

ELECTRONIC MATCH CARD STEP BY STEP GUIDE

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/](https://gms.rfu.com/mobile/) (IT'S A GOOD IDEA TO SAVE THIS LINK IN YOUR FAVOURITES!)**

SELECTING YOUR TEAM

Selecting your Team:

- Login to Mobile Match Card.
- Select the Team you wish to view (e.g. 1st XV).
 - o Three tabs will now display (Upcoming, Future and Past).
 - o 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 THE 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.

