# MJ Registration and Subscription Guide

WRFC M/J section will be using the GMS system provided by the RFU for player registration and annual subscriptions from 2019-20 season. The benefits of this system are reducing administrative burden on volunteers, single, secured repository for player and parent data that complies with GDPR regulations.

ALL players in England **MUST** be registered on GMS before they can play a game. All players under the age of 18 must also have their Parent(s) or Guardian registered on the system and a relationship defined.

We need parents of players to update registration details each year, the new system allows us to offer online card and direct debit payments. Cash and cheque options are still available, however the preferred method is online as this is the most efficient way of processing subscriptions.

A forgotten password function is available on the GMS login page. Additional help is available through the GMS system by contacting GMS@rfu.com or on 0208 831 6651Monday-Friday 09:00-17:00. Below is a user guide to help you thought the process. At the start of the season there will be a laptop and assistance available on Sunday morning in the clubhouse, before 11:00. Alternatively contact your Age Group Manager.

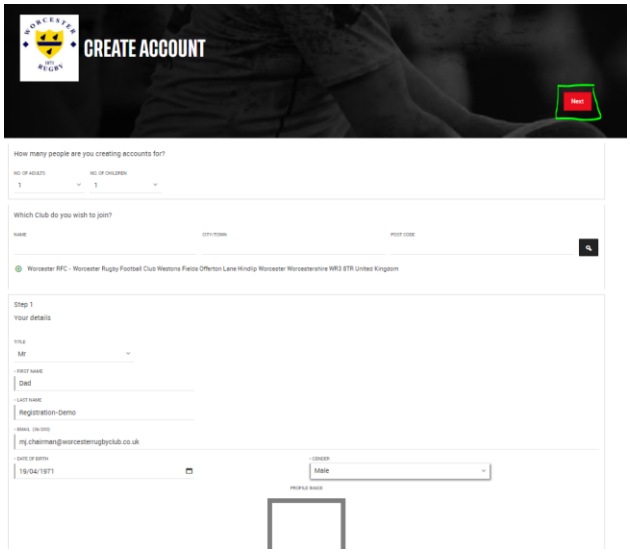
The registration process may differ depending on your circumstances, select the relevant guide below. The annual subscription process is the same for everyone, once registration has been completed. Pease select the option that is relevant to you from the list below:

1. New to Rugby, how to register parent and child for the first time
2. Parent is on GMS, but the child is not
3. Both Parent and Child are on GMS but are not linked
4. Pay for Subscription

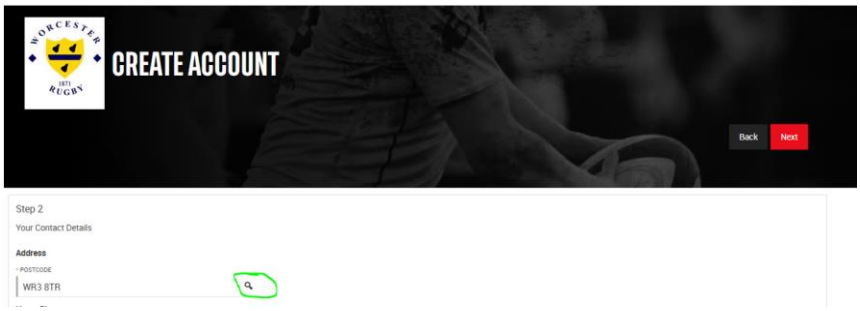
## New to Rugby, how to register parent and child for the first time

Use the unique WRFC link to start the process. This is also available on the Club Website

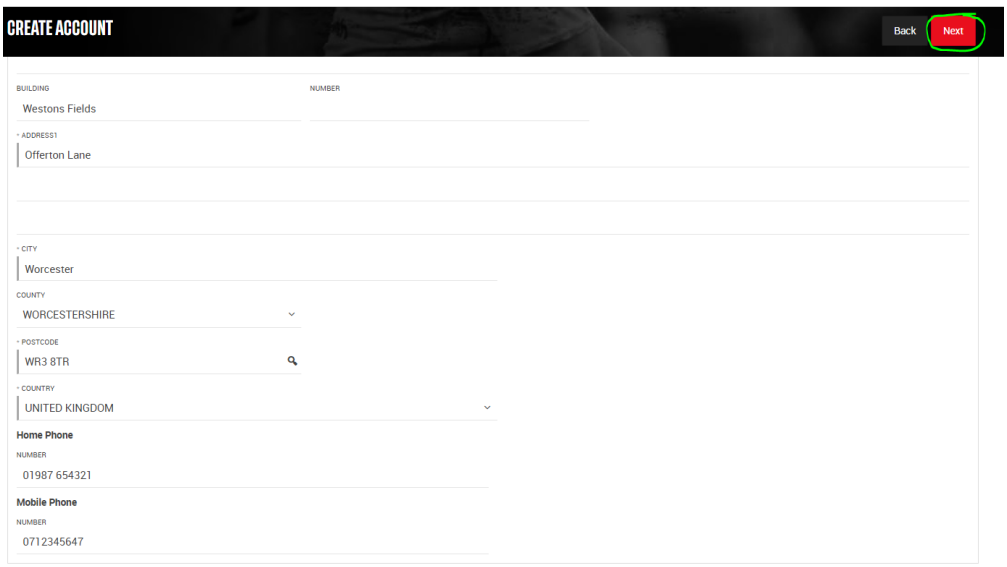
Complete your personal details, photo is optional. WRFC is pre-selected. Then click next



