

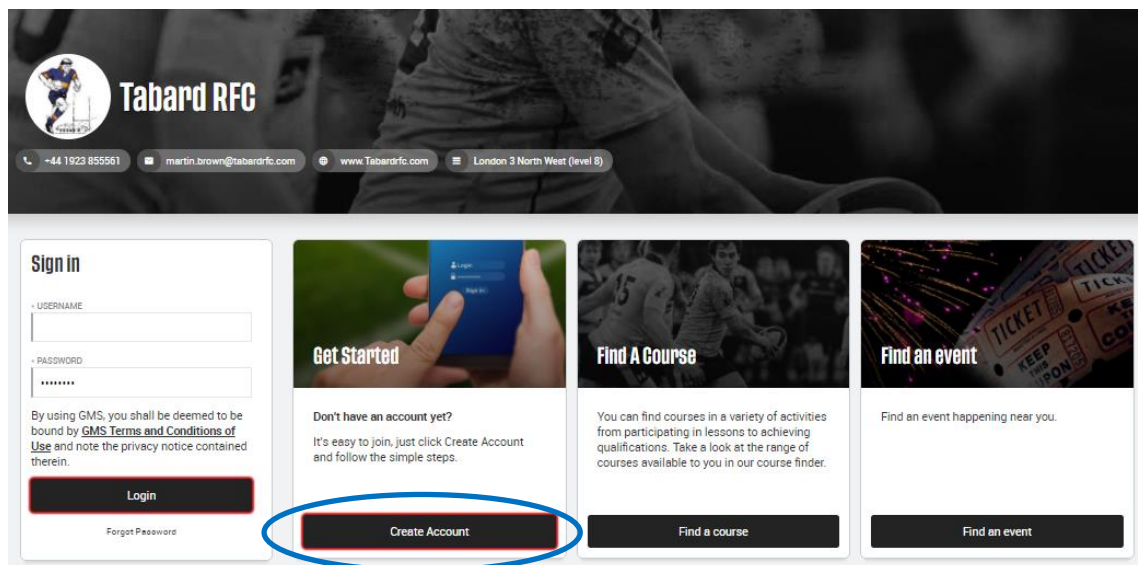
## How to set up your GMS records at Tabard RFC

This guide is intended for use by anyone wishing to associate themselves or their children with Tabard RFC. This record does not require the entry of any financial information!

Should you experience any problem in following these instructions please contact John Strickland (Email : [John.Strickland@tabardrfc.com](mailto:John.Strickland@tabardrfc.com) ) and he will provide assistance.

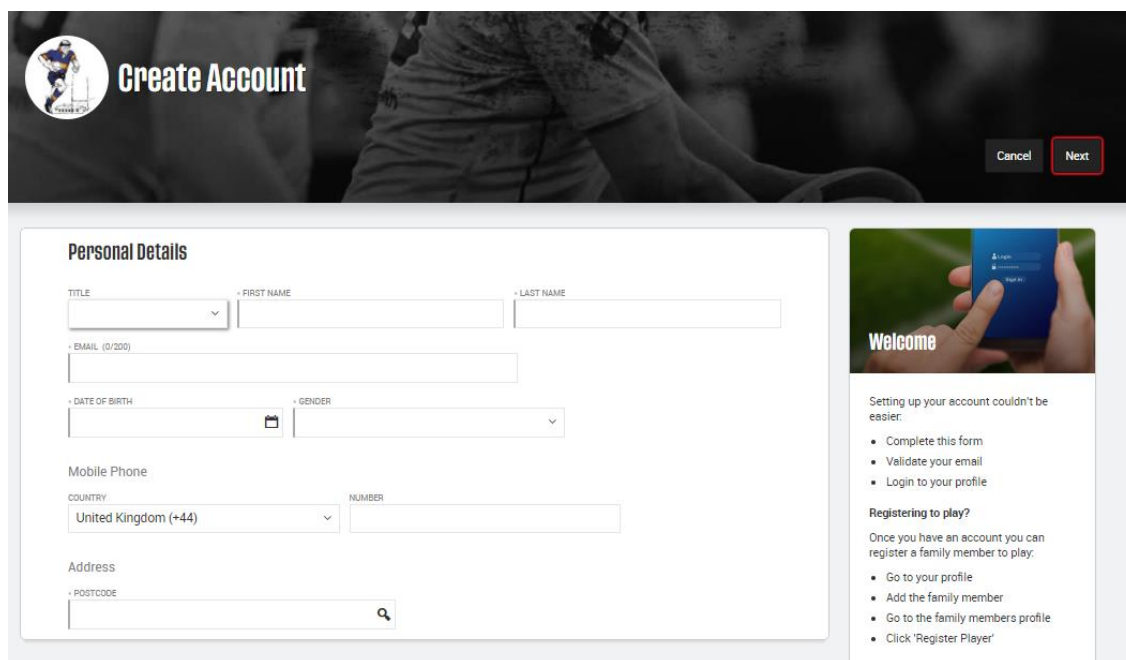
### 1. Use the following link to access the set up screens

