration Enquiries		19/07/2018	<
<input type="checkbox"/> Mr Child Testing1234 Player Request	Player Requ...	In Progress	Registration Enquiries		17/07/2018	<

Within the 'Activity Linked To' section, you will see the registration request. Click on this box and you will be taken to the child's registration page with the Player Registration module.



**Edit Ben Smith Player Request**

**Activity**

SUBJECT: Ben Smith Player Request

ACTIVITY TYPE: Player Request | STATUS: Not Started

ACTIVITY START: 17/07/2018 | ACTIVITY END: 24/07/2018 | DATE COMPLETED:

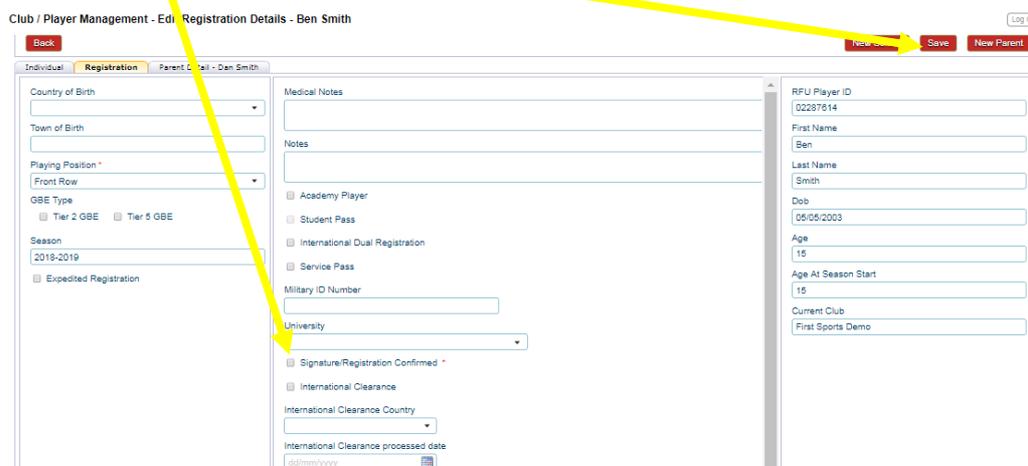
ASSIGNED TO: Registration Enquiries

**Activity Linked To**

- Ben Smith (2287614) | 05 May 2003/19 | Hertsam Place 21-41 Winkley Road Watton-on-Thames Surrey KT12... | Name@rnu.com, No Phone
- First Sports Demo | drachouk@fisp.sports.com | 44
- Ben Smith Player Registration** | Playing Position: Front Row | Date Requested: 17/07/2018 | Pending

**Activity Notes**

On the 'Registration' tab, which will pre-load once the above action is completed, you will see an option to confirm the registration via a tick box. Once you are happy all of the information contained against the record is correct, select this box and choose save to complete the registration.



Club / Player Management - Edit Registration Details - Ben Smith

Back | New | Save | New Parent | Log Out

Individual | **Registration** | Parent Details - Dan Smith

Country of Birth: [Dropdown]  
Town of Birth: [Text]  
Playing Position: Front Row  
GBE Type: Tier 2 GBE | Tier 5 GBE  
Season: 2018-2019 | Expedited Registration

Medical Notes  
Notes

Academy Player  
 Student Pass  
 International Dual Registration  
 Service Pass

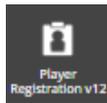
Military ID Number: [Text]  
University: [Dropdown]

Signature/Registration Confirmed  
 International Clearance  
International Clearance Country: [Dropdown]  
International Clearance processed date: dd/mm/yyyy

RFU Player ID: 02287614  
First Name: Ben  
Last Name: Smith  
Dob: 05/05/2003  
Age: 15  
Age At Season Start: 15  
Current Club: First Sports Demo

**Option 2-**

From the GMS Dashboard, select the Player Registration tile.



Select the 'ClubAdministration' menu and choose 'Club/Player Management'. From this page you will be able to filter by all of the Age Grade registrations at your club. Ensure you select 'pending' from the status pick list. From here you can choose the tick box next to the record and select edit to open the registrations tab for that player.

