People not registered on WRFC

When to use

Use this method to add people to WFRC GMS in the circumstances below. This will not remove them from other clubs GMS database, but it will enable our members on our database.

- People on Worcester Wanderers RFC or Warriors
- People registers with other clubs and they refuse to deregister them

Additionally, it can be used to manually add new people who do not have access to a computer

Requirements

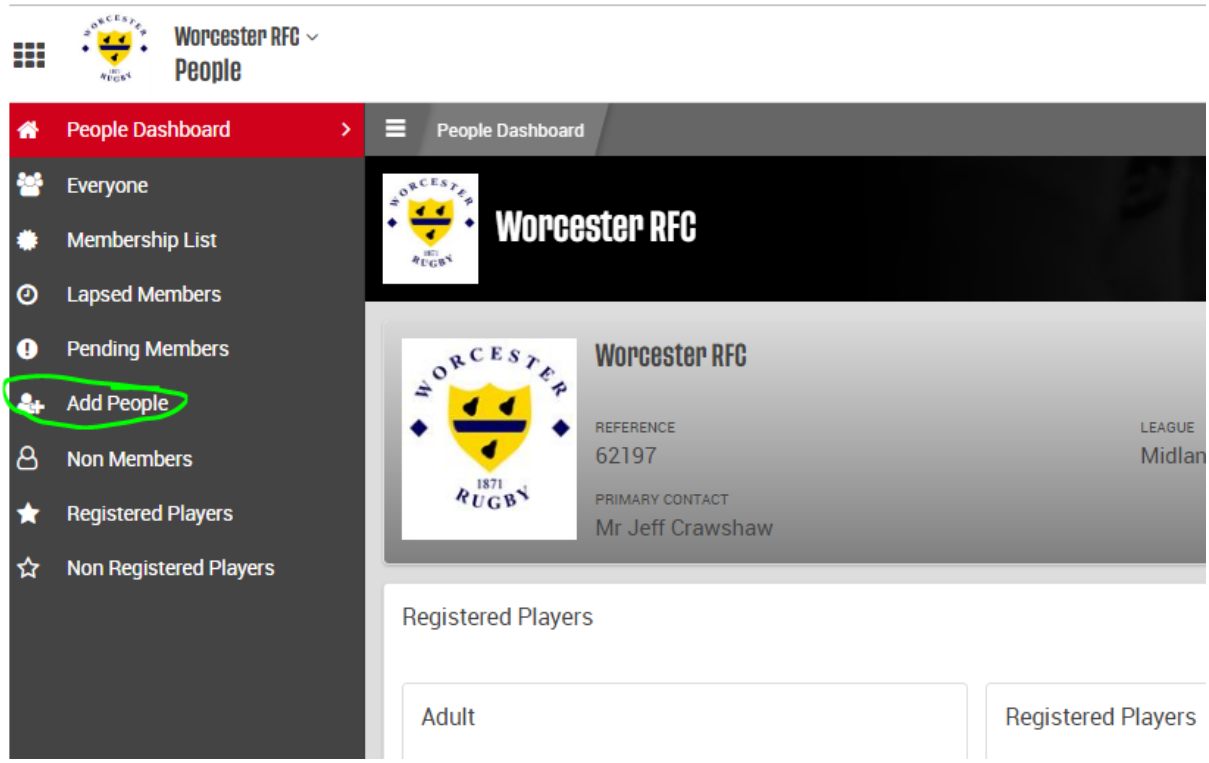
Before you begin you will need the information below to add people. If adding someone from another club the information must be that same as already in use on GMS.

- Title
- Fist Name
- Last Name
- Email address
- Date of birth
- Gender
- Address

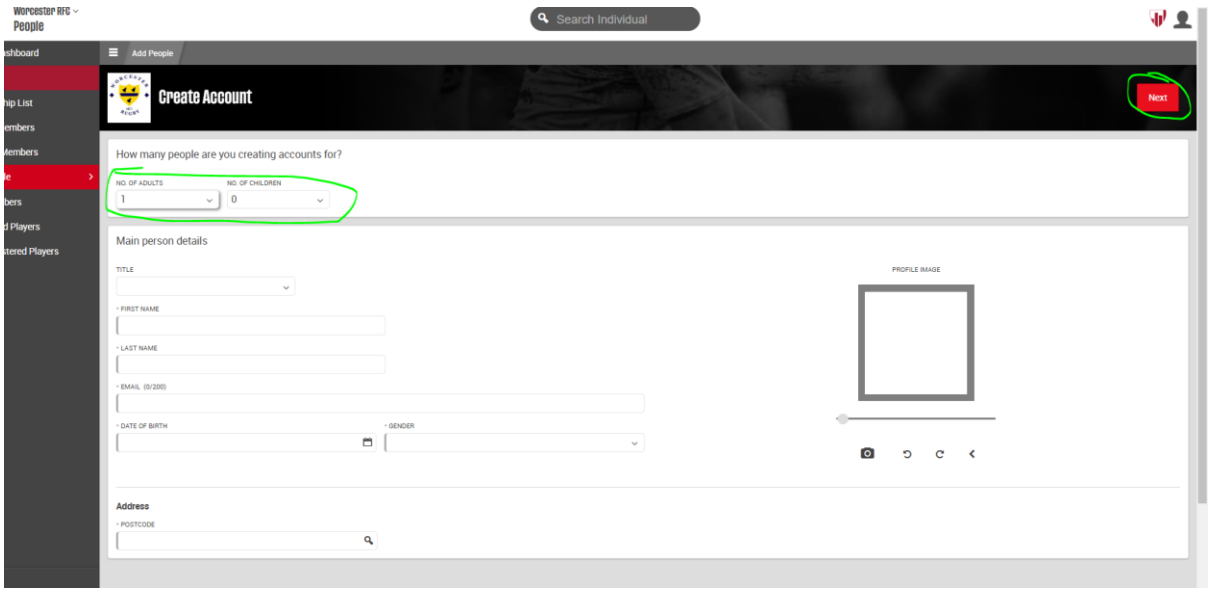
Process

Log in to GMS, open people app.

Select Add People



First enter how many adults or children you are adding, then complete the required information. Click next to continue



If the person already exists on GMS you will be asked to confirm if it is the person you want to add

If it is a new person, take a screenshot of the information and send it to them.

If you add a parent and child then you'll need to create a relationship, see "Players not linked to parents" guide for more information