



AGE GRADE REGISTRATION

Parents/Guardians, All you need to know about RFU Registration

- Age Grade Player Registration is a RFU run online process for club players between U6 to U18.
- RFU Regulation requires players to be registered online within **45days** of the either start of the season or from first joining the club.
- This simple process involves a players' parent/guardian registering their child on the RFUs Game Management System (GMS) and this is then approved remotely by the Club Registrar.
- The updated process ensures that parents and players are in control of their own data which is a unique individual record used through their lifetime in rugby. It provides consistent, accurate and up-to-date information for clubs and the RFU for those in Age Grade Rugby and any subsequent transition into the adult game.

Minimising paper form completion and storage reduces the burden on everyone, streamlines and ensures GDPR compliance from a data security and retention perspective. This also brings the process more in line with adult player registration helping all involved in the Age Grade sections of our rugby clubs and streamlining the workload of Club Registrars.

Index

Please follow the simple step-by-step user guides as applicable to your need on the following pages:

1	Bridgwater & Albion RFC unique link reference	1
2	Registering yourself and adding a child/children for the first time	2
3	Adding and registering a new player child to your existing GMS record.....	2
5	Self Help & Known GMS Issues.....	3

1 Bridgwater & Albion RFC unique link reference

The very first step is to use our unique reference to access the online Games Management System,

<https://gms.rfu.com/GMS/Dashboard/Organisation/2262>



AGE GRADE REGISTRATION

2 Registering yourself and adding a child/children for the first time

The club have a 'create account' link at <https://gms.rfu.com/GMS/Dashboard/Organisation/2262>

Please check first that you do not have an existing GMS account already set up for you, before you create a duplicate account by clicking on the 'Forgot Password' link on the Sign in page for GMS and follow the instructions.

If a new user, select **Create an account**.

- Simply fill out the mandatory personal details on this page such as: First and Last name, email, DOB, mobile number, and address, and click on NEXT
- Enter the first line of the address or house number and postcode, and the address finder (click on the magnifying glass icon) will auto populate the rest of the address fields for you, or you can manually edit this.

If you receive this error message you already have a GMS account, please see the guide How to Reset my Password

On the next page:

- Create and confirm your login password within the rules
- Tick if opt in the Privacy Notice
- Review the GMS and Login Terms and Conditions and tick to confirm
- Review your My Details and correct and click NEXT

You have now created your GMS account, and should be taken into your Personal Profile Dashboard. You are ready to **add family**.

NOTE: DO NOT BUY MEMBERSHIP AS OUR CLUB DOES NOT UTILISE THIS PART OF GMS.

3 Adding and registering a new player child to your existing GMS record

How a parent/guardian completes a Player Registration for a new child/Age Grade player.

Once you have an account and added on your child to your account (see the guide above), then on the Personal Profile Dashboard there should be a notification in the Green box to action a Player Registration for your child.

Simply click on this link in the dashboard for the 'Register at a new club' for your child and complete the **Player Registration Form**, then click SAVE. You will then receive an automated email and your club will need to approve the player registration and once they do, then your child will be an active registered player and ready to play rugby.



AGE GRADE REGISTRATION

4 Forgotten or Reset Password

Click on GMS on the englandrugby.com website to the GMS icon at top right of the page, then you are taken to the GMS page click on the **Forgot Password link** below the logon section.

Please follow the instructions to enter your username (if known), or email address. You may need to enter all your possible email addresses you have. Tick the Captcha box to confirm you are not a robot and click on **Reset Password**. You will be sent an email with a link to reset your password.

Click on the **Red Reset** Password link in the email to take you to Reset Password, page. Please note passwords must be at least 8 characters long, and contain an upper-case character, a lower-case character, a special character and a number.

Once you have changed your Password, you will be prompted to sign back into GMS, with your new password and your username shown on your email notification and will land on your Personal Profile Dashboard.

****If after 48 hours and checking your email Junk/Spam and Deleted folders, and you still haven't received a reset email notification, then please submit a ticket for further assistance. If this link expires, then click on the Forgot Password again.**

5 Self Help & Known GMS Issues

The Games Management System (GMS) is run nationally for the RFU, so we have little influence on its functionality or robustness. We can however list here some known observations to help you, provide limited support based on experience, or raise generic issues on the formal Help Desk or user support forums.

- 1. The GMS for Age Grade Rugby is increasingly becoming dependent on Parents/Guardians to create an account for themselves and then add linked accounts for each child player.
- 2. A player account in the GMS system is required within 45days of a new season or of joining a club.
- 3. It is imperative that you fully populate GMS information accurately, as this is required to ensure we can contact you and ensure we know your child's specific needs.
- 4. You should only **Register**, and **not join a membership** from within the GMS pages, as this function is not used by our club. Youth membership is handled by our Treasurer Chrissy Clapham on 07544 781514, or chrissyclaphambarfc@btinternet.com email who will advise details and methods of payment for the BARFC Youth Membership or talk to your manager.
- 5. Some issues can be answered by using the online interactive help system, however it is known that some GMS emails can be delayed for users of Yahoo or BT internet emails, or messages often get interpreted as Junk Mail or Spam and routed accordingly in your system.
- 6. The club have nominated volunteers including GMS registrars who can help resolve issues if you have exhausted the self-help.

If you still have problems, contact me on email at mb.barfc@gmail.com
Or chat on a Sunday morning at the club,
Martin Barber

v1 Oct 2020