



Sutton & Epsom RFC
An amateur community rugby club



GMS Help Guide

How to use GMS to pay for your
Annual Membership

Contents



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- First Things First
- GDPR - Data Protection
- New Members
- Logging onto GMS
- Password Re-set
- Personal Details Tile
- Purchasing Membership
- Additional Points

First Things First



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- Game Management System (GMS) is an IT tool developed by the RFU to assist rugby clubs with their administrative needs, including membership. It is an ever-evolving tool with new functionality being added as per requirements put forward by grass-roots rugby clubs.
- The RFU insist that we use GMS to register players as a minimum, however, at Sutton & Epsom RFC, we have taken the decision to use GMS for managing our entire membership. The advantage of using GMS for managing our membership is that it gives the RFU visibility of the size and health of our club, helping them to determine what resources and investments are needed, and where, to support the growth of rugby at grass-roots level.
- As we have to use it to register players in GMS (i.e. all Mini & Junior players, as well as Men's and Women's 1st XV players), it makes sense to use this as our one-stop shop for managing our membership. **Note:** Registration and active, paid-up membership ensures that players are covered by the RFU's standard insurance for the season.
- At S&E, we use GMS for creating & maintaining membership records; managing membership payments; communicating with the membership either individually, as groups of selected individuals, or as a whole club; etc.

First Things First (cont)....



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- To join our club and enjoy either playing and/or watching rugby at S&E you will need a GMS account. You cannot be a member unless you have one.
 - All **existing / lapsed members** will have a GMS account. Your GMS username will be in the footnote on all emails received from the club. If you don't receive an email from the club, please check your Spam/Junk folders in case it is being re-directed there. If you still don't see any emails from the club, please contact the Membership Secretary at SuttonRugby.Membership@gmail.com with your current email address.
 - If you are **new** to the club, please create a GMS account by registering here: <https://gms.rfu.com/GMS/Account/Login?OrganisationId=1262> and click on **Create Account**. This link is also available on our web-site: <https://www.suttonrugby.co.uk/membership/>
- The data you provide is used by us to keep you informed of events at our club; to determine which membership options are available to you and to manage membership payments

GDPR – Data Protection



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An amateur community rugby club

- GMS is managed by the RFU and has therefore been designed to be compliant with Data Protection
- As such your personal information is used to manage your membership with our club so that we:
 - Know who our members are
 - Can contact our members as and when needed
 - Can keep our members informed
 - Can manage our membership
- We do not share your data with any third party
- If you are no longer an active member of Sutton & Epsom and/or involved in rugby and wish to be removed from GMS, please contact the Membership Secretary at SuttonRugby.Membership@gmail.com



Sutton & Epsom RFC
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Using GMS

How to use GMS to pay for your
Annual Membership

New Members



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If you and your children are new to rugby and Sutton & Epsom, you must first enrol with our club using the online membership form. Go to: <https://gms.rfu.com/GMS/Account/Login?OrganisationId=1262> and **Create Account**. This will open up the registration form.



Create Account

Next

Your details

TITLE

* FIRST NAME

* LAST NAME

* EMAIL (0/200)

* DATE OF BIRTH GENDER

How many people are you

1. Select the number of adults / children that you are registering with Sutton & Epsom RFC
2. Complete details for the first adult / parent i.e.
 - Name
 - Email address
 - Date of Birth
 - Gender
 - Phone numbers
 - Address (Tip: go to postcode first. Enter postcode and click on magnifying glass to complete address details)
 - Chosen username and Password
3. Click on Next and complete the form for each person
4. You will be sent an email confirming your username and logon details

Note: If you get an error message indicating that you are already on GMS, please contact the Membership Secretary for help

Logging onto GMS



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An amateur community rugby club



Sutton & Epsom RFC

[View In Browser](#)

1

Your username is **DBeckham**, 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](#)

©2017 GMS ON BEHALF OF THE RUGBY FOOTBALL UNION

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



Sutton & Epsom RFC



1. Your logon username and a hyperlink to GMS can be found at the bottom of any emails / communications you receive from Sutton & Epsom RFC via GMS
2. Go to the Logon screen and enter your GMS username
3. Enter your password
4. Tick the box accepting GMS Terms and Conditions
5. Click on Login

4

Login

Please login by entering your details in the form below

* USERNAME
DBeckham **2**

* PASSWORD
3

Remember me?

By using GMS, you shall be deemed to be bound by [GMS Terms and Conditions of Use](#) and note the privacy notice contained therein.

4 **5**

If you are having problems please contact your administrator

Create a new account

New Users

Welcome, if you don't have an account yet simply click the button below and follow the sign up process to register.

Thank you.

Support

Information

GMS Google Chrome

Password Re-set



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Sutton & Epsom RFC

Login

Please login by entering your details in the form below

* USERNAME
DBeckham

* PASSWORD

Remember me?

By using GMS, you shall be deemed to be bound by [GMS Terms and Conditions of Use](#) and note the privacy notice contained therein.

Login Forgot Password

6

If you are having problems please contact your administrator

6. If you have don't have a password and/or forgotten it, you can request a password by using the Forgotten Password facility
7. On the Forgot Password screen, enter your GMS username, click on 'I'm not a robot' and click on reset password. An email with a link to change your password will be emailed to you.

Note: This will be the email address that is registered to your account when you first joined the club. If this has changed then please contact the Membership Secretary to have it amended.

8. When you receive your Reset Password email from the RFU, click on the link
9. This takes you to GMS, where you can create your own password, confirm it and click on Change Password

Forgot Password

Enter your username below and click the reset button; we will send you an em

* USERNAME



I'm not a robot

7



Reset Password Cancel

Dear David,

Thank you for your request to change your password. Please click the link to reset your password.

Reset Password

8

Please note that this link will expire by

14 September 2017 16:40

If the link has expired, you can request a new email by following the Forgot Password process again.

GMS is the Rugby Football Union and RFU Clubs Game Management System, used to manage clubs nationally.



Change Password

Passwords must be at least 8 characters long, and must contain an upper case character, a number.

* NEW PASSWORD

* CONFIRM NEW PASSWORD

Change Password

9

STRENGTH



STRONG

Personal Details Tile



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1

Sutton & Epsom RFC

Sign Out

Summary

Mr David Beckham
RFU ID 2180232
Active

Summary

KNOWN AS karen.munro@btinternet.com

DATE OF BIRTH 01/01/1969

GENDER Male

16 Woodlands Avenue
Worcester Park
SURREY
ENGLAND
[KT4 7AL](#)

EXTERNAL REF MARITAL STATUS ETHNIC ORIGIN DISABILITY NATIONAL INSURANCE UNIVERSAL LEARNING

Buy Membership
Buy Event Tickets

Status

Active
Joined: 12/07/2017
Date Associated: 12/07/2017

Activity

USERNAME	LAST LOGIN
DBeckham	14/09/2017 15:21

1. Having confirmed your password, go to Personal Details to check and amend your details as required on GMS. From here you will be able to:
 - a) Update and edit your details
 - b) Check your relationships to ensure that all your family members are connected with your account. Note: if any are missing, please contact the Membership Secretary who will be able to link any missing members on GMS or advise you on how to add them yourself
 - c) In credentials you will be able to change your username and password
 - d) Communication history stores all the emails that you receive via the GMS system
 - e) My Orders is where you can review any orders such as Membership made via GMS
 - f) Under membership you can check the status of your membership and those of related members

Purchasing Membership



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An amateur community rugby club



Sutton & Epsom RFC

Sign Out

Summary

Details

Relationships

Credentials

Communication

Communication History

My Orders

Product Orders

Memberships

Events

Direct Debits

Mr David Beckham

RFU ID
2180232

Active

Summary

KNOWN AS karen.munro@btinternet.com

DATE OF BIRTH
01/01/1969

GENDER
Male

16 Woodlands Avenue
Worcester Park
SURREY
ENGLAND
[KT4 7AL](#)

EXTERNAL REF MARITAL STATUS ETHNIC ORIGIN DISABILITY NATIONAL INSURANCE UNIVERSAL LEARNING

Buy Membership 1

Buy Event Tickets

Status

Active
Joined: 12/07/2017
Date Associated: 12/07/2017

Activity

USERNAME LAST LOGIN
DBeckham 14/09/2017
15:21

1. From your Summary page, click on the Buy Membership button.

Tip: When purchasing Membership for Minis & Juniors, it is best to start purchasing from the lead parent's account, as you will have to purchase adult membership first before purchasing membership for your children.

Note: the First Parent membership is FREE.

