

YOUR GUIDE TO MEMBERSHIP & PLAYER REGISTRATION

2020/21

Introduction: This guide covers how to login to the RFU's Game Management System (GMS), how to view your personal profile, how to purchase membership & how to register a junior player.

Please note this is a 2-part process (Membership & re-registration) for all **junior players**.

Note: Any players under 18 years of age **MUST** be linked to a parent or guardian.

There are links to support / help cards in the final section of this guide.

If you are stuck then please email memberships@binghamrufc.co.uk where Vic Bradley, Pete Corah, or Chris Packer will be able to help.

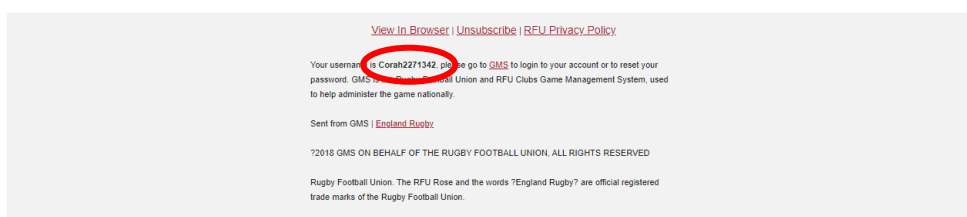
Contents:

- 1 [Login / Create account](#)
- 2 [Check your personal profile](#)
- 3 [Buy Membership](#)
- 4 [Junior Player Registration](#)
- 5 [Support](#)

1) Login / Create account

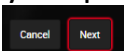
- To login to the RFU's Game Management System (GMS), click on this link <https://gms.rfu.com/GMS/Account/Login>. On the login screen enter your username & password.

As a past member you have been sent a separate email directly from the GMS which has your username at the bottom of the page



- Please check your email junk box or contact memberships@binghamruffc.co.uk if you have not received your details.
- If you do not remember your password, please select the forgot password button on the login screen – a reset password link will be emailed to you from the GMS (Check junk box if not received in your inbox).

New members of Bingham RFC

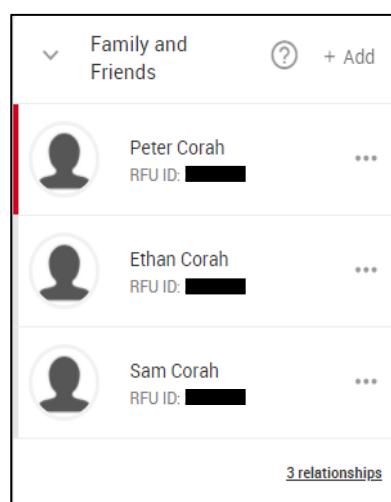
- You will need to create an account. To create a new account enter the GMS login screen via this link <https://gms.rfu.com/GMS/Account/Login>
- Initially, select find a club, type Bingham in the name box, search & then click the tick in the details highlighted for Bingham and create an account.
- Input all your personal details and follow the on screen instructions. Look for  the Next button in top right corner to progress.



2) Check your personal profile

- Once you have logged into your account, please check your personal & contact details on your personal profile. If you need to edit any details, please click on edit button and update your record accordingly.


Remember to add any new children to your profile by clicking on the + add icon:







3) Buy Membership


- On the first screen you will see a list of “My Organisations” which you are linked to, click on Bingham RFC
- Click on the Buy Membership **Buy Membership** button to renew or purchase your membership. You will now be given a range of membership schemes to choose from.

For Family membership – including all junior players.

- With you highlighted (a red stripe to the left of your name – see picture above under personal profile) select the Parent and Carer membership and add to basket by clicking on the shopping trolley icon:  This costs nothing but will add you as a guardian member.
- Select your child and the format of payment that you would like for them: either yearly or monthly subscription.

When you order the monthly subscription, it may show as more than one purchase for the first month. This is charged at a pro rata basis.