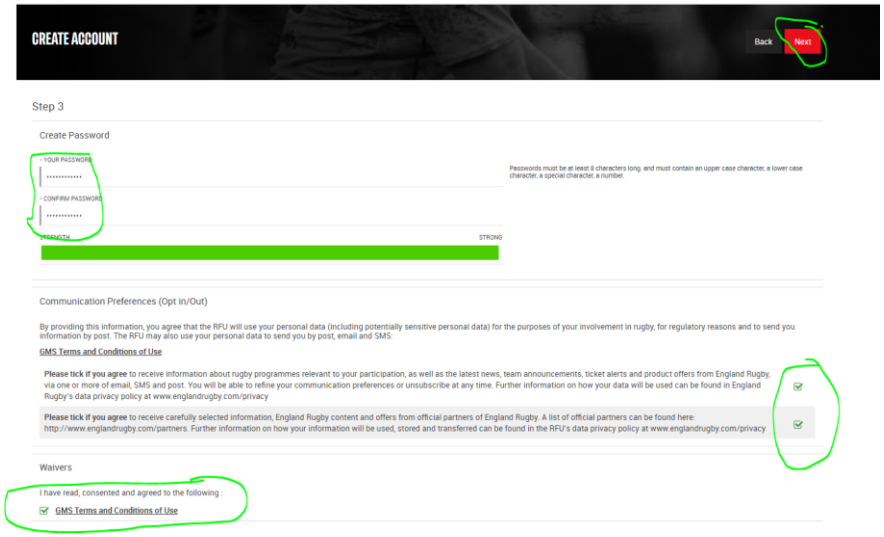

Enter your post code then use the magnifying glass to select your address



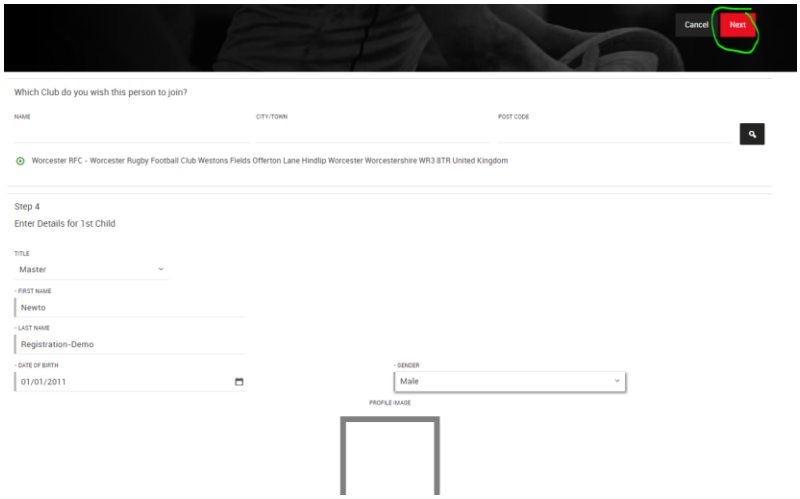

Validate your address is correct, enter remaining contact details, then click next



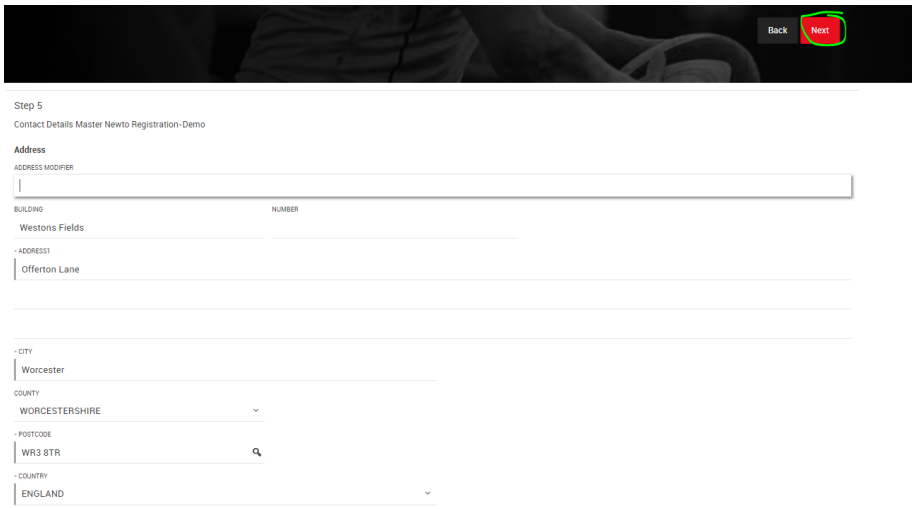
Enter a strong password. Select your communication preferences and tick that you have read, consented and agreed to the GMS Terms and conditions of use. Click Next



