



YOUR GUIDE TO MEMBERSHIP & YOUTH PLAYER AFFILIATION 2023/24

Introduction

The RFU have introduced a process for all individual users in the Game Management System (GMS). This guide will cover how to login to the GMS, how to view your personal profile, how to purchase membership & how to affiliate a Mini, Junior or Colt player.

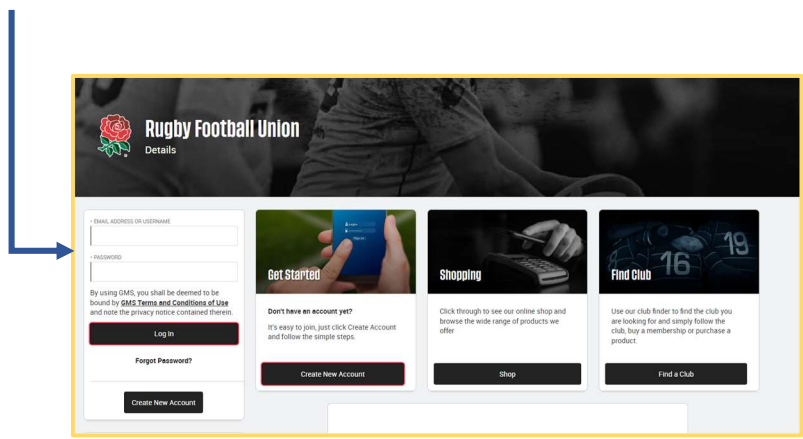
Each age group has a representative who has been trained in GMS and can assist you with any queries you have. Please contact them to resolve any issues in the first instance.

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1) Login

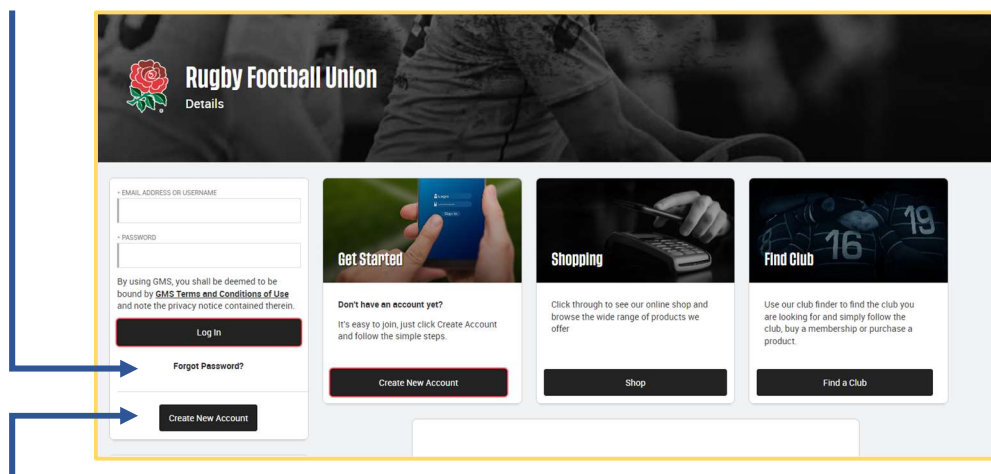
To login to the RFU's Game Management System (GMS), click on this link <https://gms.rfu.com/GMS/Account/Login> On the login screen enter your username & password.





If you are a previous member, you have already been allocated a login Username and a password.

If you do not remember your password, please select the forgot password button on the login screen – a reset password link will be emailed to you from the GMS (Check junk box if not received in your inbox).



If you are new to GMS you will you need to create an account. To create a new account click on the 'create account' button below the 'log in'.

If you require assistance with this please contact your Team Manager in the first instance for assistance.

2) **Check your personal profile**

Once you have logged into your account, please check your personal & contact details on your personal profile by clicking on the three dots and choose 'edit details'





If you have a red highlighted box saying Email verification required – click on resend verification email. You will receive an email from the GMS, then follow the instructions in the email.

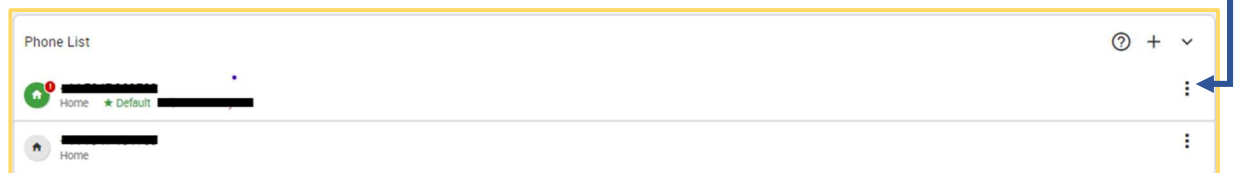
Roles (Coach/First Aider/Team Manager)

If you hold a role within Barkers Butts RFC your details will automatically upload to our website under the relevant Team's page.

