



ALTON RFC GMS USER GUIDE

CREATE AND MANAGE YOUR
ACCOUNT, CLUB REGISTRATION
AND MEMBERSHIP DETAILS

INTRODUCTION

- Game Management System (GMS) is the system used by the RFU to administer rugby clubs across england.
- To date we have used gms mostly for managing our "golden roles" within our club as well as our fixtures and our peoples qualifications.
- This season, we've decided to simplify the process of playing rugby at alton by moving away from using Pitchero + GMS, to GMS alone.
- This guide should include all the information you need in order to transition away from using Pitchero, covering topics such as account creation, club affiliation/registration and the purchase of club memberships.



PITCHERO VS GMS

A short summary of what we currently use Pitchero for versus what we use GMS for.

PITCHERO	GMS
<ul style="list-style-type: none">• Team management• Fixture management• Recording match scores and events• Provides the club website and club email accounts• Selling products such as tickets to events, tours, etc• Club calendar	<ul style="list-style-type: none">• Registration & administration of the club with the RFU• Competition management• Player management• DBS process• eLearning e.g. Headcase, Intro to Safeguarding• Coursefinder

WHY CHANGE?

We're investing in our club in a number of ways over the coming season. Some of the investments include:

- An updated point of sale till system for running our bar & kitchen
 - This will allow us to provide member discounts on food & drink
 - This will allow us to offer an additional "cashless" option for use in our club should members want to use this (money is added to membership cards and these are used to pay)
- Additional coaches and physio's
- Additional training sessions, for example Strength & Conditioning sessions
- A new teamwear supplier and teamwear options
- Club building projects to begin the work on expanding our clubhouse physical footprint, making the clubhouse a more functional space for everyone who uses it


And much more.

To fund all of this, we need to have a renewed focus on club memberships, sponsorships and opportunities for funding grants.

Moving to GMS and centralising all of our club activity on this system will enable us to manage all of this better, rather than having to do some of the management in GMS and the other half in Pitchero. We also pay a subscription fee for both systems, so consolidating will also save the club money each year.

GETTING STARTED

- Visit the GMS website at: <https://gms.rfu.com/GMS>
- Either Log In if you have an existing GMS account, or Create New Account if you have never used GMS before
- Follow this guide to create a new account affiliated with Alton RFC:
<https://help.rfu.com/support/solutions/articles/103000063984-how-do-i-create-an-account>

**Rugby Football Union**
Details

• EMAIL ADDRESS OR USERNAME


• PASSWORD

By using GMS, you shall be deemed to be bound by [GMS Terms and Conditions of Use](#) and note the privacy notice contained therein.

Log In


Forgot Password?

Create New Account

**Get Started**


Don't have an account yet?
It's easy to join, just click Create Account and follow the simple steps.

Create New Account

**Shopping**


Click through to see our online shop and browse the wide range of products we offer

Shop



**Find Club**

Use our club finder to find the club you are looking for and simply follow the club, buy a membership or purchase a product.


Find a Club

**Find Us**

Twickenham Stadium 200 Whitton Road
Twickenham
MIDDLESEX
UNITED KINGDOM
TW2 7BA



Information

**Google Chrome**
is recommended for best experience

Also optimised for the latest version of Microsoft Edge, Safari and Firefox.
Limited compatability for Internet Explorer and no support for browsers more than 2 versions behind.

Please Note : your web browser is set to display numbers and dates in
English (United Kingdom)

PERSONAL DASHBOARD

The screenshot shows a user's personal dashboard for 'Joe Bloggs'. At the top, a banner displays the user's profile picture, name, and 'Your Account' title. Below this, a row of personal details is shown: RFU ID: 2709668, Date of Birth: 01/01/1990, Phone: +44 1234 502810248, Email: 2176820@first-sports.com, and Location: TW2 7BA. An 'Edit' button is located to the right of these details.

