

Welcome to Bognor Rugby Club.

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

To do this the RFU require us to ask you to create an account on their Game Management System (GMS). This document will hopefully help you through the process in 4 steps.

The Annual Membership Fee is £70 per child (reduced to £25 for U6's and below) or £90 for up to two children and £100 for up to three children.

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

### Step 1. Sign up with GMS

Step 1 is to sign up with GMS (GMS works best on a Desktop PC or Laptop using Google Chrome) and create yourself a GMS account. The link to do so is:

<https://tinyurl.com/BognorRFC-Create-GMS-Account>

A form will appear for you to fill in **your** details (not your child's), once complete, click Next. GMS will then attempt to verify your email address. Please do so as GMS will attempt to send you a receipt for any payments you make, and it is better that you ensure you are able to receive emails from them.

Once you're complete you will have a username and password that you can use to login.

Login to GMS using this link

<https://tinyurl.com/BognorRFC-Login-GMS>

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



## Step 2. Add your Children

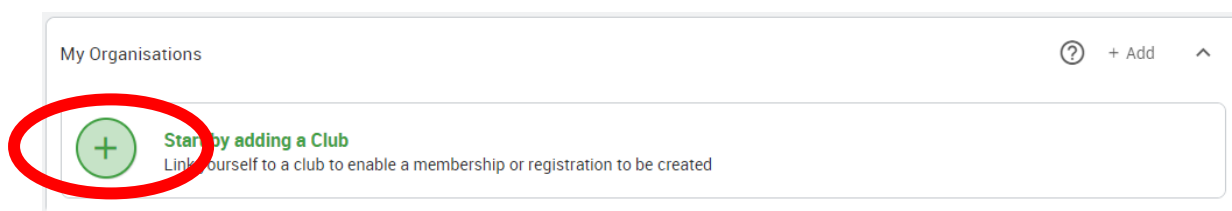
In GMS there is a Family and Friends Section with a “+ Add” button, click it and fill out your child’s information, name, date of birth, gender, your relationships to the child and their address. You can also add any relevant medical conditions here. Repeat this step for each child you want to register.

Once you’ve added all your children move on to Step 3 - Player Registration (Age Grade).

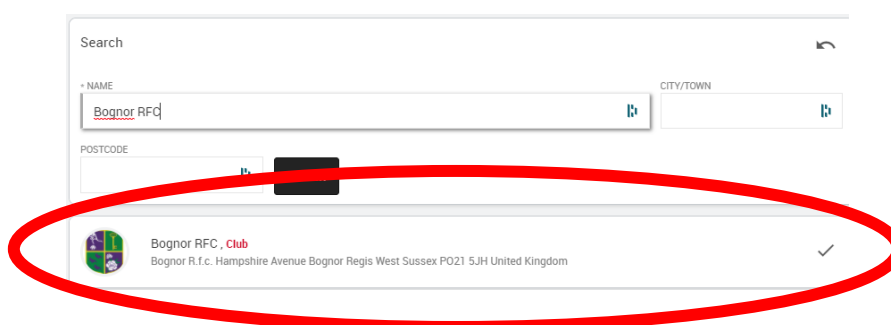
## Step 3. Player Registration (Age Grade)

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

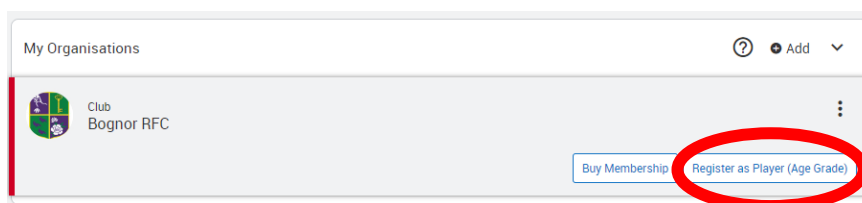


Search for Bognor RFC



And Click on the Bognor RFC Club at the bottom

Now the “My Organisations” should look like this.



Click Register as Player (Age Grade), this will pop up a page with information regarding registering them as a player with the club, please fill out the following:

Add their school.

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

Accept the Registration 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](#)

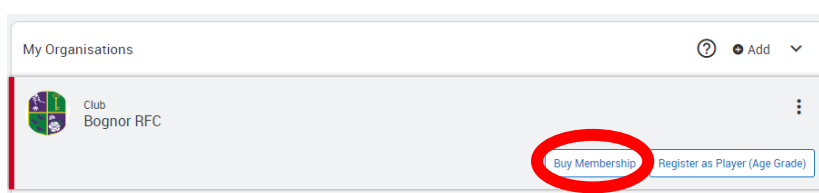
Add your preferred emergency contacts at the bottom of the page.

Click Save at the top of the form, and your child will be registered once your membership payment (in Step 4) has been linked to them by us.

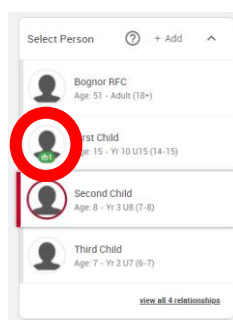
Once you’ve registered all your children you can move onto Step 4 - Purchasing Membership.

## Step 4. Purchasing Membership

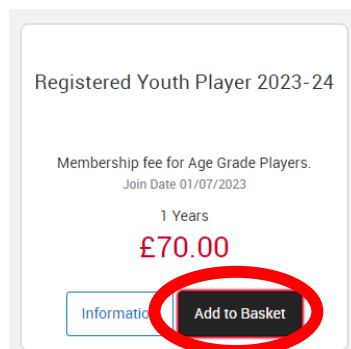
Return to your Dashboard and Click on the Buy Membership button in the “My Organisations” section.



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



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



Registered Youth Player 2023-24

Membership fee for Age Grade Players.  
Join Date 01/07/2023

1 Years

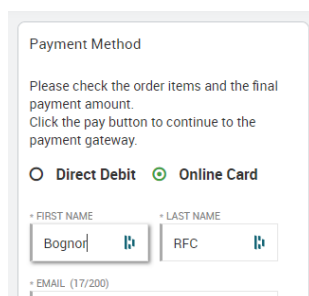
**£70.00**

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 £70 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.