



Thank you for choosing to re-register your children at Bognor Rugby Club

Please accept our thanks for your support despite the ongoing difficult circumstances.

This year we're introducing a new online membership payment system meaning you can pay for your child(ren)s membership ahead of the start of the season from the comfort of your home.

We've decided to use the RFU's GMS to do this so that your child's data, registration and membership costs are all in the same place.

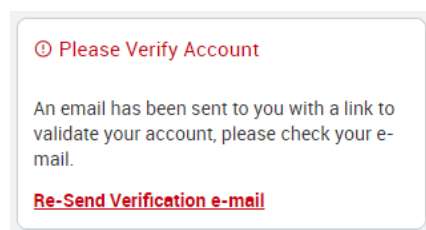
The Annual Membership Fee is £60 per child (reduced to £20 for U6's and below) or £80 for up to three children.

If you have any issues with this process, please don't hesitate to contact us via email at the address to the left.

Login to GMS

Step 1 is to login to GMS (GMS works best on a Desktop PC or Laptop using Google Chrome). The link to do so is <https://tinyurl.com/BognorRFC-Login-GMS>. Your username is the email address you signed up with and, if you need to, you can reset your password using the "Forgot Password" option on the login page.

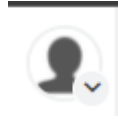
Then once you're logged in, if you are presented with a box to verify your email, similar to this:



Please can you click "Re-Send Verification e-mail" and respond to the email you receive at your earliest convenience (it may end up in your junk or spam folder). This is important as GMS will attempt to send you a receipt for the payment you're about to make and it is better that you ensure you're able to receive emails from them.

Return to Dashboard

If at any point this document asks you to return to your dashboard. Click this icon in the top right corner of your screen and choose Dashboard from the menu that appears



Check your Data

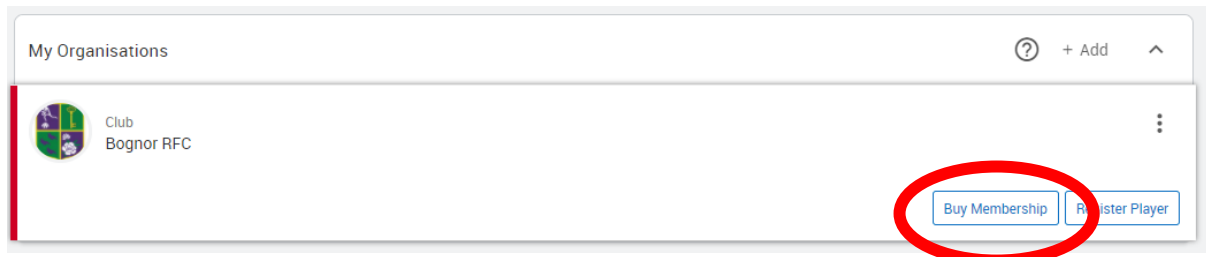
Please have a look at the “Family and Friends” section and ensure each of your children’s name, date of birth, address, email (if they have one) are correct and add any relevant medical conditions. Please also ensure the information GMS has about you is also correct.

If you need to add an additional child, click the “+ Add” button in the Family and Friends Section and fill out your new child’s information, name, date of birth, gender, your relationships to the child and their address. You can also add any relevant medical conditions here. Repeat this step for each child you want to register.

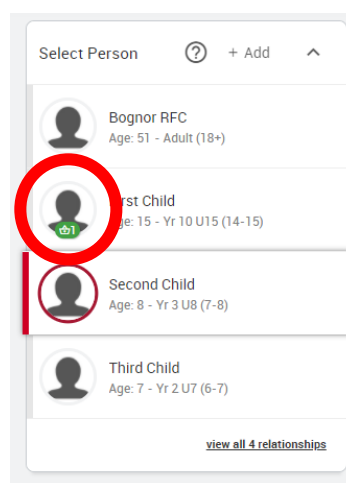
Once you’ve checked everything and it all seems correct, move on to purchasing membership for each child.

Purchasing Membership

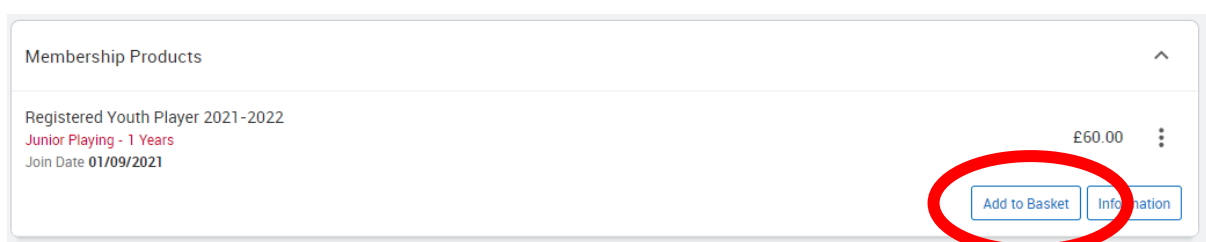
Return to your Dashboard and Click on the Buy Membership button in the “My Organisations” section.



This will take you to a page with a list of your family members.