England Rugby

Club Administration

Age Grade Registration

Club / Player Management

General Reports

Home Club Administration Club / Player Management

Club / Player Management - List of registered players

Search for player

RFU Player ID First Name Last Name Date Of Birth

Gender Status Playing Season Adult/Youth Age Grade

Unspecified Pending Youth Youth

Show all records

search clear

Selected Organisation: First Sports Demo - XYZ National

<input type="checkbox"/>	RFU Player	First Name	Last Name	DOB	Gender	Season	Date Registered	Effective From	Effective To	Status	Loan From	Loan To	
<input type="checkbox"/>	Edit	02287858	Edge	Child	01/01/2010	Male	2018-2019	19/07/2018	01/09/2018	25/05/2019	Pending		
<input type="checkbox"/>	Edit	02287812	Simon	Child	01/05/2002	Male	2018-2019	17/07/2018	01/09/2018	25/05/2019	Pending		
<input type="checkbox"/>	Edit	02287870	Dummy	child5910	01/01/2010	Male	2018-2019	11/07/2018	01/09/2018	25/05/2019	Pending		
<input type="checkbox"/>	Edit	02287870	ohidoreate3	hempaill	28/04/2010	Male	2018-2019	19/07/2018	19/07/2018	25/05/2019	Pending		
<input type="checkbox"/>	Edit	02287828	ChildTestAccount2	Hempaill	28/04/2010	Male	2018-2019	19/07/2018	01/09/2018	25/05/2019	Pending		
<input type="checkbox"/>	Edit	02287885	Andrew	Holding	31/03/2010	Male	2018-2019	20/07/2018	20/07/2018	25/05/2019	Pending		
<input type="checkbox"/>	Edit	02287810	Little	James2	01/01/2010	Male	2018-2019	17/07/2018	01/09/2018	25/05/2019	Pending		
<input type="checkbox"/>	Edit	02287850	Wee	Little	01/01/2010	Female	2018-2019	19/07/2018	01/09/2018	25/05/2019	Pending		
<input type="checkbox"/>	Edit	02287844	Piglet	Master	01/01/2010	Male	2018-2019	19/07/2018	01/09/2018	25/05/2019	Pending		
<input checked="" type="checkbox"/>	Edit	02287814	Ben	Smith	05/05/2003	Male	2018-2019	17/07/2018	01/09/2018	25/05/2019	Pending		

In the same way as 'option 1' you can now finalise the registration, if you are happy with the details entered, by selecting the tick box below and selecting save.

Club / Player Management Edit Registration Details - Ben Smith

Back

Registration

Country of Birth

Town of Birth

Playing Position \* Front Row

GSE Type Tier 2 GSE Tier 5 GSE

Season 2018-2019 Expedited Registration

Medical Notes

Notes

Academy Player

Student Pass

International Dual Registration

Service Pass

Military ID Number

University

Signature/Registration Confirmed \*

International Clearance

International Clearance Country

International Clearance processed date

RFU Player ID 02287814

First Name Ben

Last Name Smith

DOB 05/05/2003

Age 15

Age At Season Start 15

Current Club First Sports Demo

Not a Parent Save New Parent

Please note, should you wish to 'reject' a Player Registration Request, choose the record from the pending list and select the 'De-Register' button.

Club Administration Club / Player Management

Club / Player Management - List of registered players

Search for player

RFU Player ID First Name Last Name Date Of Birth

Gender Status Playing Season Adult/Youth Age Grade

Unspecified Pending Youth Youth

Show all records

search clear

Selected Organisation: First Sports Demo - XYZ National

<input type="checkbox"/>	RFU Player	First Name	Last Name	DOB	Gender	Season	Date Registered	Effective From	Effective To	Status	Loan From	Loan To	Loan Status	EAP
<input type="checkbox"/>	Edit	02287858	Edge	Child	01/01/2010	Male	2018-2019	19/07/2018	01/09/2018	25/05/2019	Pending			
<input checked="" type="checkbox"/>	Edit	02287812	Simon	Child	01/05/2002	Male	2018-2019	17/07/2018	01/09/2018	25/05/2019	Pending			
<input type="checkbox"/>	Edit	02287870	Dummy	child5910	01/01/2010	Male	2018-2019	11/07/2018	01/09/2018	25/05/2019	Pending			

De-Register Selected Player(s)

**TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP**