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**Account Creation, Membership and Player Registration via the RFUs Game Management System (GMS)**

We hope that this document will help you to complete some tasks on GMS, if you run into problems please see the Known Problems section. This is all easier to do on a PC / Tablet rather than a mobile phone.

We will try to keep this updated with any new issues we find. The document last updated on **13/08/2024**.

There are a number of things to do, some are a one off and others are seasonal, these include :

Creating an account for an adult (one time process when you first involved in club rugby).

Associating your account to the club (organisation - one time process)

Add Junior players to the account if applicable and associate to the club (organisation - one time process)

Junior players need to register/renew their registration to play rugby (seasonal process)

Adult players need to register/renew their registration to play rugby (seasonal process)

**Walking & Touch rugby players do not need to register, nor do parents of junior players until you are also playing the 15-a-side game.**

Membership Fee, parents **do not** need to pay membership unless they are planning to also play rugby (seasonal process)

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Known Problems / Issues**

Navigate to the GMS Home Page via Link :

<https://gms.rfu.com/gms/guildfordians>

**New Members Create an Account :** (if you have not been involved in club rugby before)

Anyone under the age of 18 will need an adult to create an account and add them.

Help Article : <https://help.rfu.com/support/solutions/articles/103000063984-how-do-i-create-a-gms-account->

If you get an error saying that your email address already exists – please follow the instructions to Login to your account.

After you have created your account you can add your children if applicable so that they can play rugby.

For each person you add to your Account your will need to click the ‘Add to Club’ button to add them to ‘Guildfordians RFC’.

**Login to your Account :** (if already a Member or Previously Involved in Rugby)

<https://gms.rfu.com/gms/guildfordians>

Login using the link above, if you have forgotten your password you can reset it via a button on the page, the email may go in your junk email.

**Annual Player Registration**

From the 2024/25 season all adult players involved in the 15-a-side full contact game will need to renew their registration on an annual basis, this is fairly easy to do **(Walking Rugby, Touch Rugby players and parents do not currently need to register)**. All Junior players Minis, Youth Girls and Youth Boys also need to register annually.

Against each player (for juniors click on each member of the family) there will be a button to ‘**Renew**’ the registration or ‘**Register**’, if there is more than one playing member in your family you will need to do it for each person. Just check that the details are correct add emergency contacts details and add Medical Conditions or indicate that there are none, then Submit the Registration (new Registrations need to be approved).

**Adult 15-a-side players**

Renewal :
<https://help.rfu.com/support/solutions/articles/103000304050-how-do-i-renew-my-registration->

New Registration :
<https://help.rfu.com/support/solutions/articles/103000279026-how-do-i-register-to-play-club-registration->

**Junior Players (Age Grade)**

Renewal :
<https://help.rfu.com/support/solutions/articles/103000064058-how-to-renew-age-grade-registration>

New Registration :<https://help.rfu.com/support/solutions/articles/103000064034-how-to-register-age-grade-players-for-a-parent-guardian>

**Purchase Membership
New Players are asked to pay their memberships once they have completed their 3 trial sessions.
Players who were members the previous years membership is due at the start of the season – Start of September.**

Please also click on each parent/guardian or yourself if a adult player to make sure that the contact details (mobile number and email address are correct – press the 3 vertical dots then Edit Details) – if they are not correct please amend them. If any parents/guardians are missing for junior players please click ‘+ Add Person’ to add them.Click the ‘Buy Membership’ button on the right hand side (if on computer), you will then see a list of players on the left. Click one player at a time (not parents unless they are playing rugby). Click on the membership you would like to Purchase and ‘Add to Basket’

Sibling discount should be automatically applied if purchasing more than 1 Juniors : U7s to U18s membership at the same time.
**If you are adding a sibling at a later point in time please email** **membership@grfc.co.uk** **for a payment link.

If the player is starting in December or later please email** **membership@grfc.co.uk** **for a reduced payment link. If the correct membership scheme is not shown please email** **membership@grfc.co.uk****.**

Once you have all of your Membership Products in your Basket click Checkout, most schemes allow you to pay by Direct Debit installments (there is no extra charge for this and it **wont** automatically renew next season).

Press the ‘Pay Now’ button.

You should get email confirmation.

More Help can be found on : <https://help.rfu.com/support/solutions>

**Known Problems / Issues**

**Account Blocked :**

Email : club.secretary@grfc.co.uk with your email address / user name and we can unblock your account.

**Unable to Login :**

Email : club.secretary@grfc.co.uk with your email address / user name, full name, date of birth and address and we will try to find your previous account. If you have moved recently a previous address may also help.

Register Button Greyed Out :

This is normally due to you trying to login as the player rather than the parent, the account name should be displayed at the top of the screen. If this is the players name check to see if you have any other emails on any other email addresses and try the user name at the bottom of that email.

**Message :**



This means that you have the only membership available in your basket already and that there are no other memberships you can add. To Continue press the Checkout Icon.

**The correct membership scheme isn’t show :**

Some schemes are not displayed on line – if you qualify for one oi these schemes please email : membership@grfc.co.uk from November onwards some membership schemes are removed from online purchasing.

**Adult Player Registration**

If you get a message stating that ‘You have reached the limit on the numberof times you can register’ it means that you are still registered at your previous club, you will need to renew your registration at your previous club (as detailed above). Once you have registered at your previous club please email : membership@grfc.co.uk so that we can register you.