



Chobham Rugby

Membership Signup Process 2019 – Social & Touch Rugby

In line with clubs across the country, Chobham RFC are switching to use England Rugby's Game Management System ("GMS") to manage club membership, along with match fixtures, results and player registrations. This will enable the club to manage all its membership and fixtures in one place.

GMS will allow you to pay for your membership either all at once or via Direct Debit – which will be collected over the 8 months September through April.

As we have been moving to a new system we have been launching it section by section – all Minis, Juniors and Senior players should now have been contacted and have instructions to complete. If you are in these sections and have not received details of how to logon and pay your membership please contact membership@chobham-rugby.co.uk

We are now launching to the remaining membership – please do read the below carefully as it will help navigate the process for the first time.

- If you are an existing paid up Senior playing member then Social Membership and Touch Rugby is included in your existing membership. If you have paid your membership already you need do nothing more
- If you are the parent / guardian of a Mini of Junior player you should have already been contacted and have your logon details. If you wish to take part in Touch Rugby - you should be able to select Touch Rugby membership as part of your signup for your Mini/Junior. If you need assistance, please contact membership@chobham-rugby.co.uk
- If you previously had a mini/junior player at Chobham or were a senior player – you may have an existing account – **use STEP 1A to see if you have an account**
- If you are neither of the above but hold an RFU qualification (coaching, refereeing) or have an existing DBS then you will likely have an existing account – **follow STEP 1A below to find out your GMS logon ID**
- If none of the above – it is unlikely you have a logon to GMS – please **follow STEP 1B below to create a GMS login**

PLEASE FOLLOW STEP 1A OR STEP 1B PER ABOVE AND THEN STEP 2

If you encounter any problems please email membership@chobham-rugby.co.uk



Chobham Rugby


STEP 1A – “I may have an existing logon to GMS”

- Go to <https://gms.rfu.com/GMS/Account/Login?OrganisationId=1936>
- If you know your GMS login ID use it to logon
- If you do not know your logon ID – use the “Forgot Password” button on the screen below

Game Management System x RFU x +

https://gms.rfu.com/GMS/Account/Login?qs=MtsU15xYpdQ51rUlk28%2bzayvltuEPorZ1cgxs%2f47uns%3d

Apps LTA - Search - Find... BBC News - Home Satin Chrome Sock... CiviCRM Home Payment services Chobham Rugby | c... Chobham Rugby | c... Apple Bing

 **CHOBHAM RFC**
Sign in to your account

Sign in

USERNAME
nwittington

PASSWORD

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 Create Account

Information


Google Chrome is recommended for best experience

Also optimised for the latest version of Microsoft Edge, Safari and Firefox.

- You will be taken to the following screen where you should enter your email address
- If you receive the error below *“An email cannot be sent at this time”* it means you do not have an existing GMS login using the email entered. Please proceed to **STEP 1B** to create yourself an account

Home x RFU x +

gms.rfu.com/GMS/Account/ForgotPassword?qs=MtsU15xYpdQ51rUlk28%2bzayvltuEPorZ1cgxs%2f47uns%3d


 **CHOBHAM RFC**
Forgot Password

Forgot Password Error
An email cannot be sent at this time. Please contact your Administrator.

Forgot Password

Enter your username or email below and click the reset button, we will send you an email with instructions to reset your password.

USERNAME / EMAIL
test@testmailcom

I'm not a robot 

Reset Password Cancel

Privacy Policy

Provided by First Sports International Ltd (Company number 3531967) on behalf of England Rugby.

FIRSTSPORTS



- Once you have entered your email address you should receive an email such as the one below.
- It is feasible you may have multiple accounts with the same email address – select one to reset.
- The userid you should take note of is circled below



Thank you for your request to change your password.
You have multiple accounts linked to this email address.
Please select which one you would like to reset.

Name	ID	2 individuals
Bob Tester	2444211	
Username	Last Activity	
BobTester	12/10/2019	Reset Password
Ilina Tester	2445071	
Username	Last Activity	
TTester-9	04/08/2019	Reset Password

