

# ELECTRONIC MATCH CARD- STEP BY STEP GUIDE

## LEVELS 5-8 (MOBILE VERSION)

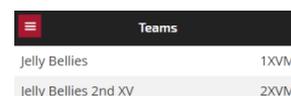
### Before you start:

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, *Mobile Version:* <https://gms.rfu.com/mobile/> (it's a good idea to save this link in your favourites!)

### Pre-Match

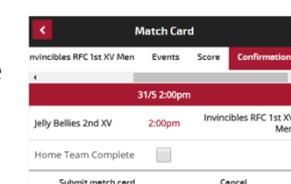
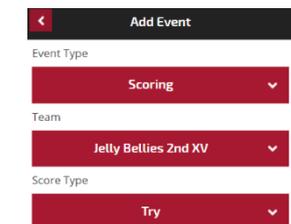
#### Selecting your Team:

- **Login** to Mobile Match Card.
- **Select the Team** you wish to view (e.g. 1<sup>st</sup> XV).
  - Three tabs will now display (Upcoming, Future and Past).
  - Your team's fixture for the current weekend will appear in the 'Upcoming' tab.
- Ensure you select the **correct fixture**; you will then be presented with a 'summary' tab. Navigate to tab that displays your team name to select your team's line-up.
- **Select the players** by choosing 'add', alternatively use the + in the top right hand corner of the screen and assign the player to the appropriate position.
- Once you are done, ensure you select '**save**' at the foot of the screen.
- 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 '**Events**' tab.
- **Add an event** by choosing 'add' or select the + button in the top right hand of the screen.
- Choose the **type of event** you wish to add, select the appropriate team, player and minute of the event. Make sure you hit save.
- A **timeline of events** will then appear within the 'Events' tab so that you can keep track of what has been entered.



### Post-Match

- When the match is finished, choose the '**score**' 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**, 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.
- 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.