Below the banner, the dashboard is divided into several sections:

- Please Verify Account:** A message stating 'An email has been sent to you with a link to validate your account, please check your e-mail.' with a 'Re-Send Verification e-mail' link.
- What Next?:** A green box with a close icon. It contains a message: 'Joe Bloggs was linked to Missy Bloggs on 24/09/2021. Do you want to do any of the following actions?' followed by four options: 'Buy a membership Joe Bloggs', 'Affiliate to another Club Joe Bloggs', 'Buy a membership Missy Bloggs', and 'Affiliate to another Club'. The 'Buy Membership' button is circled in blue.
- Pending Affiliations and Notifications:** A box showing 'Pending Age Grade Affiliations' with a count of 2. An 'Action Alert' button is visible.
- Family and Friends:** A section with an 'Add' button and a list of family/friends. A red vertical line is on the left. The list includes: Joe Bloggs (Age: 32 - Adult (18+), RFU ID: 2709668), Missy Bloggs (Age: 9 - Yr 4 U9 (8-9), RFU ID: 2709670), and Junior Bloggs (Age: 8 - Yr 3 U8 (7-8), RFU ID: 2709675). A 'view all 3 relationships' link is at the bottom.
- My Organisations:** A section with an 'Add' button and a list of organisations. One organisation is shown: 'Club Invincibles RFC' with 2 Roles. Buttons for 'Buy Membership', 'Buy Products', and 'Affiliate as Player' are visible.
- My Teams:** A section with a list of teams. One team is shown: 'Invincibles RFC 1st XV Men' from 'Invincibles RFC'.
- Consents & Waivers:** A section with a list of consents. Two are shown: 'GMS Terms and Conditions of Use' and 'Login Terms and Conditions', both with green checkmarks.
- Activity Listing:** A section with a list of activity items. Two are shown: 'Communication Unread e-mails in the last year' with a count of 6, and 'Unpaid Orders Due' with a balance of £0.00.




Explanatory callouts are provided for various features:

- On top Banner is Personal Details including RFU ID** (points to the banner).
- If not verified account before then can click on the link to Re-send Verification email see guide Account Verification** (points to the 'Re-Send Verification e-mail' link).
- Family and Friends**
Can create accounts and add family or friends by clicking on the + icon
Left red line advises whose account you are currently displaying (points to the red line).
- Consents and Waivers**
This displays all waivers and terms of conditions that have been agreed to. Hyperlinks allow the review of the consents (points to the 'GMS Terms and Conditions of Use' link).
- Activity Listing** such as Communication for emails to read, balance for Club Memberships (points to the 'Communication' item).
- To Edit Personal Details see guide How do I check or edit my details?** (points to the 'Edit' button).
- Pending Affiliations and Notifications:** Notifications relevant to your role in club admin. For example here Pending Player Affiliations for an AG Registrar. (points to the 'Pending Affiliations' box).
- Action Alert button** and more information in green **What's Next** Dashboard box for example:
 - Find and link to a club - once done you can buy membership (if the club utilises theirs through GMS)
 - Add a family member
 - Once linked to a club; Affiliate as a Player or Renew Affiliation (yourself) or Affiliate or Renew Affiliate for a linked child(points to the 'What Next?' box).
- My Organisations:** Lists of Clubs/Schools/Universities/Societies that you are linked with. Can add new organisations yourself by clicking on the +Add icon. Also shows **Player and Membership Statuses** as Green for Active and Amber is Pending and blue has not yet requested (points to the 'My Organisations' box).
- Buy Products** displays for club administrators if club utilises this function through GMS (points to the 'Buy Products' button).