<https://gms.rfu.com/GMS/Dashboard/Organisation?id=1899> which should show the following screen. Please ensure that “Tabard RFC” is showing in the header section.



The screenshot shows the GMS Dashboard/Organisation page for Tabard RFC. The header includes the Tabard RFC logo, contact information (phone: +44 1923 855561, email: martin.brown@tabardrfc.com, website: www.Tabardrfc.com, and location: London 3 North West (level B)). The main content area features four cards: 'Sign in' with fields for username and password, a 'Login' button, and a 'Forgot Password' link; 'Get Started' with a 'Create Account' button circled in blue; 'Find A Course' with a 'Find a course' button; and 'Find an event' with a 'Find an event' button.

### 2. Click on “Create Account” circled in blue



The screenshot shows the 'Create Account' page. The header includes the Tabard RFC logo and the title 'Create Account'. The main content area features a 'Personal Details' form with the following fields: TITLE (dropdown), FIRST NAME, LAST NAME, EMAIL (0/200), DATE OF BIRTH, GENDER (dropdown), Mobile Phone, COUNTRY (United Kingdom (+44) dropdown), NUMBER, and Address (POSTCODE). A 'Next' button is highlighted in red. On the right side, there is a 'Welcome' card with a 'Welcome' title and a list of instructions: 'Setting up your account couldn't be easier:' followed by 'Complete this form', 'Validate your email', and 'Login to your profile'. Below this, it says 'Registering to play?' and 'Once you have an account you can register a family member to play:' followed by 'Go to your profile', 'Add the family member', 'Go to the family members profile', and 'Click 'Register Player''.

### 3. Complete all fields as requested and then click on Next (top right of screen highlighted in red).

**Please note:** If the system reports that the **email address entered is already in use** please contact John Strickland as this indicates that the person is already on the GMS system and we need to take alternative action

**Create Account** Cancel Next

### Credentials

YOUR PASSWORD:  Passwords must be at least 8 characters long, and must contain an upper case character, a lower case character, a special character, a number.

CONFIRM PASSWORD:

STRENGTHSTRONG:

### Privacy Notice

By registering you consent that we may process your data in accordance with our privacy policy.

- Please tick if you agree to receive carefully selected information, England Rugby content and offers from official partners of England Rugby. A list of official partners can be found here: <http://www.englandrugby.com/partners>. Further information on how your information will be used, stored and transferred can be found in the RFU's data privacy policy at [www.englandrugby.com/privacy](http://www.englandrugby.com/privacy)
- Please tick if you agree to receive information about rugby programmes relevant to your participation, as well as the latest news, team announcements, ticket alerts and product offers from England Rugby, via one or more of email, SMS and post. You will be able to refine your communication preferences or unsubscribe at any time. Further information on how your data will be used can be found in England Rugby's data privacy policy at [www.englandrugby.com/privacy](http://www.englandrugby.com/privacy)

### Waivers

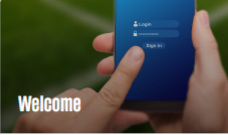
I have read, consented and agreed to the following:

- [Login Terms and Conditions](#)
- [GMS Terms and Conditions of Use](#)

### My Details

**An Other**  
01/08/1980 (Male)  
john.strickland@tabardrfc.co.uk  
+44 7955 123456

UNIT 1  
Imperial Place  
Maxwell Road  
Borehamwood  
HERTFORDSHIRE  
UNITED KINGDOM  
[WEB LINK](#)



**Welcome**

Setting up your account couldn't be easier.