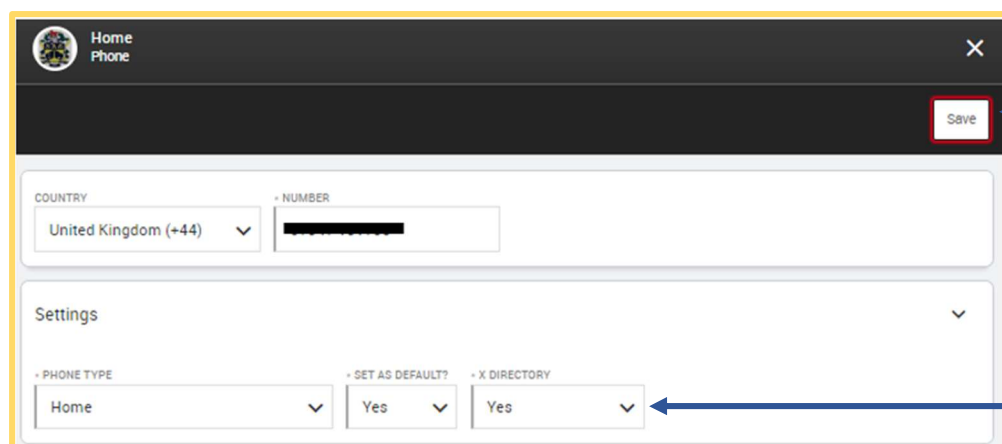
<https://barkersbuttsrfc.rfu.club/teams/barkers-butts-u14/21886/roles>

If you do not want your phone number uploaded to the website, follow these instructions:-

In GMS, your personal profile go to 'phone list' and click the three dots at the right of the number and choose 'edit'. A tab will open.



In the settings below the number, use the drop down which says 'X directory' and change it to 'yes'. Then click 'save'.



The Barkers Butts RFC website will automatically update and remove your mobile number.



3) How to buy membership

On the first screen you will see a list of “My Organisations” which you are linked to, click on Barkers Butts RFC

Click on the ‘Buy Membership’ button to purchase your membership. You will now be given a range of membership schemes to choose from.



Please refer to [Membership 2023_24.pdf](#) for full details on the membership options and benefits

If you are an existing 200 club member, you do not need to buy another membership for yourself as it is a rolling membership.

Select the relevant membership type by clicking on the shopping basket at the righthand side of the selected type.

If you are purchasing for more than one person, click on their name from the “Select person” section and repeat the process selecting their membership type.

Once you have selected the membership/s you require select “View Basket”.

4) Basket & Checkout

A summary of the items added to your basket will now appear – if showing correctly, select “Checkout”.

Select the payment option you wish to choose and follow the online instructions.

Select pay now and enter your payment details.

You will be presented with a payment complete message once it has been processed.

Thank you - your membership has now be completed.



If you are a Mini, Junior or Colt parent, please ensure you complete item 5 next.

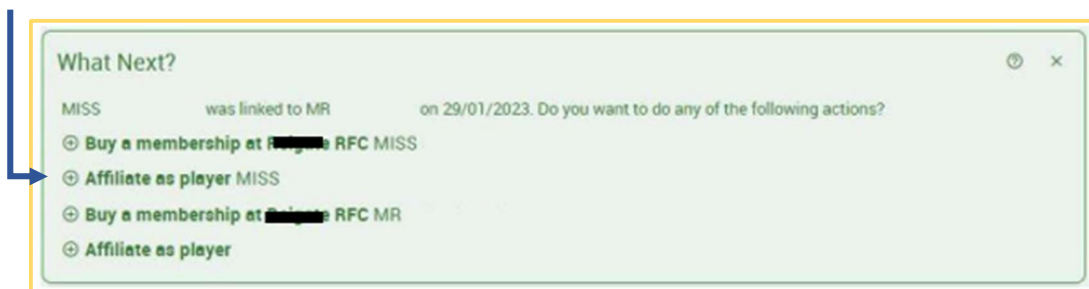
5) Mini, Junior & Colt Player Affiliation

Please note there is now a 2-part process (Membership & re-affiliation) for all **Mini, Junior and Colt players**. This is a mandatory requirement for them to be able to play rugby at Barkers Butts RFC.

Age Grade Player Affiliation is an online **annual** process for club players between U7 to U18. RFU Regulation 15 requires players to be affiliated annually online each season. Using the online affiliation removes the need for paper forms, reduces administrative burden, increases data accuracy, and places the ownership/update of data with the parents.

If you are a previous member - you will need to renew the player affiliation – **please do not set up a new affiliation, as this will duplicate the record already on file.**

Login to the GMS, click on your child's personal profile and click on Affiliate Player under the My Actions box/what's next.



This will take you through to the Player Affiliation Form which will be mostly pre-populated as this is a registration renewal. Check all the details are still correct, fill out any missing details, tick the relevant consents/waivers and click **SAVE**.

You can edit or fill in any incorrect details by clicking on the pencil, or ... icons and + to add.



The parent/guardian should then receive an automated email confirming completion of Renewal of the Age Grade Affiliation. Your child's profile will now show Player (Youth) in the section labelled Roles.

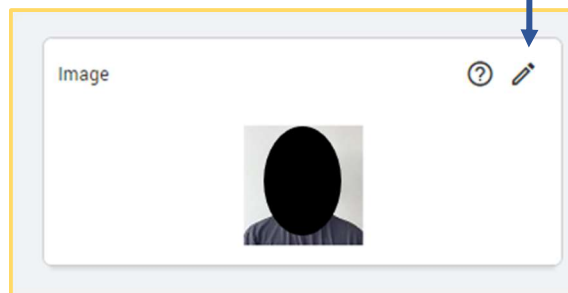
U14 / U15 / U16 Boys

Please ensure you have uploaded a profile picture of your child as they are required for cup matches.

Click on the three dots and choose 'edit details'.



Click on the pencil in the image box, a tab will expand.



Click on the camera icon to upload an image. Use the slider to zoom in/out. Press 'save'.