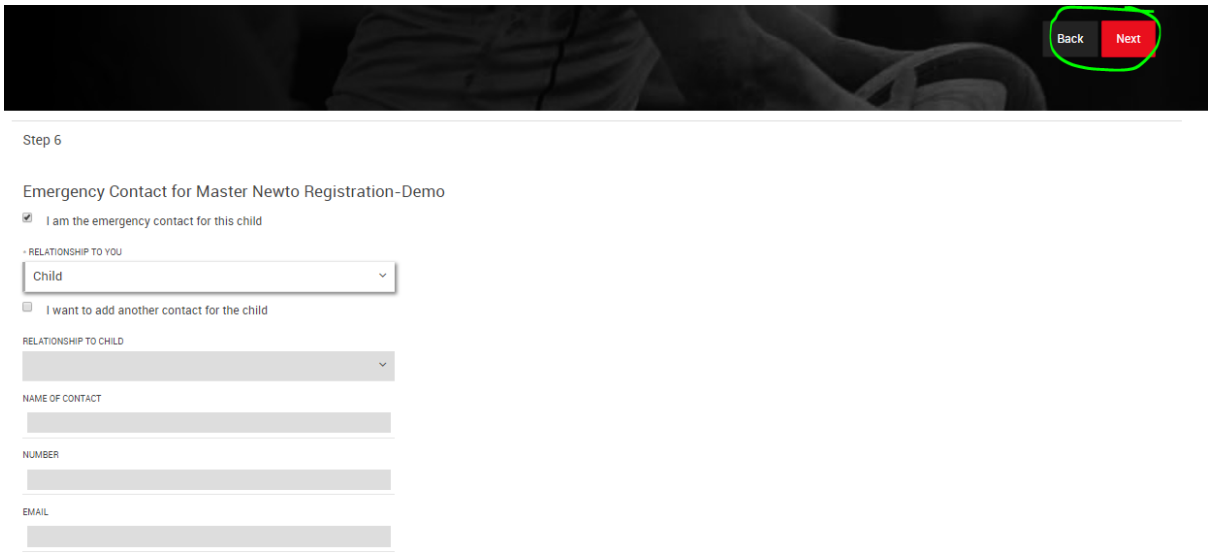

Enter your child details. A photograph is optional. Click next



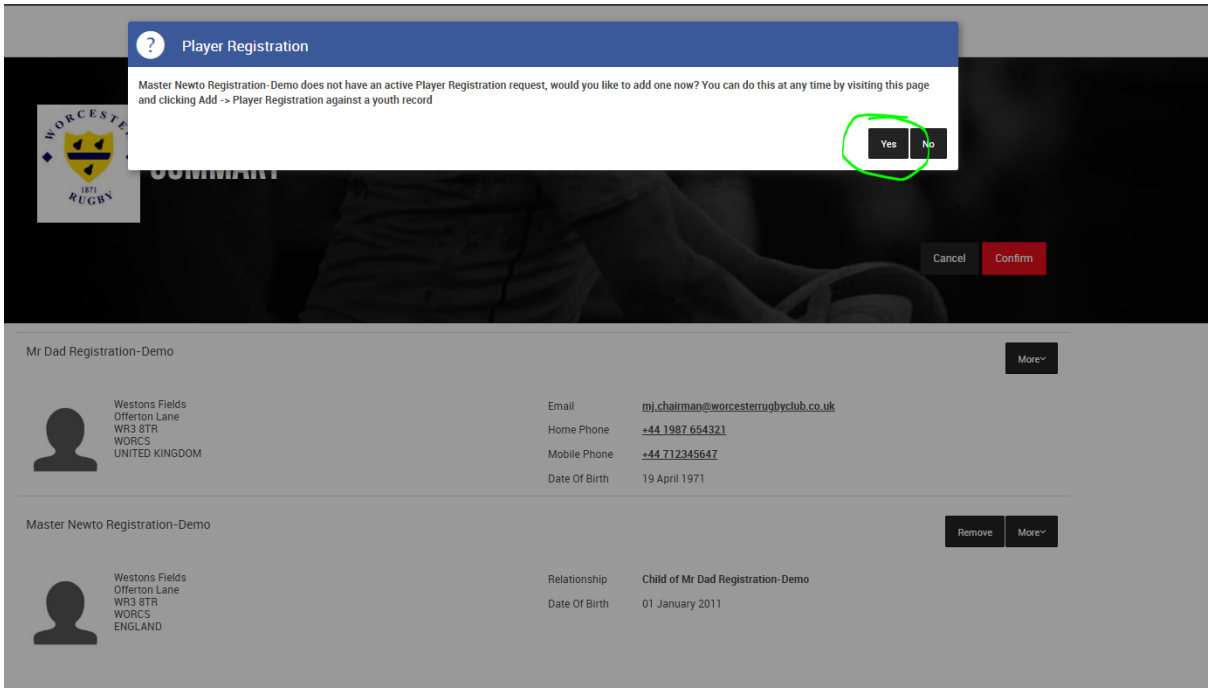

Confirm or update your child's address, click next



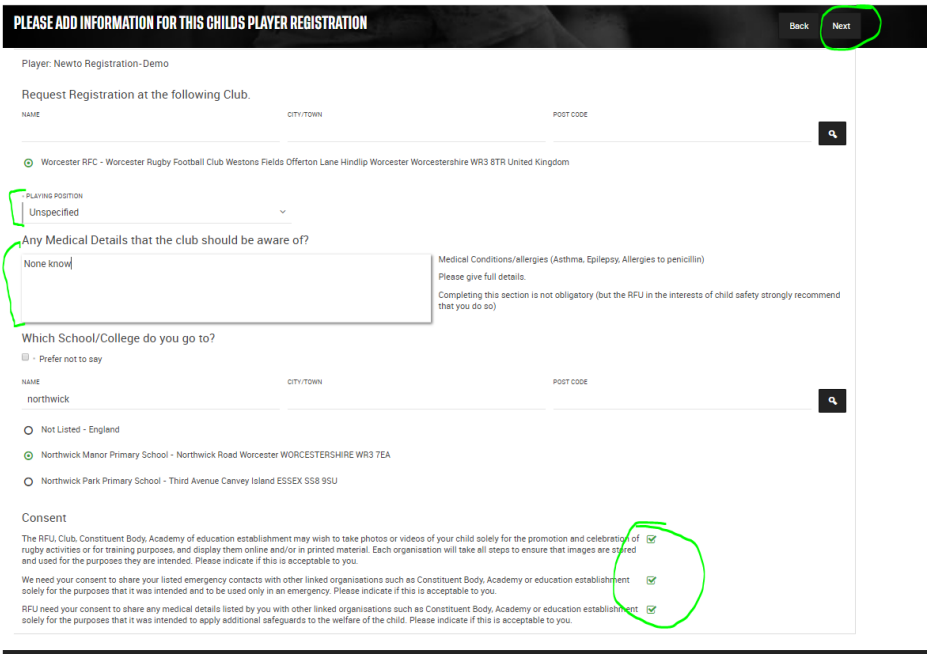
Enter emergency contact details, second contact is optional. Click next



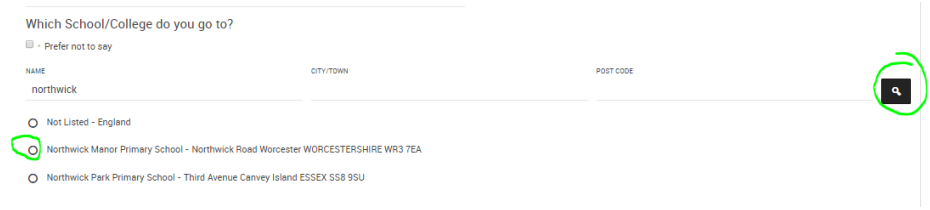

Select yes on the Player Registration question



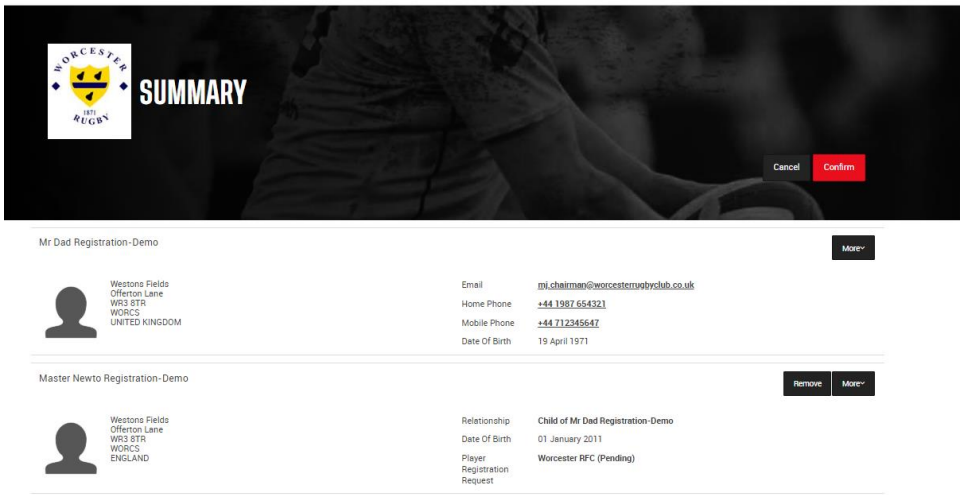
Enter Child Player registration details, then click next



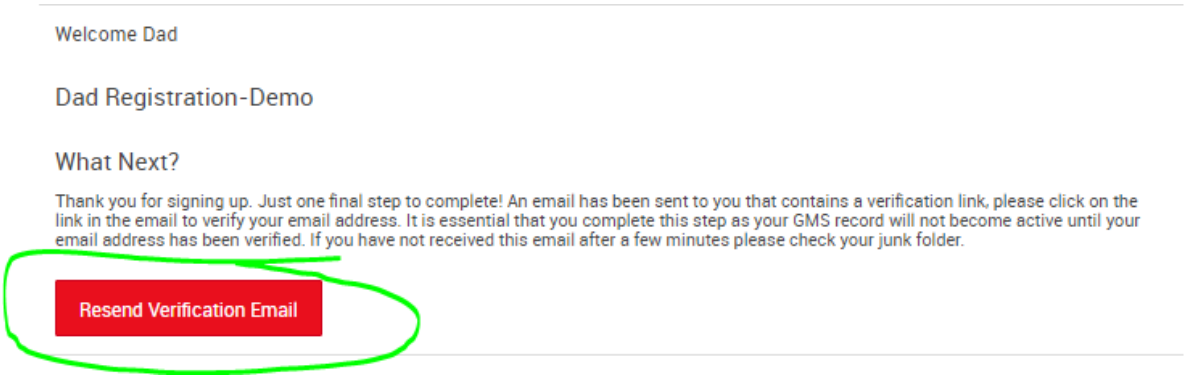

If you choose to enter a school, type the start of the name, click the magnifying glass and select the appropriate school.




