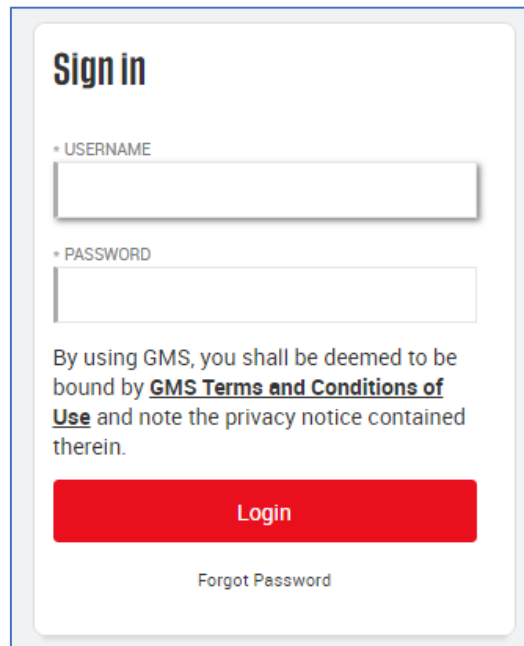


BSRFC Buy Membership Online

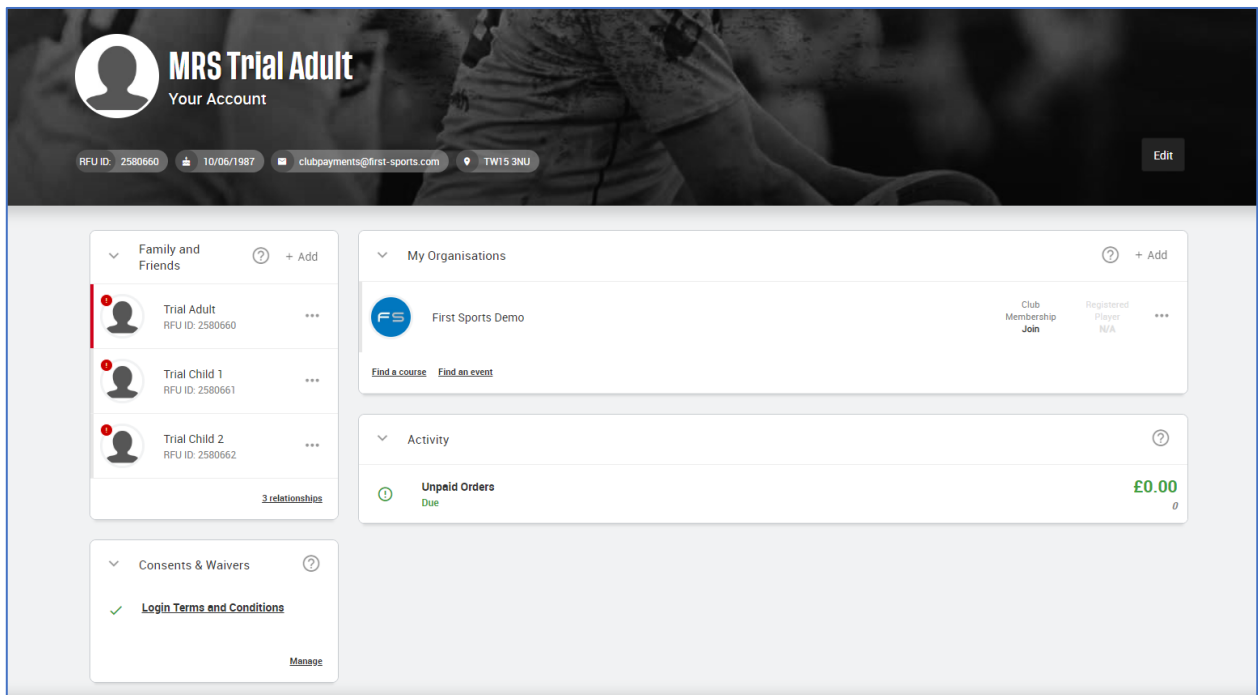
1. Buy Membership – Member

Firstly, you will need to log into GMS and accept the GMS Terms and Conditions - <https://gms.rfu.com/GMS/Account/Login>

A screenshot of the GMS 'Sign in' form. The form is titled 'Sign in' in bold. It contains two input fields: one for 'USERNAME' and one for 'PASSWORD', both preceded by an asterisk. Below the password field is a paragraph of text: 'By using GMS, you shall be deemed to be bound by [GMS Terms and Conditions of Use](#) and note the privacy notice contained therein.' Below this text is a prominent red button labeled 'Login'. At the bottom of the form is a link labeled 'Forgot Password'.

