# RFU GMS Player Registration

#### Register a Player

First step is to get the parent to complete the 'RFU's Young Player Registration' form.

This form will be the basis that you get all the information from.

#### RUGBY FOOTBALL UNION

RFU Registration Number Of known

YOUNG PLAYER REGISTRATION FORM

This from shead the completed for all ploym within the club who NOT provisionly registrand with the NPU, are ne-registrating articles a three shots assochatoms. Please complete each societion in BLOCK CAPTEALS and return to your Cabb Registration Officer along with TWO pumperts size photographs. Please tick where appropriate in New Registration in Res-registration. In Data Amendment in Oth Transfer

	Surn	une:		D.O.B.		
Home Address:		Postcode:				
Malaffermale	Home Tel-		Mahile	Tel:		
Email address:						
Ethnic Origin (Rease tick (y) where White block Street Street White block Street Street White Other Minute V Chines Minute Street Str	appropriate/c- Value & Hask Caribboan Value & Hask African Value & Asian Mare	Anisa and A   Anisa and A   Anisa and A   Anisa and A   Anisa and A	haine British: Inden Heine British: Palistan Heine British: Ranglaher Heine British: Other	Black or Black Bridde Caribbean     Black or Black Bridde Afrea     Black or Black Bridde Afrea     Cher Stheir Group		
Previous Rugby (Jub (d any)	Representati	ve Playing Histor	ry (please give date	s etc., using a separate sheet if necessary)		
PlayingPosition: Unspecified	Front Row	Forward	Back	Plays at school: 🛛 Yes 🔲 No		
Medical Conditions/allergies (Asthe (Completing this section is not obligated)	na, Epilepsy, Allergi tory but the RFU in (	ie to penicillin) Pl the interests of ch	lease give full deta ild safety strongly	ils using seperate sheet if necessary: recommend that you do so).		
Name of Parent/Guardian:-			-			
Address of Parent/Guardian (if diffe	erent from above):	<		: 0000 - 300		
				Postcode:		
Contact Telephone Number:	-	Emails	eldress:	Proteode:		
Contact Telephone Number: School/Education Establishment Na	ene and Address:	Emails	eldress:	Postcode:		
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Distribution: Please retain a copy of this document, send a copy to your CB Youth Registrat

## RFU GMS Log on,

#### $Log \ on \ to \ the \ RFU \ GMS \ System, \ https://gms.rfu.com/GMS/Account/Login$

Log in	Support
	GMS
Please login by entering your details in the form below	0208 831 6651 (Monday-Friday 08:00-13:00 and 14.00-17.00)
* User Name	GMS@therfu.com
jamesfarnfield	Websites
* Password	clubwebsites@first-sports.com
	Online Payments
	clubpayments@first-sports.com
Remember me?	13.0.8.276
Login Forgot Password	Information
If you are having problems please contact your administrator	
	Google Chrome

To register a player click on the 'Player Registration V12' either on the RFU GMS welcome screen or at the top left hand corner,



Click on 'Player Administration'



My Clubhouse	K Home Club Administration
X Club Administration	Mr James Christopher Farnfield
	Welcome. Please select a screen from the options on the left.

Another search to check the player is NOT registered, you do not need to do the search twice, both search option are being shown for this example.

Enter the player's details and if they are not registered click 'Add New' to start the registration process,



Fill in the boxes, all this information will come from the Registration Form the parents have already filled in.

巜   Home   Cl	lub Administration Youth Registration		Mr James Christopher Farnfield
outh Registrat	tion for Clubs - Individual Details		(Log Out)
Exit Bao	:k		Next
Personal Details		Address Details	
Title	Mr 👻	Number	[£]
First Name *	Rohan	Building	T a start and a start and a start a st
Other Name		Address *	Kingsdown
Surname*	Familie		
Date of birth*	1		
Known as		City *	Bristol
Gender *	Male	County *	AVON
Ethnicity	White: British	Post Code *	BS2 8ER
Disability	No		

**IMPORTANT**, upload a photo, it will save time when you need to print out the player's registration cards for matches.

Complete the Phone and e-mail details boxes and then click 'Next'.