Review your registration details, then click confirm

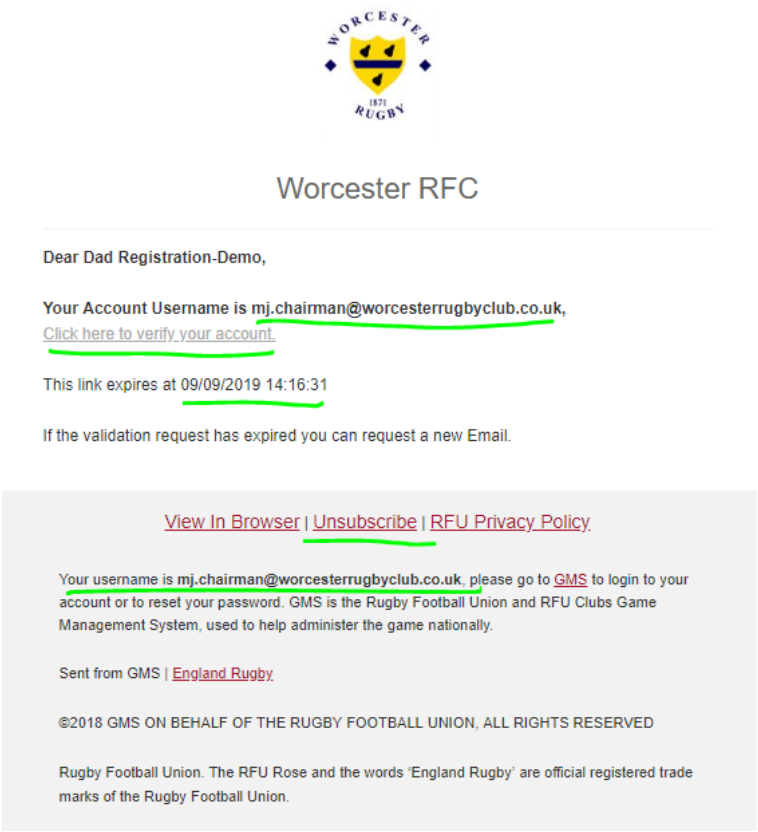


You will receive two emails from GMS. One will confirm you registration, the other is to confirm your email address. Click on the link in the email to confirm your address. If you do not receive the email, click the resend button.




Verification Email

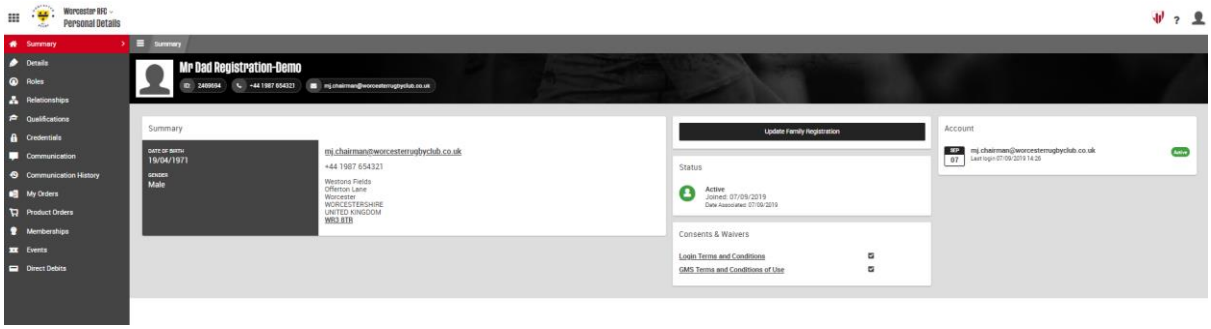
Click the “Click here to verify your account.” Link. You will not be able to access GMS until you have done this, the link expires in 48 hours.



Enter your Password and tick the option box, then click Log in

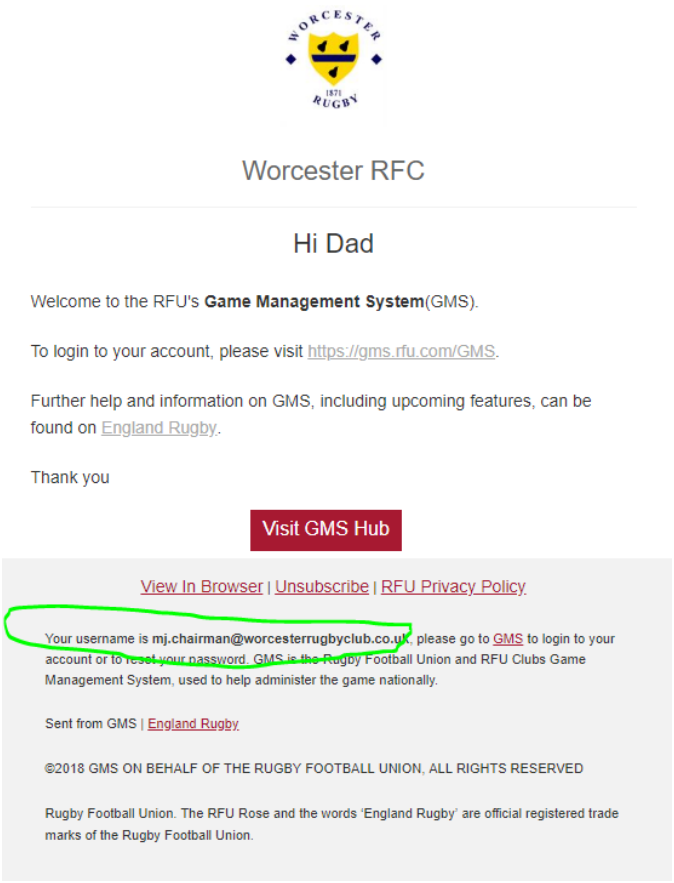



You can use the menu options on the left to view and update all of your data that is held on GMS.




Registration is now complete instructions below to complete membership and annual subscription payment

“Worcester RFC : GMS Account Created” email



Worcester RFC

Hi Dad

Welcome to the RFU's **Game Management System**(GMS).

To login to your account, please visit https://gms.rfu.com/GMS.

Further help and information on GMS, including upcoming features, can be found on England Rugby.

Thank you

Visit GMS Hub

View In Browser | Unsubscribe | RFU Privacy Policy

Your username is **mj.chairman@worcesterrugbyclub.co.uk**, please go to GMS to login to your account or to reset your password. GMS is the Rugby Football Union and RFU Clubs Game Management System, used to help administer the game nationally.

Sent from GMS | England Rugby

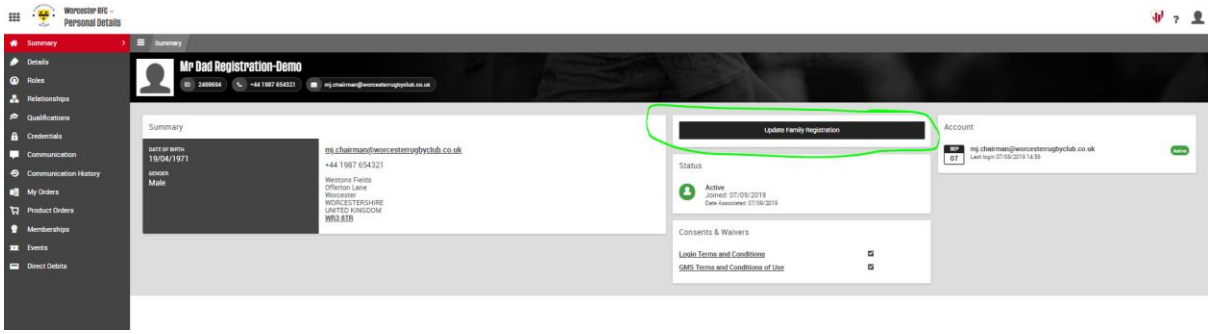
©2018 GMS ON BEHALF OF THE RUGBY FOOTBALL UNION, ALL RIGHTS RESERVED

Rugby Football Union. The RFU Rose and the words 'England Rugby' are official registered trade marks of the Rugby Football Union.

