

Thank you for choosing to re-affiliate your children at Bognor Rugby Club. Please accept our thanks for your continued support and we wish you a fun and successful season.

In order for your child to be registered and insured to train and play in matches they must be affiliated with the RFU and their membership fee paid for the year.

Last year we introduced online membership payments and we will continue to use the same system this year. This means you can pay for your child(ren)s membership ahead of the start of the season from the comfort of your home.

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

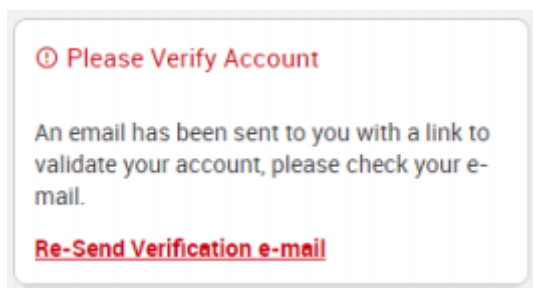
The Annual Membership Fees remain the same as last year. £60 per child (reduced to £20 for U6's and below) or £80 for up to three children.

We have simplified the process into 4 steps. Please ensure you follow them all. If, however, you have any issues with this process, please don't hesitate to contact us via email at the address to the left.

1. Login to GMS

Step 1 is to login to GMS (GMS still works best on a Desktop PC or Laptop using Google Chrome although efforts have been made over the last year to make GMS work better on mobile devices). 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, like 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



2. 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.

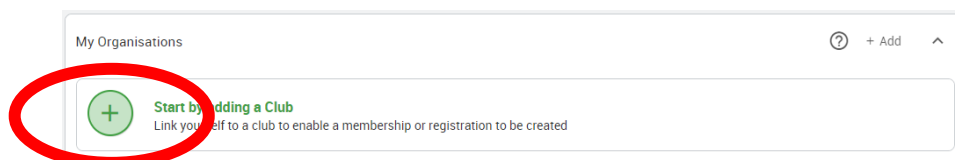
If you need to add an additional child, click the “+ Add” button in the Family and Friends Section and fill out your new child’s information, name, date of birth, gender, your relationships to the child and their address. You can also add any relevant medical conditions here. Repeat this step for each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

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

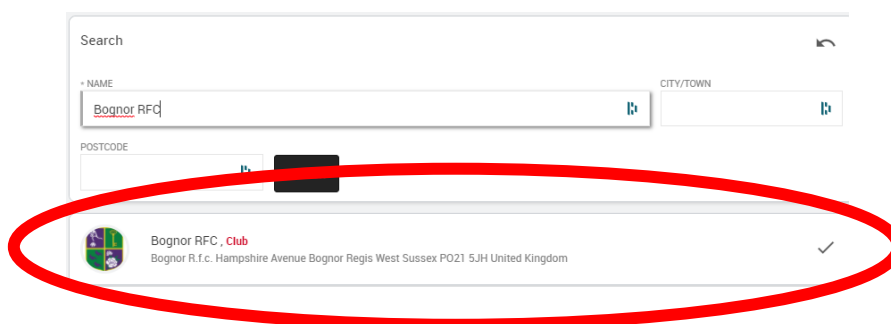
3. Player Affiliation

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

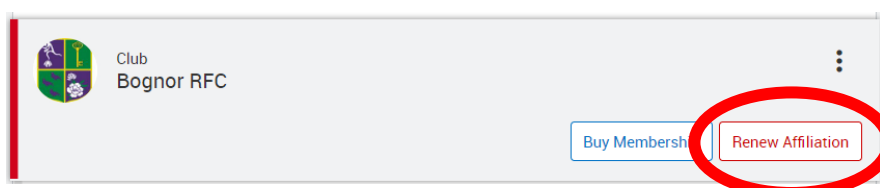


Search for Bognor RFC



And Click on the Bognor RFC Club at the bottom

Now the “My Organisations” should look like this.



Click Renew Affiliation, this will pop up a page with information regarding affiliating them as a player with the club, please fill out the following:

Add their school.

Add any medical conditions – *note if your child has no medical needs you must indicate this to enable you to proceed.*

Accept the Affiliation Waivers.

Affiliation Waivers

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

☐ [Consent to Photo Distribution](#) ☐ [Consent Emergency Detail Distribution](#) ☐ [Consent Medical Distribution](#)

Add your preferred emergency contacts at the bottom of the page.

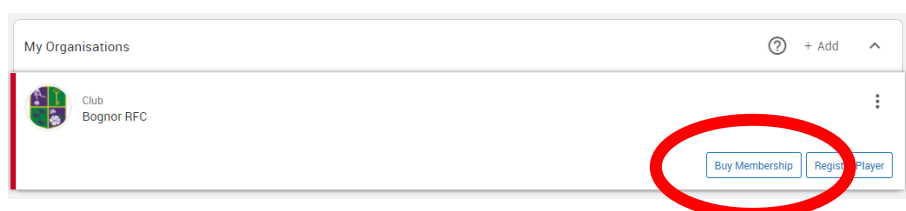
Click Save at the top of the form.

Repeat the Player Affiliation steps for each of your children.

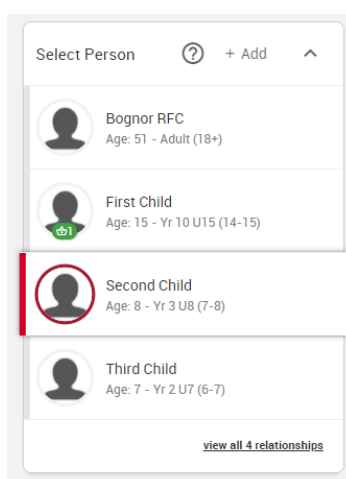
Once you've affiliated all your children, you can move onto Purchasing Membership.

4. Purchasing Membership

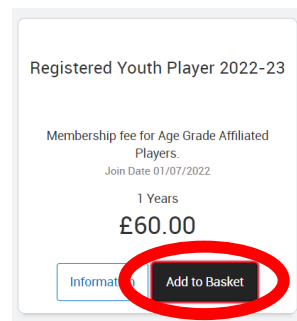
Return to your Dashboard and Click on the Buy Membership button in the “My Organisations” section



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



Registered Youth Player 2022-23

Membership fee for Age Grade Affiliated Players.
Join Date 01/07/2022

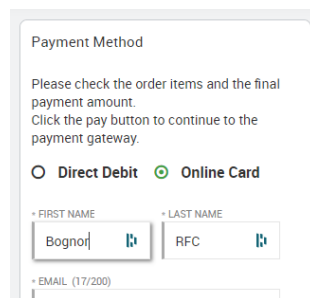
1 Years
£60.00

Information Add to Basket

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
Bognor RFC

* 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.