Again, enter the details as requested by the boxes, all the information will come from the Registration Form the parents have already filled in. Then click 'Save &

Proceed'.	(()     Home     Club Administration       Youth Registration for Club       Exit     Back	Mr James Christopher Farnfield	
	Country of Birth ENGLAND Town of Birth Bristol Playing Position * Unspecified Season 2016-2017 Registration Date 10/07/2016	<ul> <li>Medical Notes</li> <li>None</li> <li>Notes</li> <li>Academy Player</li> <li>Is Student?</li> <li>Signature Confirmed *</li> </ul>	Player ID   02050412   First Name   Rohan   Last Name   F   Dob   1   /2010   Age   6   Age At Season Start   6

Enter in the parents details, the information will come from the Registration Form the parents have already filled in. Then click 'Save & Proceed'.

		N	o Parent Information	Save & Add Another	Save & Proceed
		Address Details	5		
Mr	¥	Number	C		
James		Building	(ingel 1. j. Maria		
Christopher		Address	Kingsdown		
Farnfield					
Male	<b>•</b>				
		City	Bristol		
		County	AVON	•	
		Post Code	BS2 8ER	) 🔍 🥏	
		Populate From	n Child Address		
	Mr James Christopher Farnfield Male	Mr  James Christopher Farnfield Male	Address Details Address Details Address Details Address Details Number Building Address Farnfield Male City County Post Code Regulate For	No Parent Information     Mr   James   Christopher   Farnfield   Male   City   Bristol   City   Bristol   County   AVON   Post Code   BS2 8ER	No Parent Information Save & Add Another     Mr       James       Ochristopher       Farnfield   Male     City   Bristol   County AVON   Post Code   BS2 8ER     Chidto Erom Child Address

IMPORTANT...

Due to Data Protection, when entering a parent who is already registered at the club, a duplicate entry (the parent will be registered twice) will be created.

This is a known error and the RFU are working on a solution.

If you are aware that you have registered a parent twice, please make a note of their name and RFU number and we can then get the records combined.

Next enter the player's school details, enter the school's name and hit 'Search', the school should then come up in the search results. Click 'Select' which is next to the school's name.

Exit Back						No School Info	rmation
Organisation List							
Organisation Name	Colston's Family Colorer		Search				
Organisation Name	9	Town	County	Postcode	League	Ceague Level	
Select Colston's P		Bristol	BRISTOL	BS6 6AL			

Click the school and then hit 'Save & Proceed'.

#### Youth Registration for Clubs - School Details - School 1/1

Exit Back Save & Add Another Save & Proceed Contact Details Organisation Details Logo 18 Cotham Grove Name Bristol No image Colston's Primary School available BRISTOL BS6 6AL District Name **Full Contact Details** Address Full Address Location Type Location Status Default XDirectory Department School Active Yes 18 Cotham Grove Bristol BRISTOL BS6 6AL

Log Out

Data Protection, Ensure that the 'RFU Young Players Registration' form Data Protection section is replicated on the online 'Player Registration V12'

DATA PROTECTIC	)N
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The RFU will not pass your personal data to any third parties without your consent.

The RFU will use the data you have provided for regulatory reasons [and for the purposes of your participation in rugby [and giving you relevant information by post about rugby (including information about community rugby initiatives, coaching courses,)]]. The RFU may also use your personal data for the following purposes:

• to send you by electronic mail (including email, SMS or image messages etc) other information about tickets (including tickets for the 2015 Rugby World Cup), products, special offers, opportunities and other services provided by the RFU and its group which may be of interest to you. Tick here if you do not want to receive such information.

• to send you by electronic mail (including email, SMS or image messages etc) information about our official sponsors, related organisations and any associated companies and other carefully selected organisations and their products and services which may be of interest to you. Tick here if you want to receive such information.