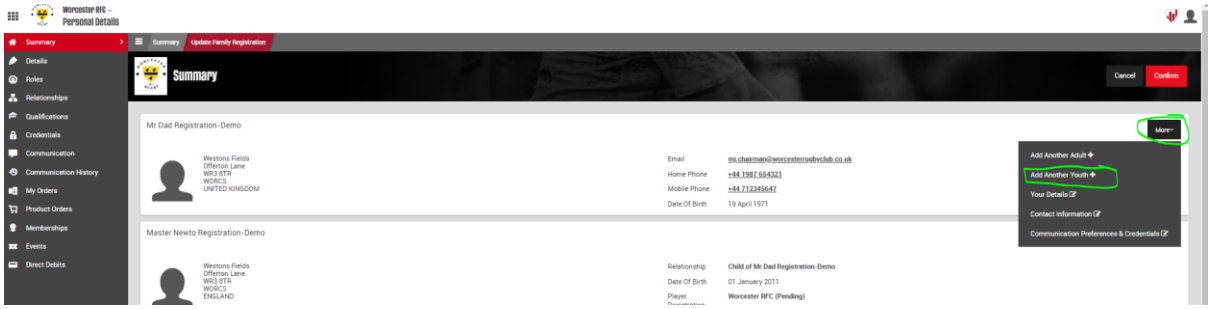
All emails from GMS will include your user id in case you forget it.

## Parent is on GMS, but the child is not

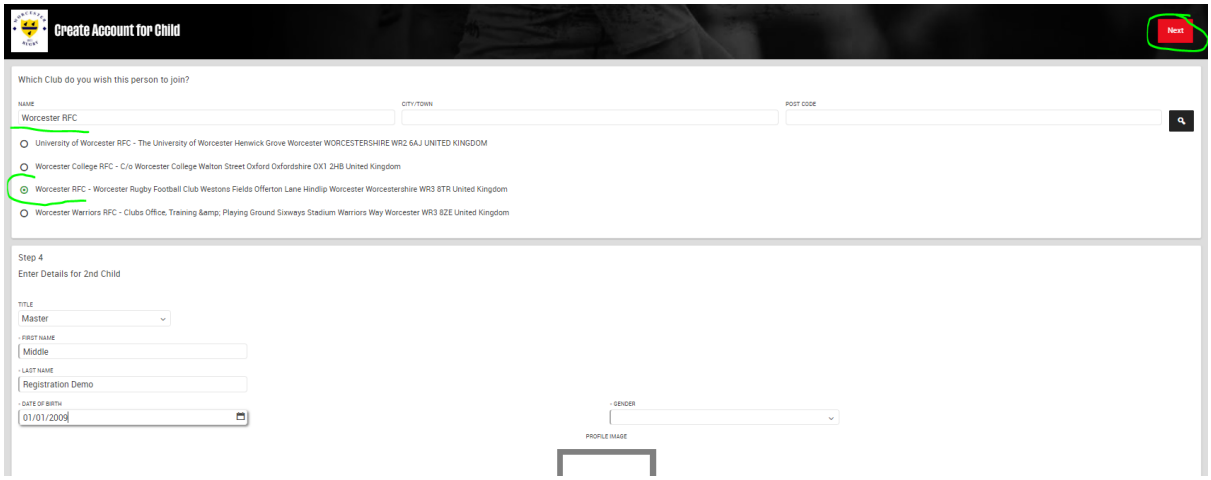
Log into GMS using your parent Account, click “Update Family Registration”



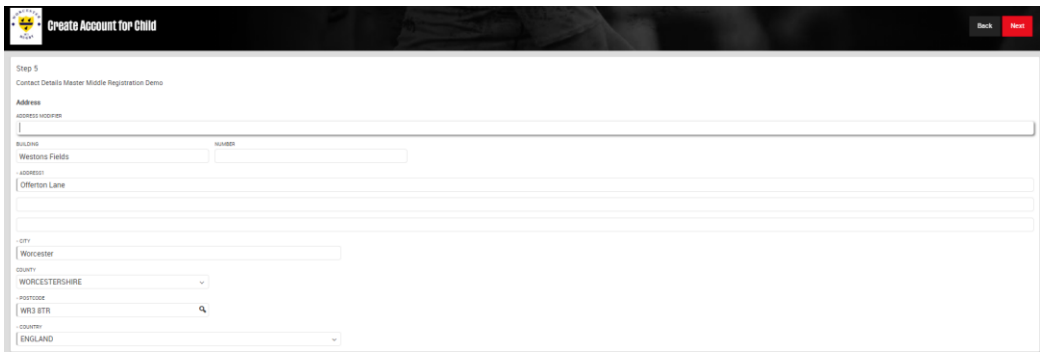

Click more then “Add Another Youth”



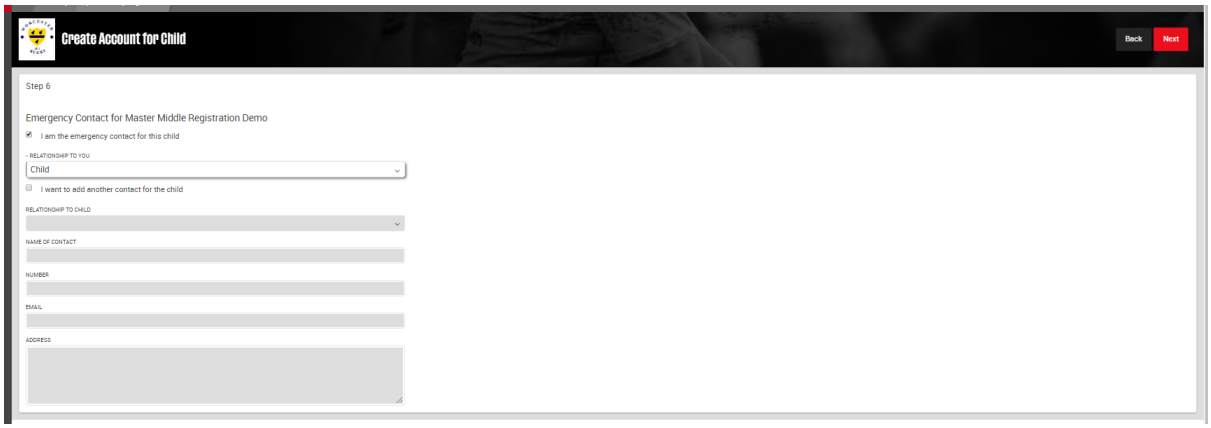

Enter “Worcester RFC” in Club Name box, click magnifying glass the select Worcester RFC. Enter your child’s details then click next.