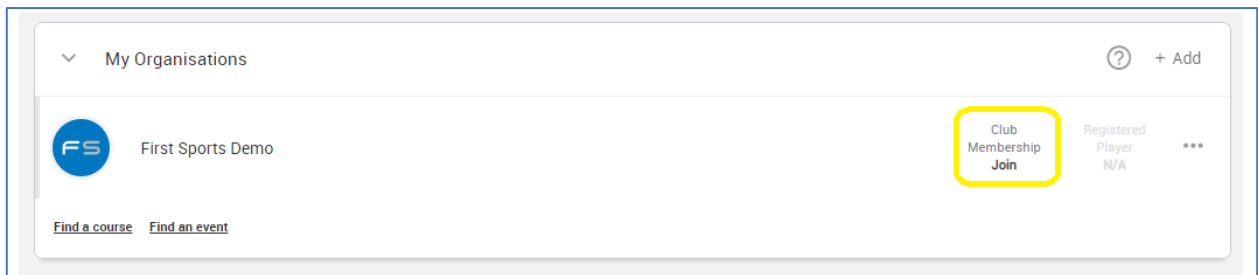
Enter your USERNAME and PASSWORD, if you do not know this please contact your club where they can send you your credentials and for you to reset your password using the **Forgot Password** button.

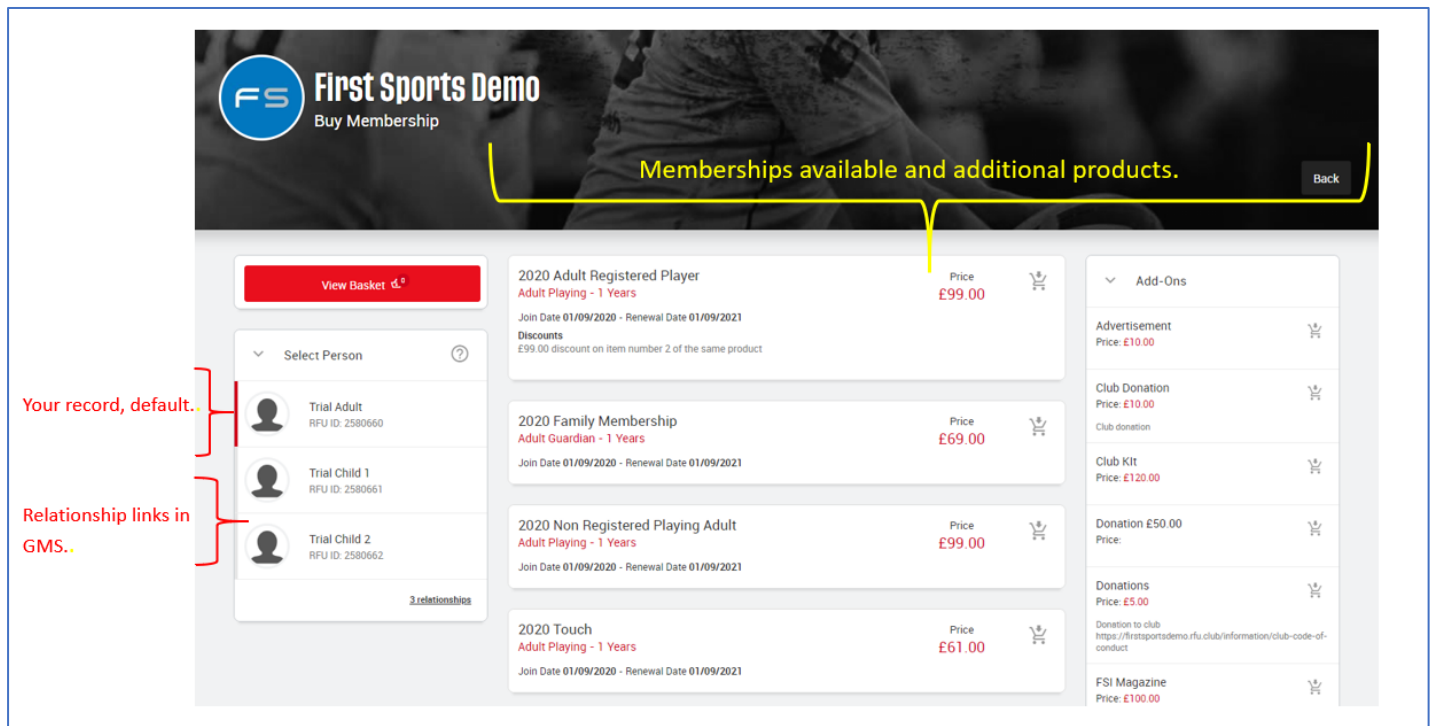
Once logged in this will redirect you to **Your Account** page.