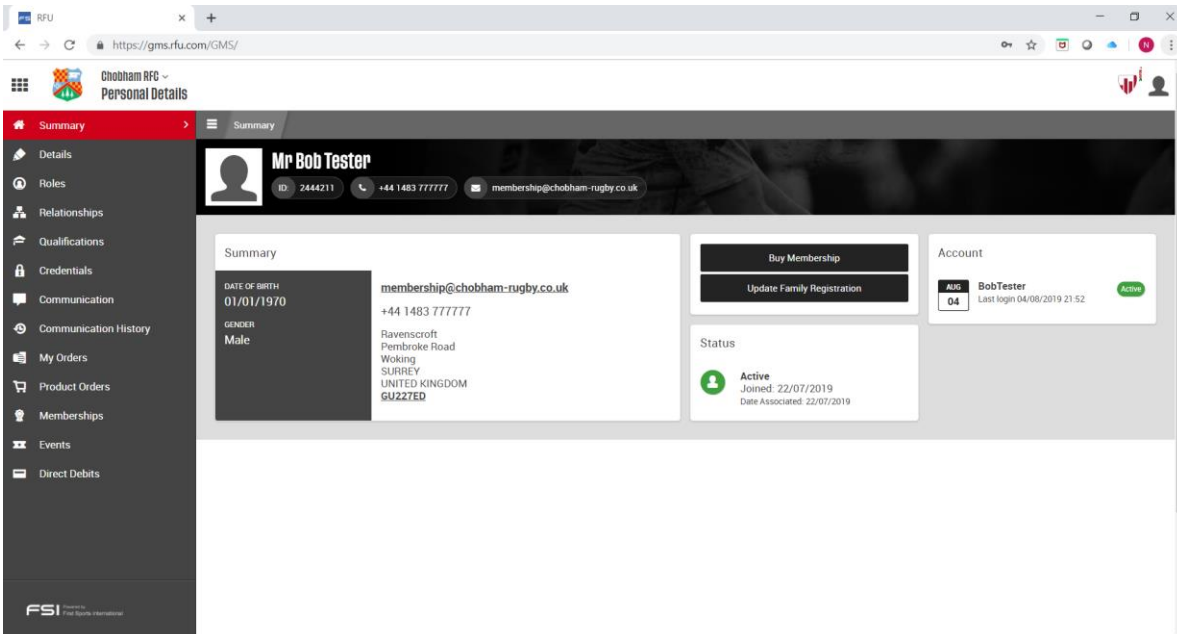
- Once you have been able to reset your password, return to the login screen at <https://gms.rfu.com/GMS/Account/Login?OrganisationId=1936> and use the username and password to login
- Now go to **STEP 2**

STEP 1B – “I don’t have an existing logon to GMS”

- Go to <https://gms.rfu.com/GMS/Account/Login?OrganisationId=1936>
- Select the “Create Account” shown below
- Follow the instructions to create yourself an account
- Go to **STEP 2**

STEP 2 – CHECK YOUR PERSONAL AND CONTACT DETAILS




- Once logged on you will be presented with a screen like the one below
- It will show your details such as date of birth, address, contact phone.
- It is important that Date of Birth is updated for all family members to ensure the correct membership options are shown for them,



The screenshot shows a web browser window displaying the 'Personal Details' page for a user named Mr Bob Tester. The page has a dark sidebar on the left with navigation options: Summary, Details, Roles, Relationships, Qualifications, Credentials, Communication, Communication History, My Orders, Product Orders, Memberships, Events, and Direct Debits. The main content area is titled 'Summary' and includes the following information:

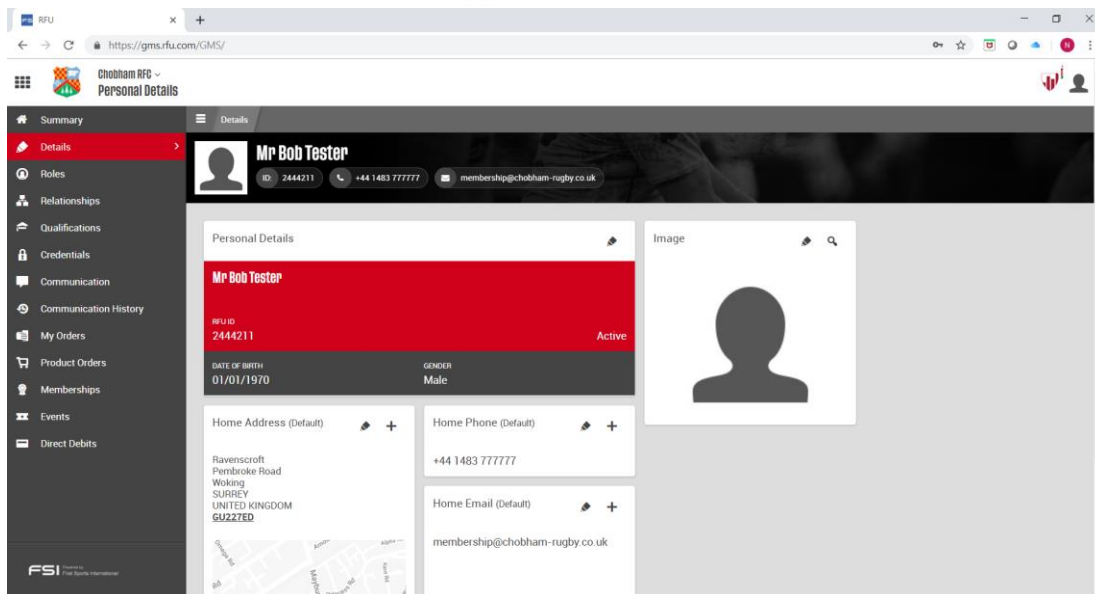
- Summary:**
 - DATE OF BIRTH: 01/01/1970
 - GENDER: Male
 - membership@chobham-rugby.co.uk
 - +44 1483 777777
 - Ravenscroft, Pembroke Road, Woking, SURREY, UNITED KINGDOM, GU22TED
- Buy Membership:**
 - Update Family Registration
- Account:**
 - Age: 04
 - BobTester
 - Last login: 04/08/2019 21:52
 - Active
- Status:**
 - Active
 - Joined: 22/07/2019
 - Date Associated: 22/07/2019