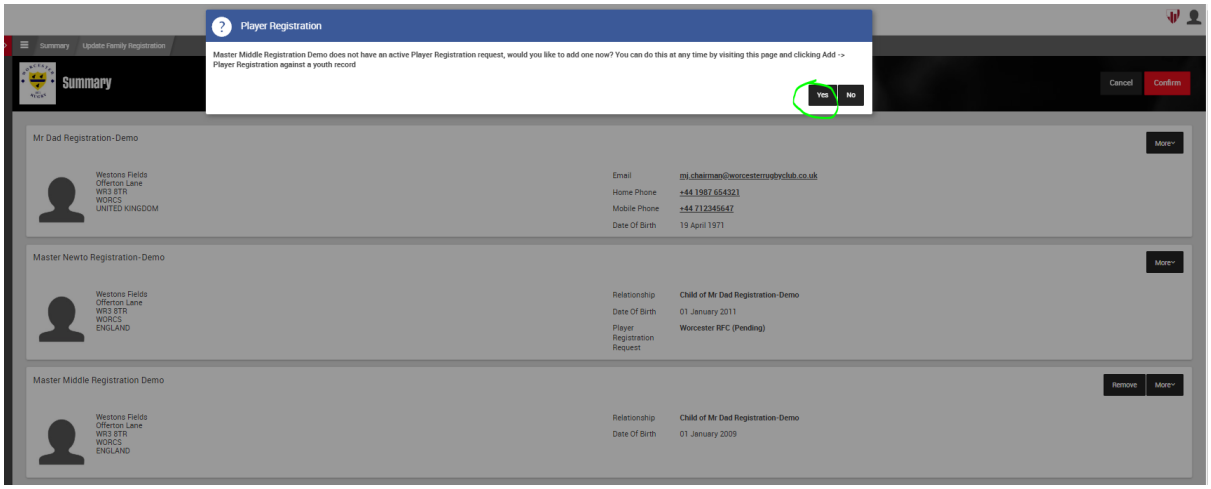

Update address if required, click next



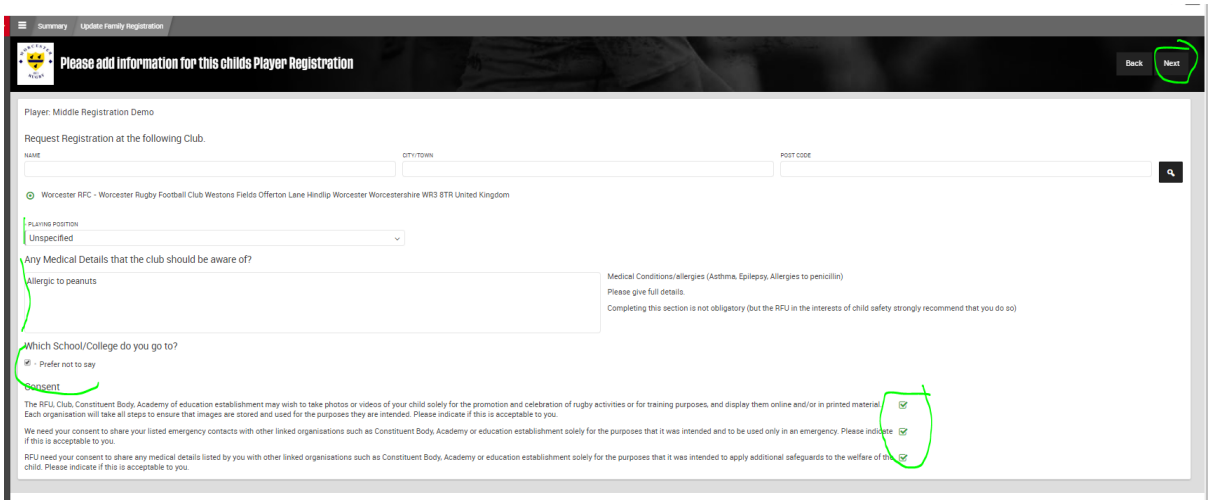
Enter emergency contact details, click next



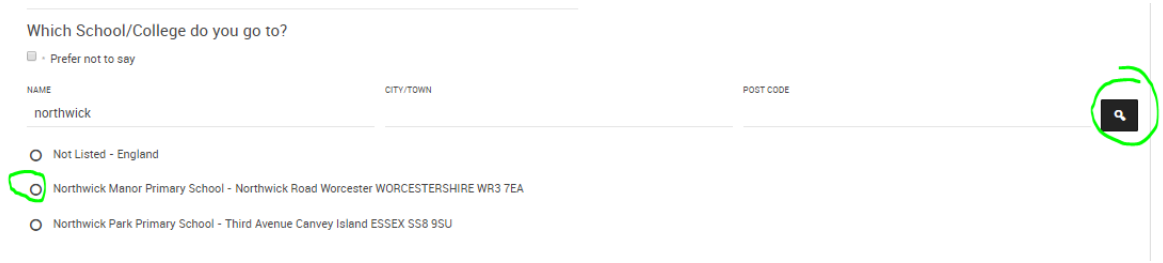

Select yes on player registration question



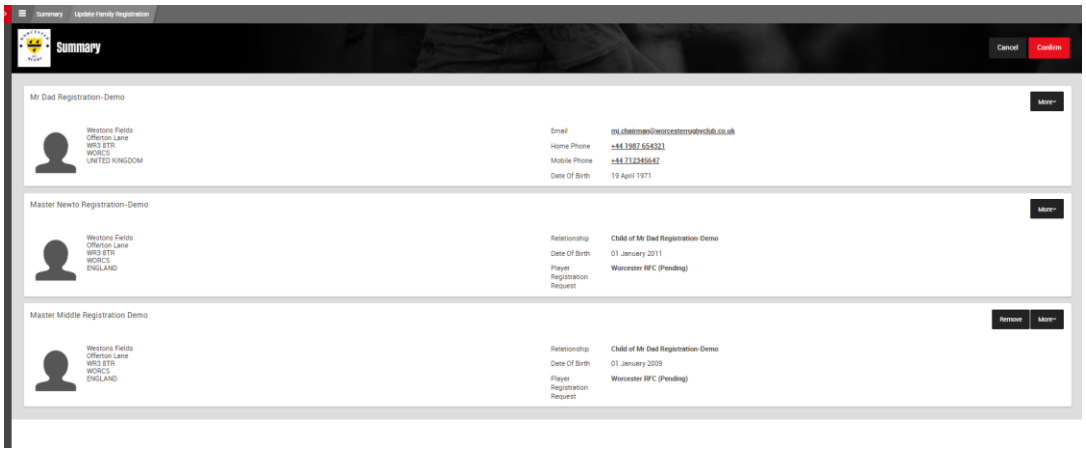

Enter player registration details then click next. School optional, see below.