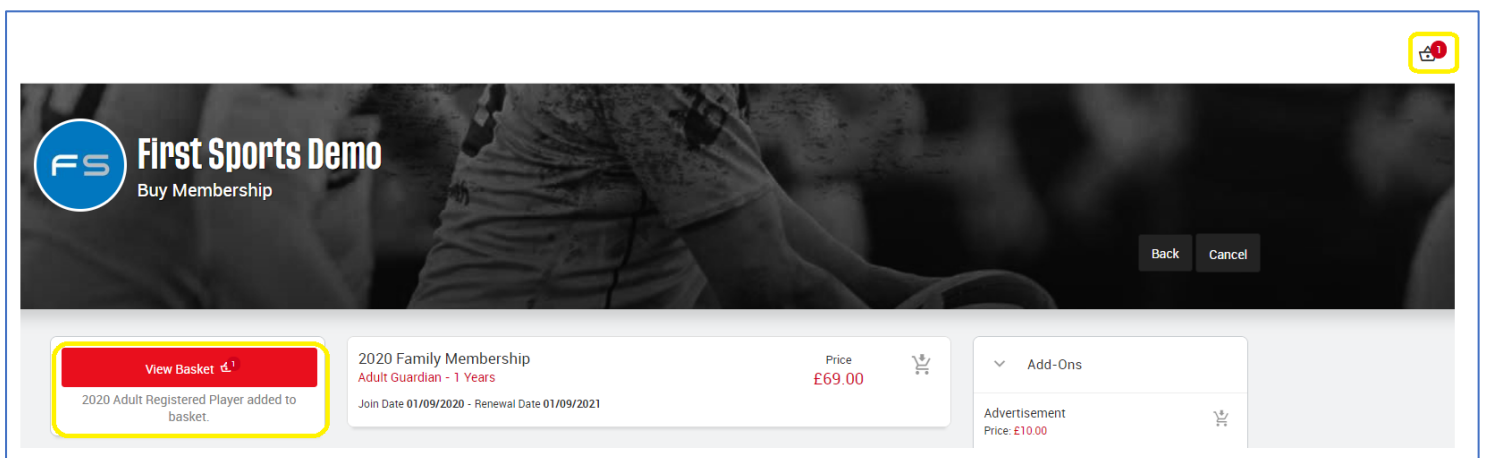
Under **Your Account** will be a tile that will show all your organisation's (My Organisations) e.g. clubs, schools that you are linked to. This is most likely clubs that you are (or were) a member at, but it can also include organisations where you may have attended a course, or you are a parent of a child member.


Under each club/organisation will be a **Club Membership Join** button, click on this which will direct you to the list of available memberships to purchase at that club for yourself or any relationship links, plus any add on products.





Scroll through the list of memberships that you want to purchase for yourself and click the trolley icon  to add to the basket.



If you are also purchasing for another individual (relationship) you can add this to the order by 1. Selecting that individual (this will list available memberships to them), 2. Scroll to find membership and select the trolley icon  to add to the basket, and 3. This will add that membership into the **Basket**. Any discounts will be applied when selecting to view the basket.

3. This will add to the basket to view.
When viewing the basket any
discounts will display if applicable.

The screenshot shows the 'View Basket' interface. At the top, a red button labeled 'View Basket' with a shopping cart icon and a notification '2020 Adult Registered Player added to basket.' is visible. Below this is a 'Select Person' dropdown menu with three options: 'Trial Adult' (RFU ID: 2580660), 'Trial Child 1' (RFU ID: 2580661), and 'Trial Child 2' (RFU ID: 2580662). To the right of the dropdown is a list of membership options, each with a price and a shopping cart icon:

Membership Type	Price
2020 Adult Registered Player Adult Playing - 1 Years	£99.00
2020 Family Membership Adult Guardian - 1 Years	£69.00
2020 Non Registered Playing Adult Adult Playing - 1 Years	£99.00
2020 Touch Adult Playing - 1 Years	£61.00

Below the membership list, there is a 'Discounts' section showing a £99.00 discount on item number 2 of the same product. At the bottom, there is a '3 relationships' link.