ADDING FAMILY MEMBERS

- From the personal profile, on the left hand side under "Family and Friends" click "Add"
- Complete the form asking for details of the additional person, including their relationship to you

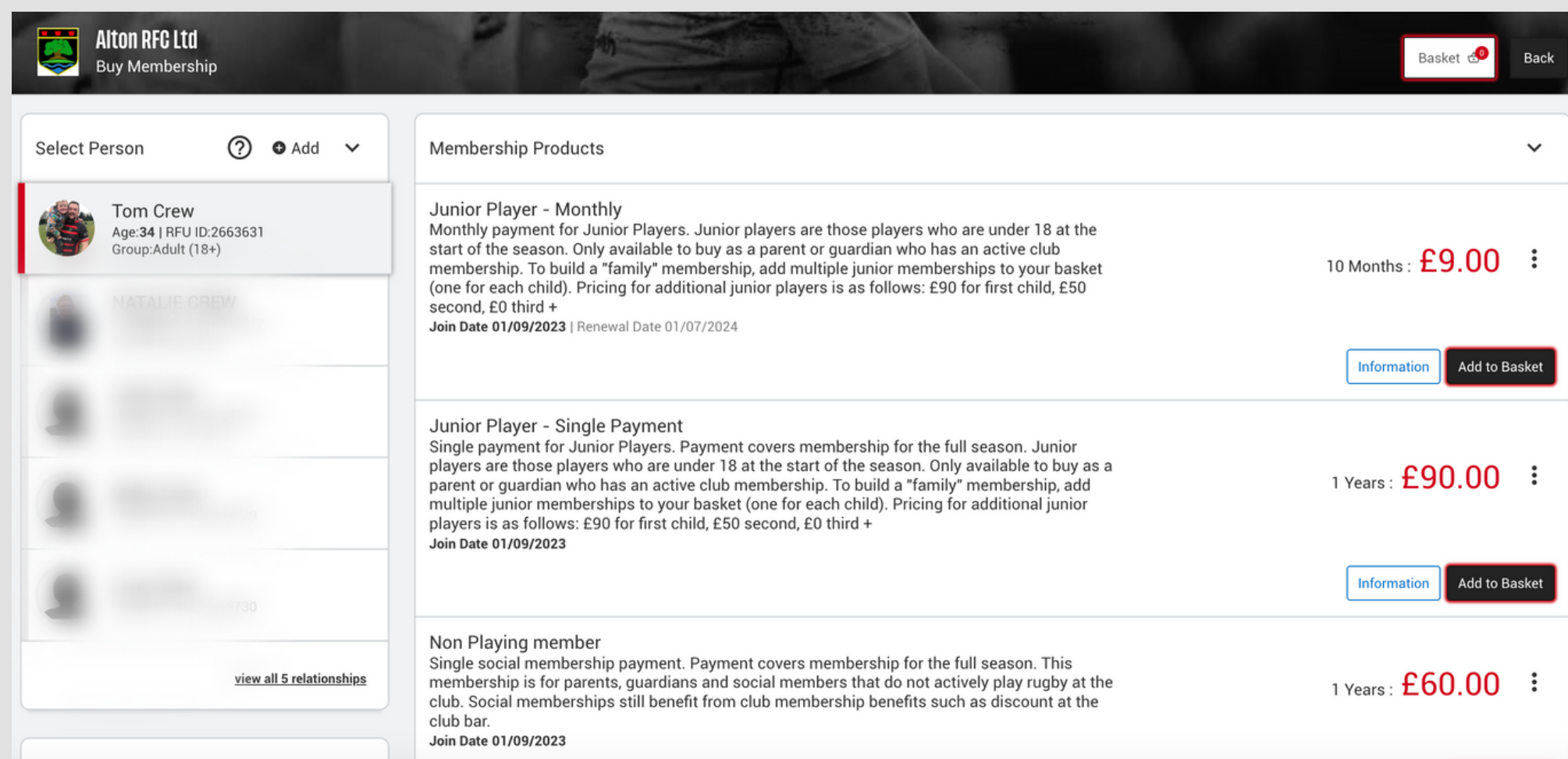
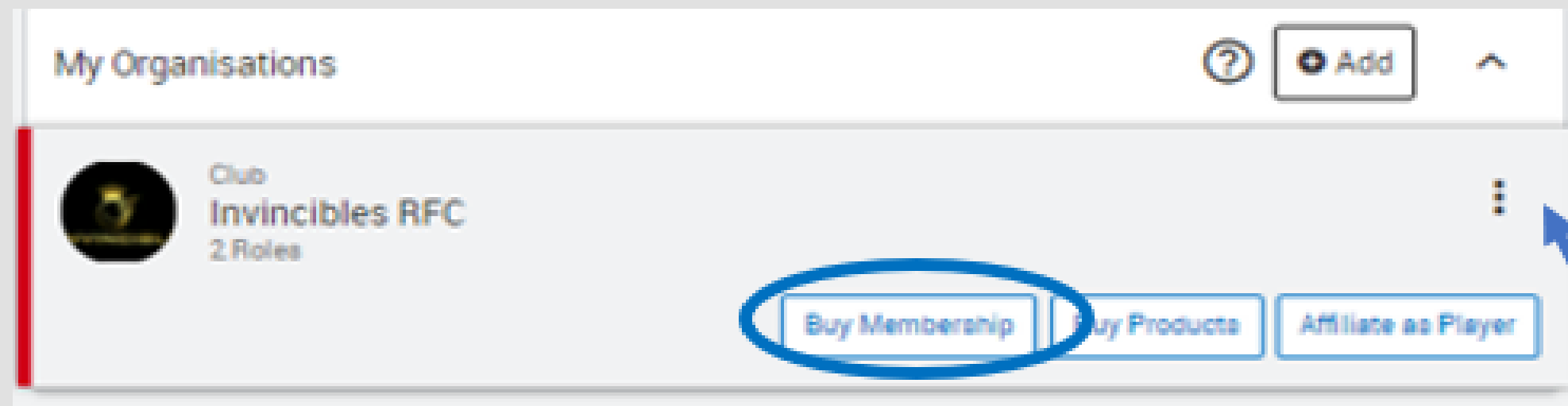
The screenshot shows a user profile interface. On the left, there are two menu items: "Family and Friends" and "Consents and Waivers". The "Family and Friends" section is active, displaying a list of three family members. A red vertical line is positioned to the left of the first entry, "Joe Bloggs", and a blue arrow points from the text "clicking on the + icon" in the instructions to this red line. The "Add" button is visible in the top right of the "Family and Friends" section.