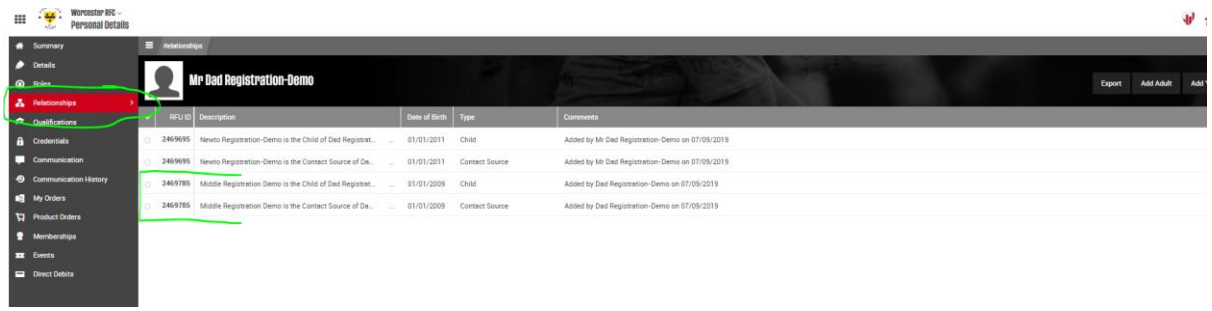
If you choose to enter a school, type the start of the name, click the magnifying glass and select the appropriate school.




Review your registration details, then click confirm




You can review and update your child's information from the Relationships tab




Registration is now complete instructions below to complete membership and annual subscription payment

## Both Parent and Child are on GMS but are not linked

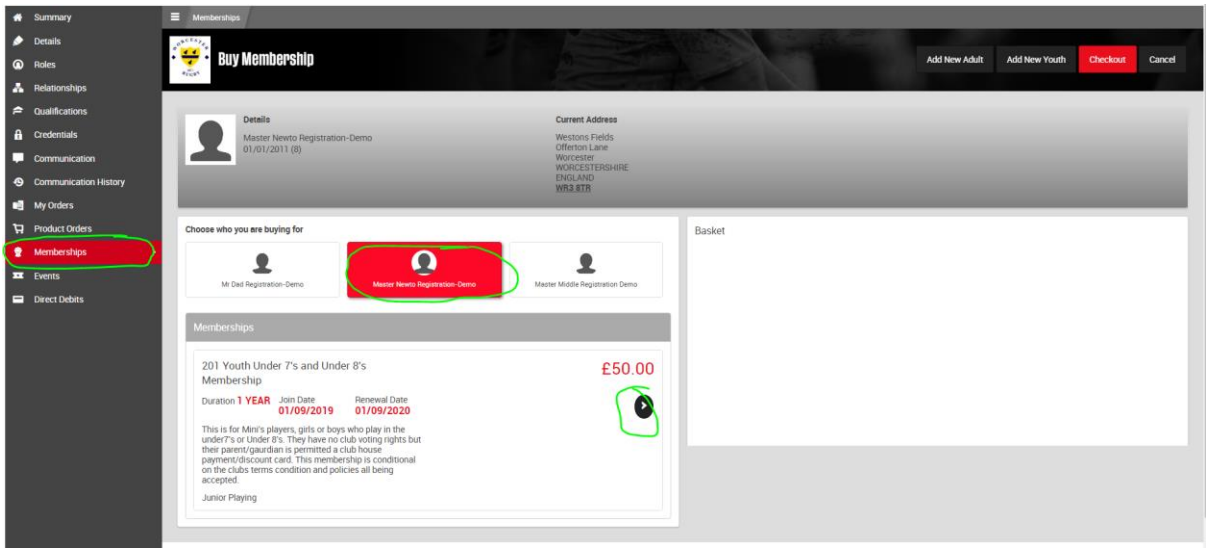
This GMS functionality is not currently working, please complete template below (copy and paste into and email) and email to your age group manager.

| Link Parent and Child Request | | | | | |
|---|---|---|---|---|---|
| | First Name | Surname | Date of Birth | RFU Number (If known) | email address (required for parent) |
| Parent | | | | | |
| Child 1 | | | | | |
| Child 2 | | | | | |
| Child 3 | | | | | |
| Child 4 | | | | | |

## Membership and Subscription Payments

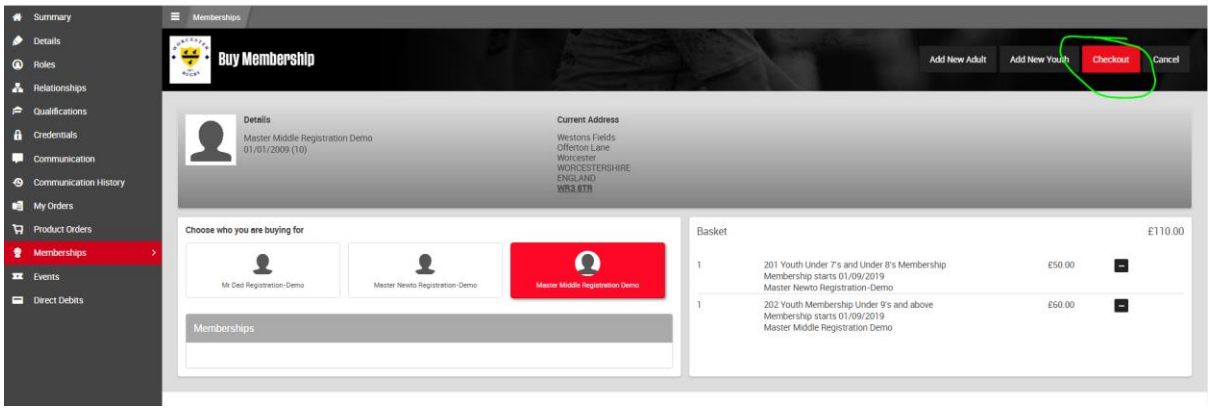
Multiple memberships can be purchased at the same time pay be paid for as one item. Preference is for card or direct debit payment. See below for other payment methods.

Log into GMS. Select Memberships from the left-hand menu, then select each child and click the arrow to select membership option

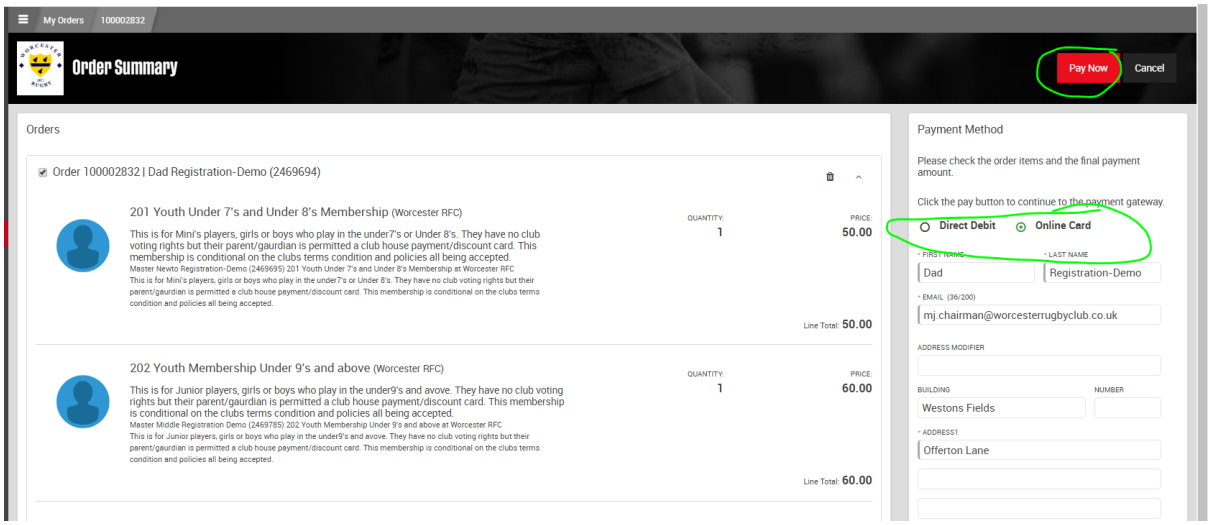



Note – New Players: It may take a day or two for the membership option to become available after registering for the first time. Please contact your age group manager if it does not appear after a couple of days.