<p>Mini Rugby - annual payment Junior Playing - 1 Years</p> <p>Join Date 01/09/2020 - Renewal Date 01/09/2021</p> <p>One off payment for annual club membership. Can only be bought for children, as a parent you need to either have the Parent or Carer membership or Coach membership to allow purchase. If you are a coach then the cost is reduced to nothing.</p> <p>Prerequisites Individual must be less than 18 years old Dual membership is not allowed Requires a related guardian or parent with a membership</p> <p>Discounts £15.00 discount on each qualifying item where you have 2 or more of the same product Discount when purchased with membership £60.00</p>	<p>Price £60.00</p> <p> </p>
<p>Mini Rugby - monthly subscription Junior Playing - Monthly Subscription</p> <p>Join Date 28/10/2020</p> <p>Mini Rugby - monthly payment</p> <p>Prerequisites Individual must be less than 18 years old Dual membership is not allowed Requires a related guardian or parent with a membership</p> <p>Discounts £2.00 discount on each qualifying membership where you have 2 or more of the same membership type and category Discount when purchased with membership £6.00 Subscription pro-rata discount for partial first month (number of days in month / 31)</p>	<p>Price £6.00</p> <p> </p>

- Do this for each child as necessary, the cart will update the costs accordingly e.g. two children will cost an overall £105 for single annual payment (as opposed to £120) or £10 per month (as opposed to £12).
- Click on View Basket **View Basket**  to view what you have ordered. If you are happy then click on Checkout **Checkout** to complete the purchase.

e) Select pay now and enter your payment details.

You will be presented with a payment complete message once it has been processed - Thank you your membership has now be completed.

Please note that if paying by direct debit the payment takes around one week to set up and will appear as pending until it goes through.

4) Junior Player Registration

- Once you have completed the membership process above you will now need to complete the player registration - This is a mandatory requirement for them to be able to play rugby at Bingham RFC.
- **If you were previously on the GMS database** - you **MUST** renew the **player registration** – please do not set up a new registration as this will duplicate the record already on file.
- Login to the GMS using the same instructions used to login for membership (Item 1 above). Once you have logged into GMS, on your Personal Profile under the Green Dashboard Notifications, you simply click on the **Renew Player Registration** link to complete.
- This will take you through to the Player Registration Form which will be mostly pre-populated as this is a registration renewal. Simply check all the details are still correct, fill out any missing details, tick the relevant consents/waivers and click SAVE.
- You can edit or fill in any incorrect details by clicking on the pencil, or ... icons and + to add
- As parent/guardian you should then receive an automated email confirming completion of Renewal of the Age Grade Registration, and this will now show as Active Status under the Registered Player of the club on the child's profile under My Organisations, and this Player Registration is now complete.

New Members – if you have added a new player to the club

- Login to your GMS account using the same instructions used to login for membership.
- Showing on your Personal Profile Dashboard there should be a notification in the **Green box to action a Player Registration for your child.**
- Click on the **“Register at a new club”** link in the dashboard for your child and complete the Player Registration Form, then click SAVE.
- You will then receive an automated email and your club will need to approve the player registration and once they do, then your child will be an active registered player and ready to play rugby.

5) Support Files

The RFU have produced guides & videos for further guidance. Please press ctrl & click on the relevant link below: -

How do I create an account at a club I have not previously been a member of?

<https://help.rfu.com/support/solutions/articles/15000031982-how-do-i-create-an-account>

What is my personal profile?

<https://help.rfu.com/support/solutions/articles/15000031941-what-is-my-personal-profile->

How do I update my personal profile?

<https://help.rfu.com/support/solutions/articles/15000031841-how-to-edit-my-account-personal-profile-details>

I have a problem with logging in or my password

<https://help.rfu.com/support/solutions/articles/15000020859-how-to-reset-your-password-problem-logging-in>

How do I renew an existing junior players registration?

<https://help.rfu.com/support/solutions/articles/15000031980-renew-age-grade-child-registration-process>

How do I complete a new junior player registration?

<https://help.rfu.com/support/solutions/articles/15000031972-age-grade-player-registration-for-a-parent-guardian>