Purchasing Membership



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Sutton & Epsom RFC ▾

Sign Out

Summary Buy Membership

Buy Membership

4 Add to Basket Add New Adult Add New Youth Checkout Cancel

Details

Details
Mrs Victoria Beckham
01/01/1970 (48)
karen.munro@btinternet.com

Current Address
16 Woodlands Avenue
Worcester Park
SURREY
UNITED KINGDOM
KT4 7AL

Choose who you are buying for

2

Mr David Beckham Mrs Victoria Beckham Brooklyn Beckham Romeo Beckham Cruz Beckham Harper Beckham

Memberships

3

Ladies - Senior Playing Membership (Direct Debit) £210.00

Duration 1 YEAR Join Date 01/09/2018 Renewal Date 01/09/2019

Basket £0.00

1 Parent Member (First Parent) £0.00
Membership starts 01/06/2018
Mr David Beckham

This will open a new screen from where you:

2. Choose who you are buying Membership for by clicking on the relevant person
Note: If purchasing M&J membership, your starting point must be from a parent's account as you will need to purchase parent membership first for at least one parent before adding children to the order.
3. Scroll down through the various memberships available to you and select the appropriate membership by clicking on it.
4. Click on Add to Basket
Note: Clicking on the red circle against the relevant membership scheme will automatically add the membership to your basket.

Purchasing Membership



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An amateur community rugby club



Sutton & Epsom RFC ▾ Sign Out

Summary | Summary | Buy Membership

Buy Membership [6] [8] [7]

Details
Cruz Beckham
03/09/2008 (9)

Current Address
16 Woodlands Avenue
Worcester Park
SURREY
ENGLAND
KT4 7AL

Choose who you are buying for

Mr David Beckham | Mrs Victoria Beckham | Brooklyn Beckham | Romeo Beckham | **Cruz Beckham** [5] | Harper Beckham

Memberships

Basket £410.00

1	Parent Member (First Parent) Membership starts 01/06/2018 Mr David Beckham	£0.00	-
1	Parent Member (Second Parent) - optional Membership starts 01/06/2018 Mrs Victoria Beckham	£10.00	- [7]

5. Continue purchasing the appropriate memberships for all related members who are joining for the season
6. If you need to add any new members who are not listed as related to you, you can click on the Add New Adult / Add New Youth at this point
7. You can remove any incorrect items from your basket by clicking on the minus sign and/or Cancel your full order at any time by clicking on Cancel
8. Once you have finished 'filling your basket', click on Checkout

Purchasing Membership



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The screenshot displays the RFU website's membership purchase interface. At the top, the RFU logo is on the left, and the user's name 'Sutton & Epsom RFC' and a 'Sign Out' link are on the right. A navigation bar includes 'Summary', 'Buy Membership', and 'Checkout'. A sidebar on the left lists various account management options. The main content area is titled 'Order Summary' and shows a list of orders. The first order, 'Order 40673177 | David Beckham (2180232)', is selected. It details a 'Parent Member (First Parent)' membership for a quantity of 1 at a price of 0.00. Below this, it lists an optional 'Parent Member (Second Parent) - optional' membership for a quantity of 1 at a price of 10.00. The total line total is 10.00. To the right, a 'Payment Method' section prompts the user to check order items and the final payment amount. It offers two payment options: 'Direct Debit' and 'Online Card', with 'Online Card' selected. The user is prompted to enter their first name (David) and last name (Beckham), and their email address (karen.munro@btinternet.com). There are also fields for address modifier, building number, and address line 1.

- Review your order. If you are happy with your order then select payment method – Online Card or Direct Debit - and click on Pay Now. This will take you a screen where you can fill in your card/bank details and complete your order.
- If you are unhappy with your order, click on the trash can or alternatively, just exit the page and contact the Membership Secretary for advice and/or help.

Additional Points



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An amateur community rugby club

To add family members currently not on GMS to the open order:

1. Click on Add Member and then Add Adult / Youth
2. This should open up a page where you can add the person's details including their relationship to you.
3. Click on Next and select the appropriate Membership and Add to Order
4. Once the order is complete, click on Review Order to check your order
5. Click on Pay Now and complete the payment

Family Memberships:

We no longer have a Family (2+2) Membership as such, but do offer a discount when applying for membership for more than one child. To obtain the discount you must purchase your membership in the following way as part of the same order transaction. For example:

- Parent Member (First Parent) - £0
- Parent Member (Second Parent) - £10
- Mini Membership - £135
- Junior Membership - £165
- Total £310

This total is then capped to £215 as a discounted family membership.

Other Family discounts available are as follows:

- 2 Adults + 2 Children = £215
- 2 Adults + 3 Children = £290
- 2 Adults + 4 Children = £365