1. Select the individual you want
to purchase a membership on
behalf of (this will list all
available membership to them).

2. Scroll to find the membership and
select the trolley icon to add to the
basket.

To continue payment select the View Basket or the basket icon in the top right-hand corner.

The screenshot shows the 'First Sports Demo Buy Membership' page. At the top, there is a header with the 'FS' logo and the text 'First Sports Demo Buy Membership'. Below the header is a 'View Basket' button with a shopping cart icon and a notification '2020 Youth Membership added to basket.'. To the right of the button is a list of membership options, each with a price and a shopping cart icon:

Membership Type	Price
2020 Adult Registered Player Adult Playing - 1 Years	£99.00
2020 Family Membership Adult Guardian - 1 Years	£69.00
2020 Non Registered Playing Adult Adult Playing - 1 Years	£99.00
2020 Touch Adult Playing - 1 Years	£61.00

Below the membership list, there is a 'Discounts' section showing a £30.00 discount on item number 2 of the same membership type and category. At the bottom, there is a 'This can be paid in 5 monthly instalments of 19.80 GBP' link. To the right of the membership list is an 'Add-Ons' section with two options: 'Advertisement' (Price: £10.00) and 'Club Donation' (Price: £10.00). At the bottom right, there are 'Back' and 'Cancel' buttons.

This will bring up the Basket details, which will display any discounts if applied. To continue to make payment select **Checkout**. Or if you wish to cancel the order select **Cancel**.

Basket

Checkout
Cancel
Close

Shopping Cart Icon
Basket Total:

£299.00

MRS Trial Adult

×

1

2020 Adult Registered Player
Item Price £99.00

£99.00

MISS Trial Child 1

×

1

2020 Youth Membership
Item Price £100.00

£100.00

MASTER Trial Child 2

×

1

2020 Youth Membership
Item Price £100.00

£100.00

When you **Checkout** this will direct you to your **Order Summary** page.

If the membership scheme has been created to be taken by instalments and/or a one-off payment, under the order summary there will be the option of the payment plan; Pay in Full or Pay in Instalments.

Clicking on **Pay in Full** will give you the option of either Direct Debit or Online Card.

Trial Adult
Order Summary

Pay Now

Order 100600796 Created 05/08/2020 14:05
Trial Adult (2580660)

2020 Youth Membership
(FIRST Sports Demo)

Quantity: 1
Unit Price: 100.00

☒ Pay in full
☐ Pay in Instalments

Line Total: 100.00

2020 Adult Registered Player
(FIRST Sports Demo)

Quantity: 1
Unit Price: 99.00

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

Trial Adult

EMAIL (29/200)