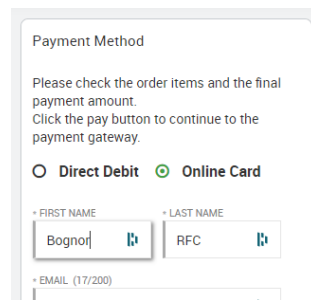
Click on your first child's picture and a box will appear to the right



Click Add to Basket, you'll notice a green basket symbol will appear over the child's image

Now repeat this step for each of your children, **if you are paying for multiple children do not worry that the value appears to be £60 for each child. The basket will calculate the final total.**


Once you've added each child, click checkout




Payment Method

Please check the order items and the final payment amount.
Click the pay button to continue to the payment gateway.

☐ Direct Debit ☒ Online Card

* FIRST NAME 

* LAST NAME 

* EMAIL (17/200)

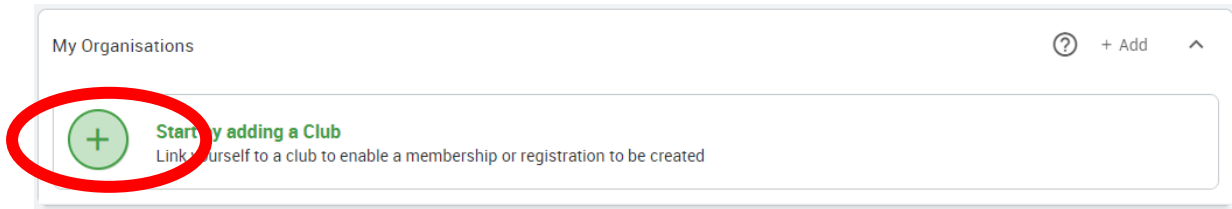
You'll see a breakdown of your fees and you can choose one direct debit for the payment or a credit or debit card payment. Click Pay Now to move to the payment screen.

Fill in the card / bank details as instructed and click Pay. GMS will send you a receipt via email. You can now move on to Player Registration.

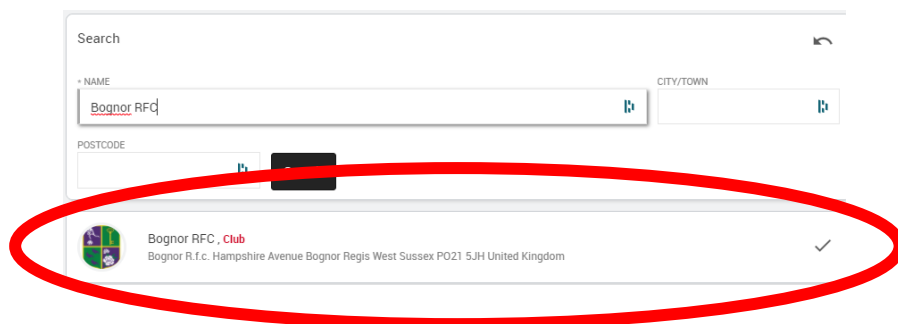
Player Registration

Return to your dashboard and click on your Child's picture.

If the "My Organisations" box for your child looks like this: Click the Big Green Plus



Search for Bognor RFC



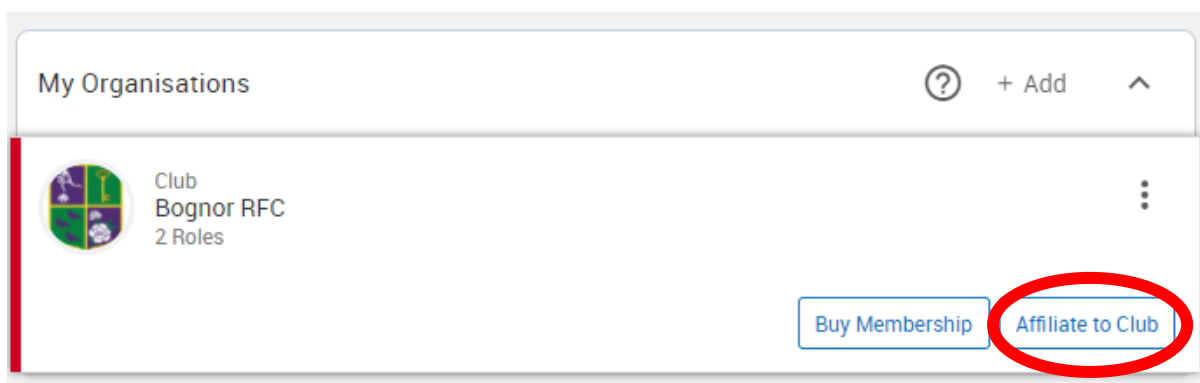
And Click on the Bognor RFC Club at the bottom

If they were previously registered, you should see this in the My Organisations section:



Click Renew Affiliation, this will pop up a page with information regarding re-registering them as a player at the club, please check and complete the details on the form and click on Save

If they are a new player, you should see this:



Click Affiliate to Club, this will pop up a page with information regarding registering them as a player with the club, please add their school to their record and accept the Registration Waivers adding any emergency contacts at the bottom of the page.

A screenshot of a form titled 'Required Registration Waivers'. It contains two sections. The first section is 'I have read, consented and agreed to the following:' with two checkboxes: '* [GMS Terms and Conditions of Use](#)' and '* [Login Terms and Conditions](#)'. The second section is 'I have read, consented and agreed to the following optional waivers:' with three checkboxes: '[Consent to Photo Distribution](#)', '[Consent Emergency Detail Distribution](#)', and '[Consent Medical Distribution](#)'. All checkboxes are currently unchecked.

Click Save at the top of the form, and your child is registered once your payment has been linked to them by us.

Repeat the Player Registration steps for each of your children.