- Complete this form
- Validate your email
- Login to your profile

**Registering to play?**

Once you have an account you can register a family member to play.

- Go to your profile

4. **Complete the password entries (follow rules for password format), then enter privacy details as you wish, tick to accept login T&Cs and GMS T&Cs and then click on Next to complete this process.**
- This will set up your account on GMS and send you an email (see below) to verify that the correct email address has been used.



## Tabard RFC

Dear An Other,

Please verify your email address by clicking the following link  
[Verify Email](#)

This link expires at 22/08/2020 10:42:43

[View In Browser](#) | [Unsubscribe](#) | [RFU Privacy Policy](#)

Your username is **Username.testonly@gmail.com**, 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.

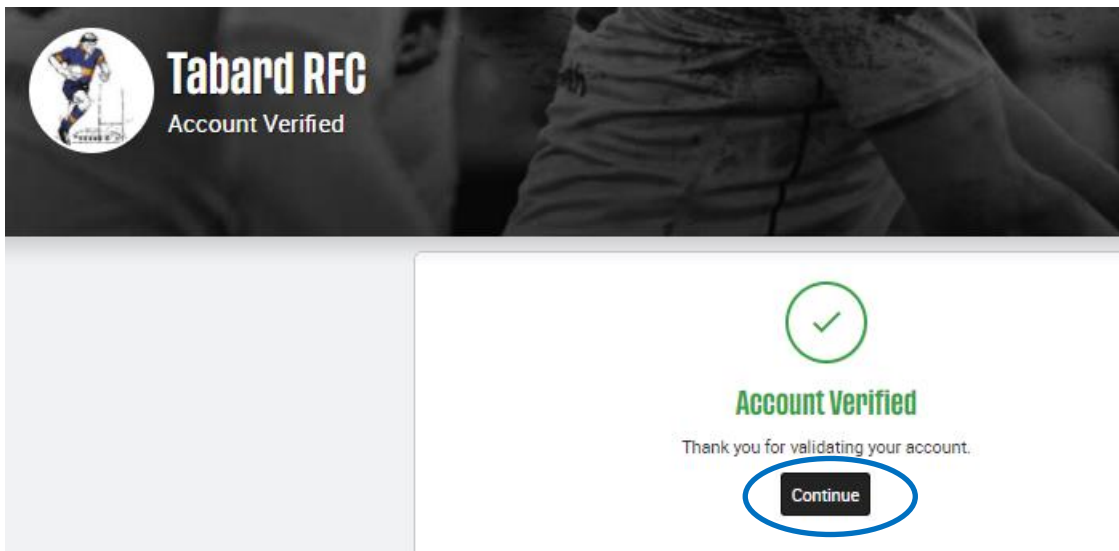
Sent from GMS | [England Rugby](#)