I declare that the above is correct. In signing this form I agree that the above named player can be bound by the laws and resolutions of the Rugby Football Union and its constituent body and the rules of:

PLEASE STATE CURRENT CLUB Rugby Football Club

## I would suggest that you opt out of the mailing lists. Then click the 'Save' button to complete the registration process.

Log Out

Youth Registration for Clubs - Summary - Mr Rohan

Exit Back Save	
Finish	
This registration is not yet final. Please select Save to complete the process	55.
Summary	Data Protection
This player's registration will be active at Clifton RFC on 10/07/2016     Registration Type: Youth	The RFU and your club will use the data provided in your Registration Form for the purposes of administering the player registration system in accordance with the Registration of Players Regulations and Operating Procedures and for the purposes administering your participation in rugby and giving you information about rugby An opt out style has been agreed and subject to your election. if you do not wish to receive certain types of data you should tick the appropriate box below; the RFU may also use such personal data for the following purposes: To send you by post and electronic mail (including email, SMS or image messages etc) other information about tickets (including tickets for the 2015 Rugby World Cup), products, special offers, opportunities and services provided by the RFU and its group which may be of interest to you. Tick here if you <b>do not</b> want to receive such information To send you by post and electronic mail (including email, SMS or image messages etc) information about our official partners (details of which are

#### Generating a Player's Report

For matches and tournaments you will need to present the players cards, you can generate a report by selecting 'Generate Reports', entering the Team Type and the 'Search Individuals'.

×	Club Administration	K Home Clu	Ib Administration General Reports		Mr James Christopher Farnfield
۲	Youth Registration	General Reports	s - General Reports		(Log Out)
۲	Club / Player Management				Conorate Report
۲	General Reports 📀	View Reports			Generate Report
		Select Report	Player Registration Card By Club		
		Club Name	Clifton RFC	•	
		Player Type	Youth	•	
		Team Type	07	•	
		From Date	dd/mm/yyyy		
		To Date	dd/mm/yyyy		
			Search Individuals		

#### Generating a Player's Report

Select the Individuals you which to generate a report for and click 'Generate Report', this will create the player's cards. You can then 'Export' the cards by Selecting 'PDF' clicking 'Export'.

	Search Individuals
Individuals	Rohan
	Select Format Acrobat (PDF) file   Expo
Sort by	Effective Fron          Player Registration Card         FIRST NAME:       Rohan         LAST NAME:       REG NO:       2050         CLUB:       Clifton RFC         D.O.B:       3/2010         MEDICAL:       None

The following slides are NOT part of the registration process.

The Next three slides show you how to check if a player/parent is registered (and get information) from GMS.

Click 'People' to view the club's registered players,



#### Welcome James Farnfield

Please select the area of the system you wish to visit today



Click 'Everyone' this will list all the Club's registered members,

LE Personal Details	Organisation Profile	Peo	2. ple	Player Registration v12								
People Dasl	nboard		<b>S</b> I	everyone								en-GB
Everyone			Clif	ton RFC						Add Member Expor	t Add Contact	Bulk Upload
Membershi	p List		✓ F	First Name	Last Name	RFU ID Known as	Date Of Birth	Address	Phone	E-mail	Balance	▼ Filters
Lapsed Mer	nbers		~ J	onathan	S.							-
Pending Me	mbers		~ 1	Matthew								•
Non Membe	ers		- J	ohn								<b></b>

To search, click on 'Filters' and enter the name and hit 'Enter' or 'Search',

If the search does not return the player then they will need to be registered,

Personal Details Organisation Profile	People Player Registration v12	2								
People Dashboard	🔇 Everyone									en-GB
Everyone	Clifton RFC							Add Member Expo	rt Add Contact	Bulk Upload
Membership List	✓ First Name	Last Name	RFU ID	Known as	Date Of Birth	Address	Phone	E-mail	Balance	e 🔻 Filters
Lapsed Members	?	✓ Starts With ✓								< Clear
Pending Members	<b>P</b>	Farnfield								Q Search
Non Members	Ľ.									✓ Search
Registered Players	<ul> <li>Oscar</li> </ul>	Farnfield						1		
Non Registered Players	🧹 James	Farnfield								-