Family and Friends	
	Joe Bloggs Age: 32 - Adult (18+) RFU ID: 2709668
	Missy Bloggs Age: 9 - Yr 4 U9 (8-9) RFU ID: 2709670
	Junior Bloggs Age: 8 - Yr 3 U8 (7-8) RFU ID: 2709675

[view all 3 relationships](#)

MEMBERSHIP

- From your personal dashboard, scroll down to the "My Organisations" section
- You should see Alton RFC here
- You should see an option to "Buy memberships" - click this
- You should then see a list of membership options that apply to you (we have filtered some of these by gender, age etc so as an example, only female players can see the Ladies membership options)
- Select yourself on the left hand side of the screen, then add the membership option that is relevant to you, adding it to your basket.
- **You must purchase either an adult playing or social membership before purchasing memberships for anyone under the age of 18 - we cannot have age grade players at our club without a registered parent/guardian.**
- Repeat this process for purchasing memberships for any junior players within your family, or additional social memberships for partners/spouses etc



MEMBERSHIP

- You have the option on most membership to either pay in full as one single payment, or break the membership down into monthly payments
- Our memberships run for 10 months, so the monthly option is the full season membership price / 10
- The prices for the 23/24 season are:
 - - £200 for a senior men's membership.
 - - £110 for a senior lady's membership.
 - - £60 for a non-playing (social) membership
 - - £90 to add one playing child and an additional £50 to add a second child (with no additional fee for further children)
- You can elect to pay by credit card, debit card, direct debit, online payment etc
- If preferable, you can also pay in the clubhouse at the bar - our new till system will be integrated with GMS
- Members will then receive membership cards, which can have money added to them and be used as a cashless payment option in the clubhouse. This will also be used to apply your membership discounts behind the bar.

For any assistance, please contact gms@altonrfc.club