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

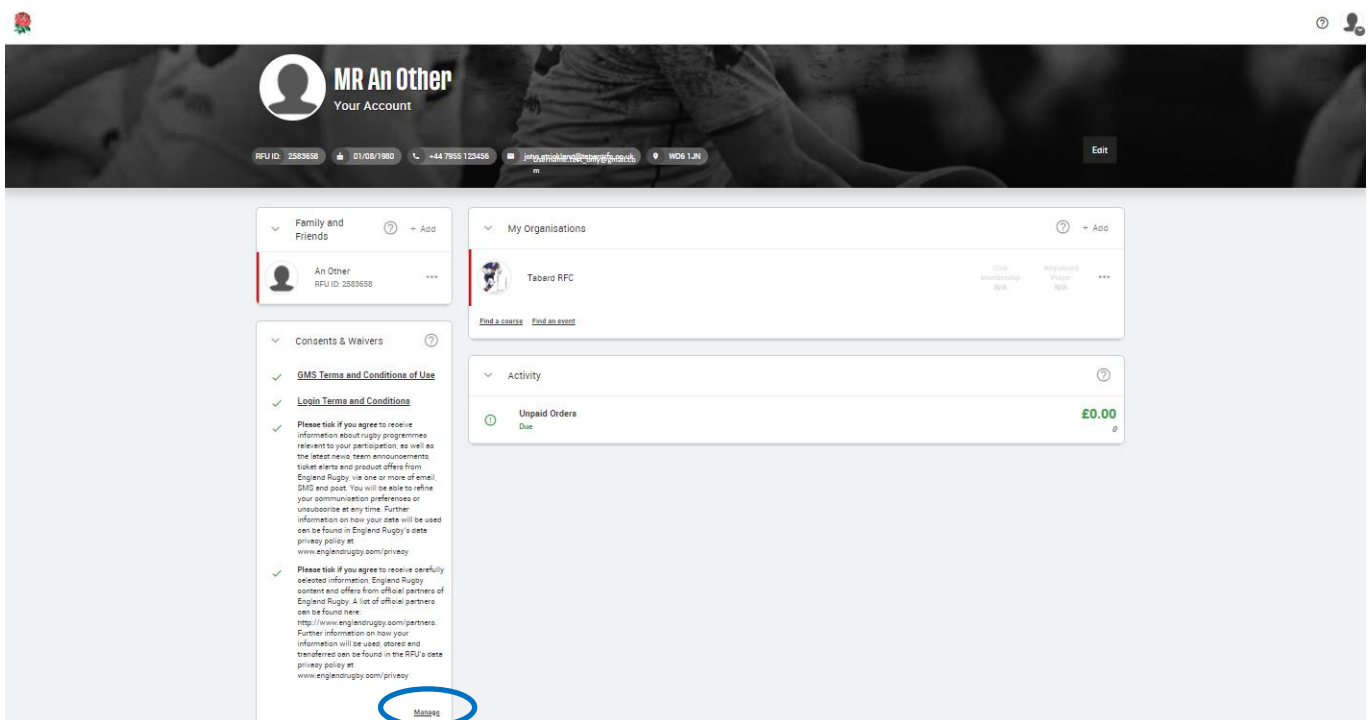
Rugby Football Union. The RFU Rose and the words 'England Rugby' are official registered trade marks of the Rugby Football Union.

**Please note** that this email shows the GMS username you have been allocated (Circled in blue - it can be your email address or a hash up of your name) use this in combination with the password you entered earlier for future logins to GMS.

5. Please verify this as requested by clicking on the verify email link. You will then see the following screen.



6. Click on Continue (circled in blue) to go to your GMS account



7. Click on Manage (circled in blue) to set up/amend your communication preferences as below (only part screen shown). You can change these preferences at any time in the future by logging in to your GMS account.

**MR An Other**  
Communication Preferences

**Communication Preferences**

By providing this information, you agree that the RFU will use your personal data (including potentially sensitive personal data) for the purposes of your involvement in rugby, for regulatory reasons and to send you information by post. The RFU may also use your personal data to send you by post, email and SMS.

**Opt In/Out**

Please tick if you agree to receive information about rugby programmes relevant to your participation, as well as the latest news, team announcements, ticket alerts and product offers from England Rugby, via one or more of email, SMS and post. You will be able to refine your communication preferences or unsubscribe at any time. Further information on how your data will be used can be found in England Rugby's data privacy policy at [www.englandrugby.com/privacy](http://www.englandrugby.com/privacy)

Please tick if you agree to receive carefully selected information, England Rugby content and offers from official partners of England Rugby. A list of official partners can be found here: <http://www.englandrugby.com/partners>. Further information on how your information will be used, stored and transferred can be found in the RFU's data privacy policy at [www.englandrugby.com/privacy](http://www.englandrugby.com/privacy)

**Tabard RFC**

I consent to receive communications from Tabard RFC via:

