ELECTRONIC MATCH CARD– STEP BY STEP GUIDE
LEVELS 5–8 (DESKTOP)

Before you start:

Ensure you can access the Electronic Match Card, has your club given you the rights within GMS to access the card? You can check by logging in, *GMS>'Competition Management'*: **https://gms.rfu.com/GMS/Account/Login** (it's a good idea to save this link in your favourites!)

Pre-Match

Selecting your Team:

- **Login** to GMS, choose the **'Competition Management'** tile.
- **Select the 'Match Card'** menu item from the left hand panel. On the search page, esnure your criteria is correct, when you have found your fixture, select 'view'.
- You will see a selection of tabs, depending on if you are the home or away team, choose the appropriate tab. Enter your line up by **searching for the player to fill that position**, when you are done **choose save**, ensuring the line-up is marked as **confirmed** if you are done. Note, saved or previous line-ups can be selected from the drop down menu.
- Prior to kick off, **check that the away team has submitted their line-up**.

During Match (Optional)

- You can choose to **add events** to the fixture whenever you wish. You may decide to do this during the game.
- To enter match events, select the '**Match Events**' tab.
- **Add an event** by choosing appropriate team, player, event type and minute and select 'add event'.
- A **timeline of events** will then appear within the 'Match Events' tab so that you can keep track of what has been entered.

Post-Match

- When the match is finished, choose the **'Post Match'** tab.
- Enter the **details of the result**, the final score and ensure the number of tries is recorded; you don't want to miss out on that bonus point!
- **Select submit score** at the foot of the page. At this point your result will be sent to GMS and will update the league table. You will then be prompted to ensure you submit the Match Card.
- Now choose the **'Confirmation'** tab, ensure the 'Home Team Completed' box is ticked and select submit.
- You will now be presented with a message informing you that the **match card has been submitted**, triggering an email that will be sent to the league secretary, home team match card administrator and away team match card administrator.

Match Result	Result	
	Home VS Away	
Full Time Result	10	0
Tries Scored	2	0
Half Time Score	0	0
Extra Time Result	0	0
Final Score	10	0

Notes:

Match Card

Date	03/08/2018		
Home Team	**Teddington**	Away Team	**Old Whitgiftian**
Competition	Emc Inter Division Leagues		

Summary   Home Team   Away Team   Match Events   Post Match   **Confirmation**

Confirmation

Home Team Completed   Yes ● No ○

Fixture Assessments

Match Status Approved

Submit match card