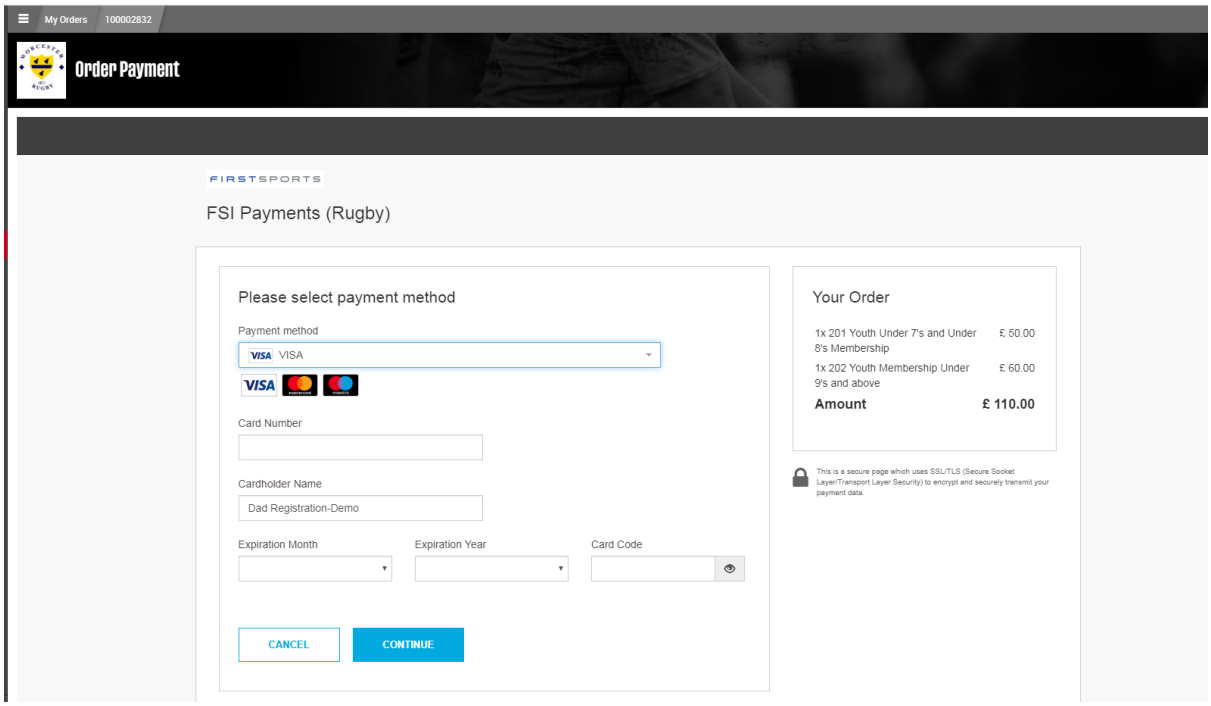
Click Check out to proceed to payment options



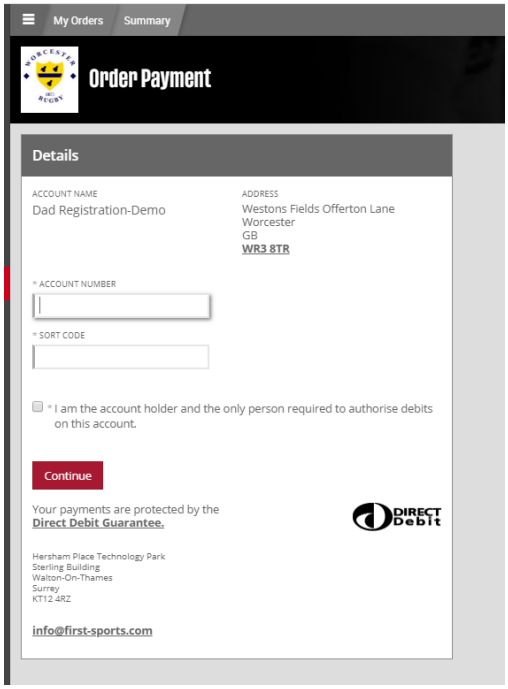

Select Direct Debit or Online Card then click Pay Now




Card Payment enter card details and click continue




Direct Debit Payment. Enter bank account details and click continue




Once payment has been successfully processed you will receive and confirmation email.

Worcester RFC

Dear [redacted]

Thank you for your payment.

Your order has been completed successfully.

| Order 99996493 | | | 06/09/2019 |
|---|---|---|---|
| Qty | Item | Details | Cost (GBP) |
| 1 | 202 Youth Membership Under 9's and above | Mr [redacted] 202 Youth Membership Under 9's and above at Worcester RFC<br>This is for Junior players, girls or boys who play in the under9's and avove. They have no club voting rights but their parent/gaurdian is permitted a club house payment/discount card. This membership is conditional on the clubs terms condition and policies all being accepted.<br>This is for Junior players, girls or boys who play in the under9's and avove. They have no club voting rights but their parent/gaurdian is permitted a club house payment/discount card. This membership is conditional on the clubs terms condition and policies all being accepted. | 60.00 |
| | | Total | 60.00 |

Payments

| Reference | Type | Date | Cost (GBP) |
|---|---|---|---|
| WRFC19-C-216969 | Card Payment | 06/09/2019 | 60.00 |
| | | Total | 60.00 |

If you have any queries relating to your products, please contact us.

View In Browser | Unsubscribe | RFU Privacy Policy

Your username is Cunliff2161, please go to GMB to login to your account or to reset your password. GMB is the Rugby Football Union and RFU Clubs Game Management System, used to help administer the game nationally.

Sent from GMB | England Rugby

©2018 GMB ON BEHALF OF THE RUGBY FOOTBALL UNION, ALL RIGHTS RESERVED

Rugby Football Union. The RFU Rose and the words 'England Rugby' are official registered trade marks of the Rugby Football Union.

## Other Payment Methods

Cheque Payment: Write players name, date of birth, age group and RFU ID on reverse on cheque before handing to your age group manager.

Cash Payment: Place cash in envelope with players name, date of birth, age group and RFU ID before handing to your age group manager.