Select All  Email

**Hertfordshire RFU (CB)**

I consent to receive communications from Hertfordshire RFU (CB) via:

Select All  Email

**Terms and Conditions**

By using GMS, you shall be deemed to be bound by the following GMS Terms and Conditions of Use and note the privacy notice

[GMS Terms and Conditions of Use](#)

[Login Terms and Conditions](#)

- You can opt out of comms as you choose but please do initially consent to receive communications from Tabard RFC via email (circled in blue above). You have now completed your record set up.
- To sign out of the GMS system or to see further options click on the silhouette in top right corner of screen (Circled in blue)



This will show the following drop down menu.

**MR An Other**  
Your Account

RRU ID: 2583658 | 01/08/1980 | +44 7955 123456 | john.stokland@tabardrfc.co.uk | WDS 1JN

**Family and Friends** + Add

An Other  
RFU ID: 2583658

**My Organisations**

Tabard RFC

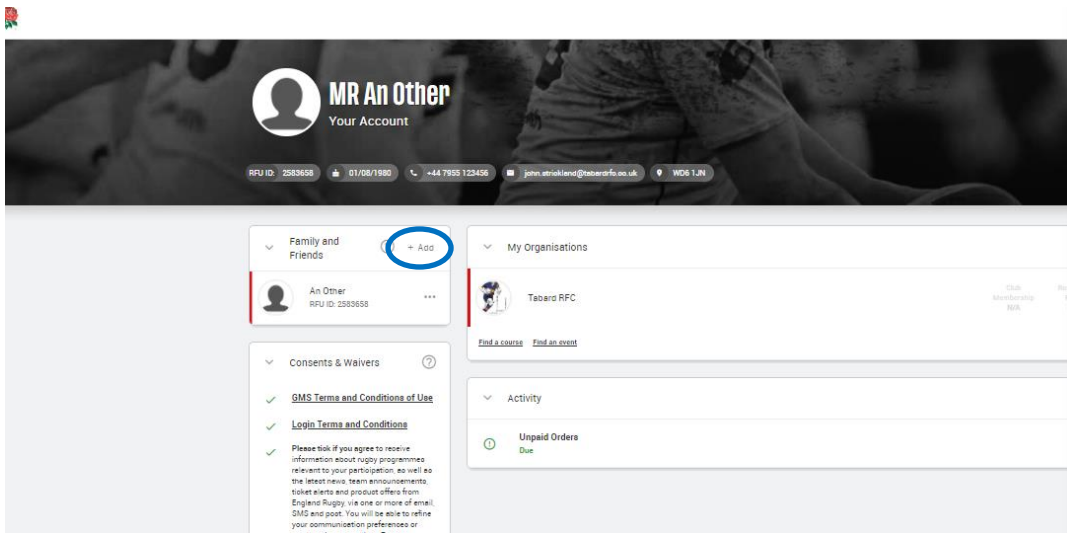
**Activity**

Unpaid Orders Due

**Dashboard**

- Details
- Roles
- Organisations
- Qualifications
- Family
- Credentials
- Communication
- Communication History
- Product Orders
- Memberships
- Events
- Direct Debits
- Education