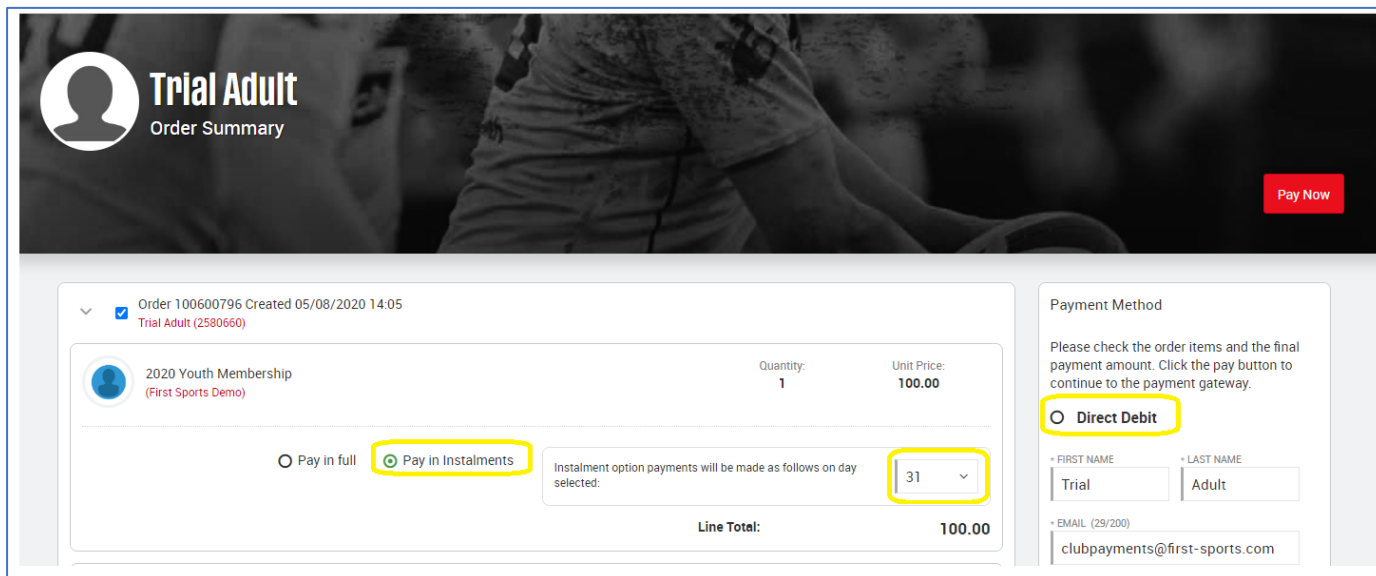
clubpayments@first-sports.com

ADDRESS MODIFIER

Whereas, clicking on **Pay in Instalments** will only give you the option of Direct Debit. The **Pay in Instalments** will only appear in the membership is set up to take instalments. You can select the day in which you wish the payment to be taken.

Note: If the membership is purchased before it's start date the first payment will be scheduled for the start date. E.g. Membership starts on 1st September; first payment will be 1st September and remaining payments will be the day selected.

Whereas, if brought on or after the start date the first payment will be scheduled 6 days of set up date e.g. Membership starts on 1st September, purchased on 3rd September the first payment will be 9th September and remaining will be payments the day selected.



Trial Adult
Order Summary

Order 100600796 Created 05/08/2020 14:05
Trial Adult (2580660)

2020 Youth Membership
(First Sports Demo)

Quantity: 1 Unit Price: 100.00

☐ Pay in full ☒ Pay in Instalments

Instalment option payments will be made as follows on day selected: 31

Line Total: 100.00

Payment Method

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

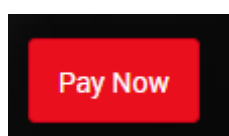
☒ Direct Debit

FIRST NAME: Trial LAST NAME: Adult

EMAIL (29/200): clubpayments@first-sports.com

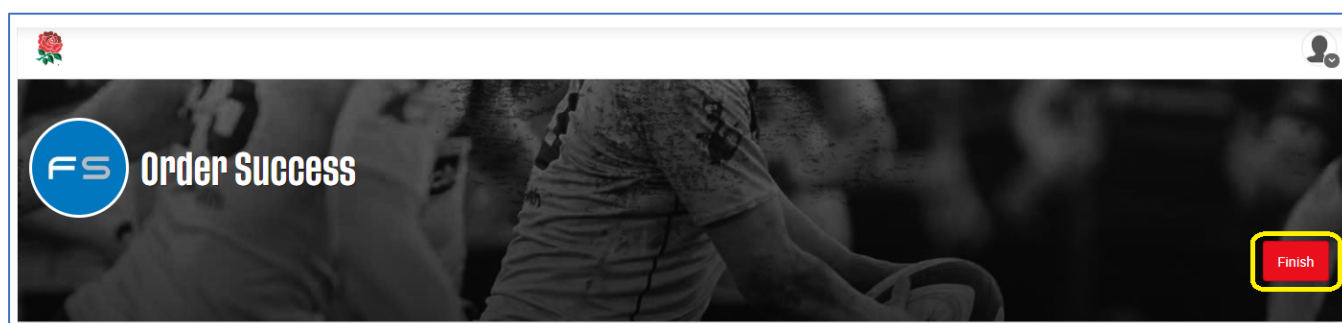
Pay Now

Once you have selected the payment option click **Pay Now**.



Enter your payment details and **Continue** to process.

Details all correct, an Order Success screen will display, click **Finish**.



You will receive a payment successful email against the email you have set in GMS confirming the payment, amount, membership, card type, date, and reference(s).

If you have paid by direct debit you will receive an email 3 days before the payment is due to advise that payment is due to be taken.