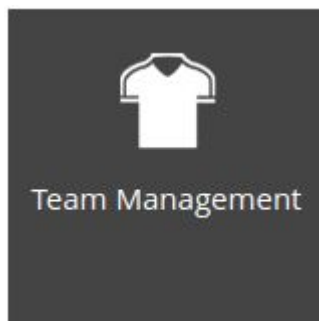# How to - GMS,

How to Create a List of Age Group Coaches (Team Roles),
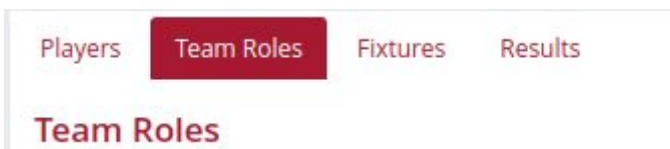
Click 'Team Management',

Click 'Teams' and the left of the screen,

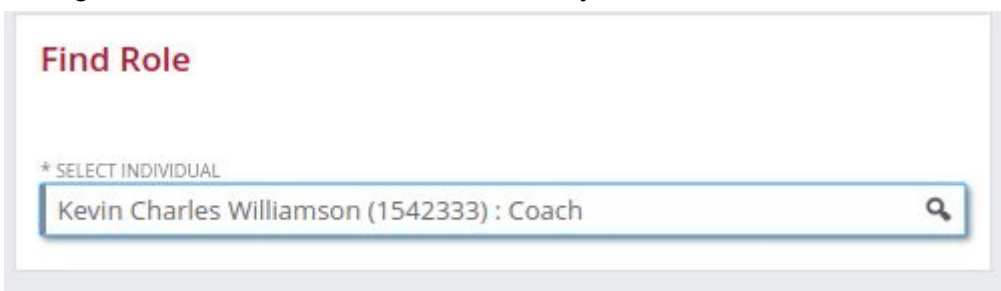Click on the Team you want to edit.

Select the tab 'Team Roles',

Click 'Add' to add a team member,

Search for the individual, not they can only be added if they are already Coach or Team Manager role added on their account before you add them to the team.
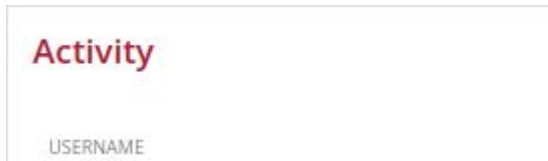
Click to 'Save' to add them to the Team,

How to get a 'UserName'

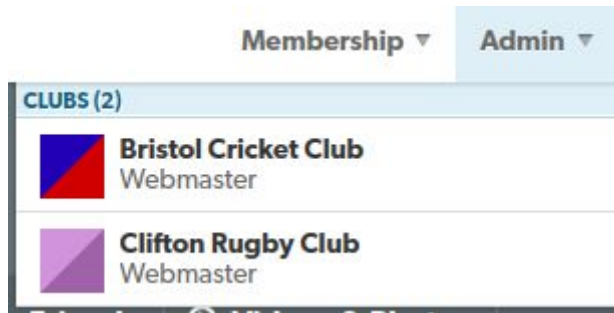Search for the user as done for 'Assigning a Role',

Under 'Activity' is the 'UserName',
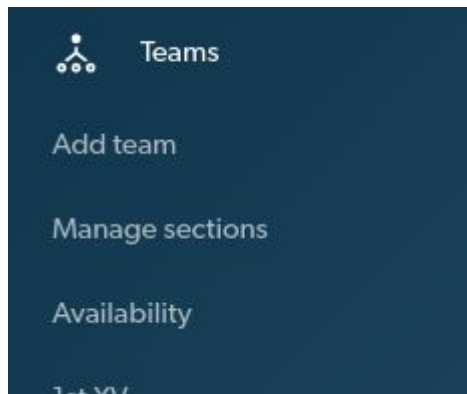
Activity

USERNAME

Player Availability within Pitchero,

First login to Pitchero.

Top right you should see a Admin drop down box, click it and select Clifton Rugby Club.

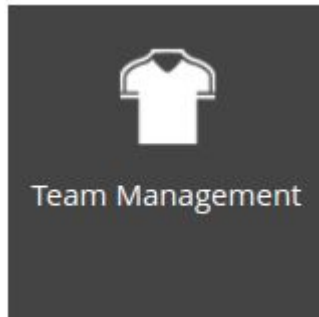On the left select 'Teams' then 'Availability',

Then choose your team,

And here is your Teams Availability.

List of Registered Players and Coaches with their RFU Numbers,

You can also get the RFU numbers from the 'Team Management', login to GMS and you should be able to see the 'Team Management' button below,
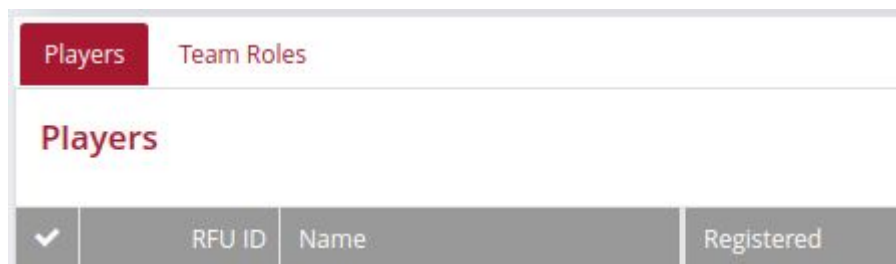

Click it and then click 'Teams' on the left,

Click on your age group,

GMS will now display your age group players with their RFU number,

If you click 'Team Rolls' you can view your coaching team with their qualifications.

Moving (Assigning) GMS Records to the Club Database.

- Sign into GMS
- Click People
- Click Everyone on your left
- Click Add People
- Enter the mandatory information being - First Name, Last Name, DOB, Postal Address and Email address.
- Click Next
- The system will try to match 4 of the 5 pieces of information. If it finds a match it will alert you the users profile already exists. Click on the profile box to confirm the selection to add the profile onto the database.
- On the summary page, click the checkbox beside Cookie Policy then click Confirm.

How to get the Clubs Training or DBS Status Report,

You can create a report follow the steps below. The report will contain a list of who has a DBS check, and what qualification/award each coach has completed. Only coaches assigned to team will appear in the Club Training Report.

Steps to running a DBS and club training report

-Select Organisation Profile
-Select Reports
    -Select Club CRB from the drop down menu to create a DBS report with information for all users who have a DBS check.
    -Select Club Training Report to identify the qualification/award coaches have completed. Coaches must be assigned to a team for them to appear on the report.
-Click Run Report
-Click to save the report onto your computer. You can then share the report with your team.

If you require assistance with adding coaches and team managers to team, I have attached a PDF guide to assist you. Please make sure they have the Coach or Team Manager role added on their account before you add them to the team.