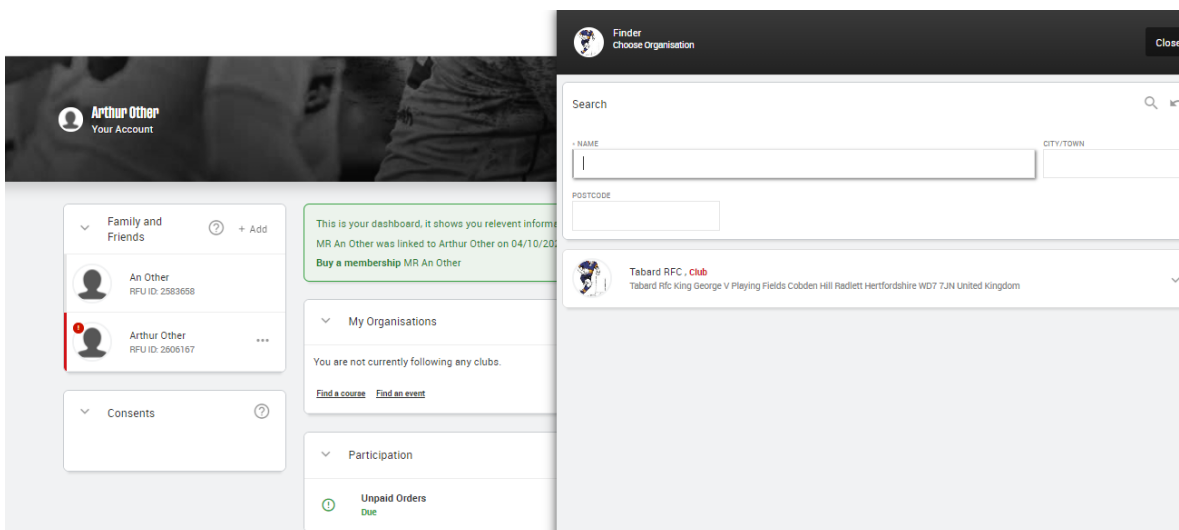
- To add your children, one at a time, click on dashboard (Circled in red above) and then click on the +Add in the Family panel (Circled in blue on screen below)



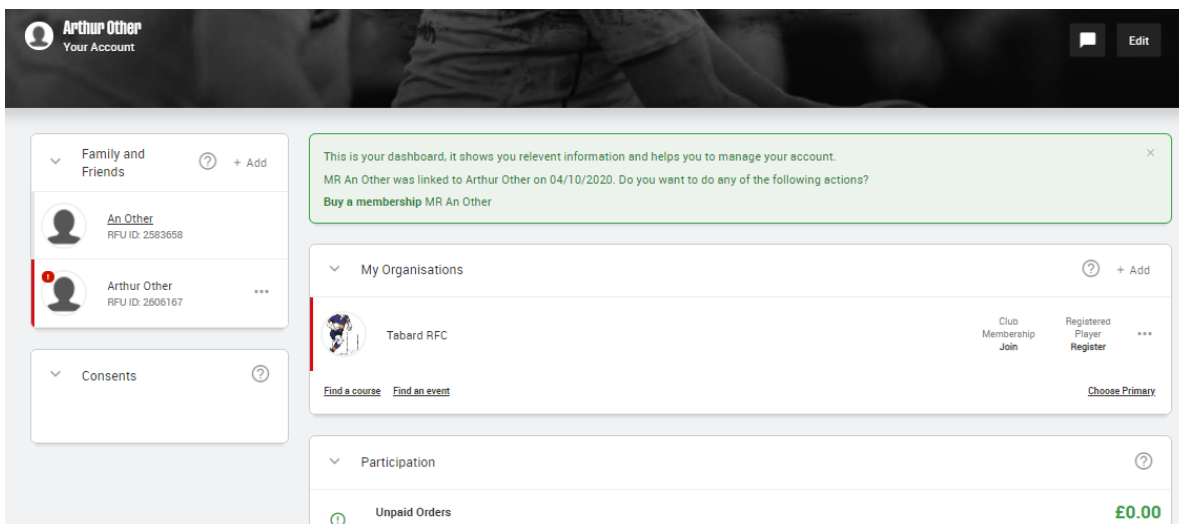
This will open a side panel where you can enter the child's details and then Save them. Please note that the Medical declaration must be completed (Even if just "No" for no medical conditions).

Once the Save has been completed you will see the child added to your family panel.

Now click on your child's name and you will be asked to agree to the GMS terms and conditions. Now click on +Add in the Organisations panel for your child and add Tabard by clicking on the "tick" alongside Tabard.



You will then see



Within the My Organisations panel you can then register your child to play at Tabard (Click “Register”) and purchase a Junior Player membership by clicking on “Join”. Payment for memberships can be by either card or direct debit (Instalment options are only available with direct debit payments).

Please note: If you are buying memberships for more than one child set up and register each child and then purchase the memberships at the end. This ensures that you receive any discount available for multiple memberships.