At the bottom left of the sidebar, the FSI logo is visible.


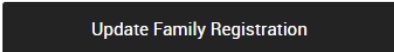
- If any of these details are incorrect click on the  Details tab on the left hand bar to enable you to amend them. These details are important they are correct if we have to contact you.
- Once in the 'Details' screen, clicking on the pencil  icon on any of the sections will allow you to amend that entry.
- Once complete press the  icon to save your entries

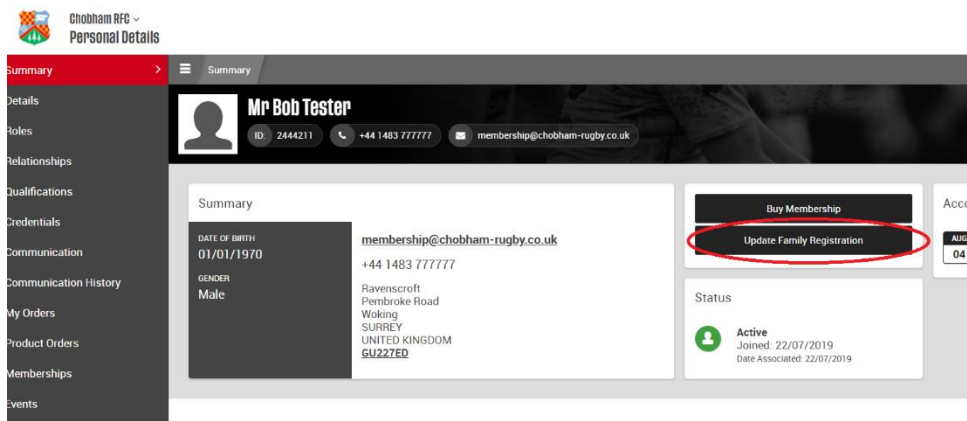


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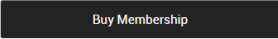
STEP 3 – UPDATE FAMILY DETAILS

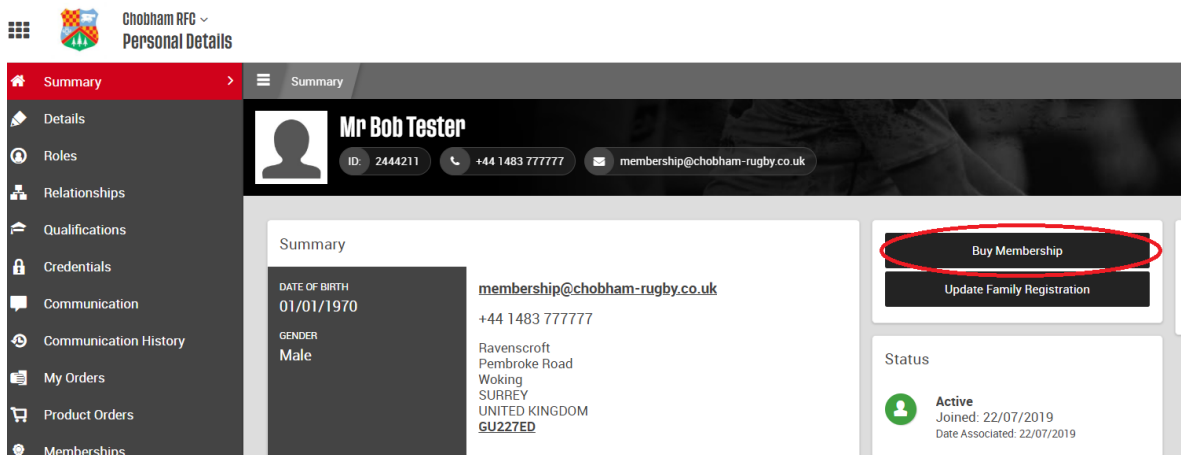
- You now need to check that the correct family members are connected to you
- Select the  **Summary** tab from the menu on the left – this will return you to the home screen
- Now select the  button shown below



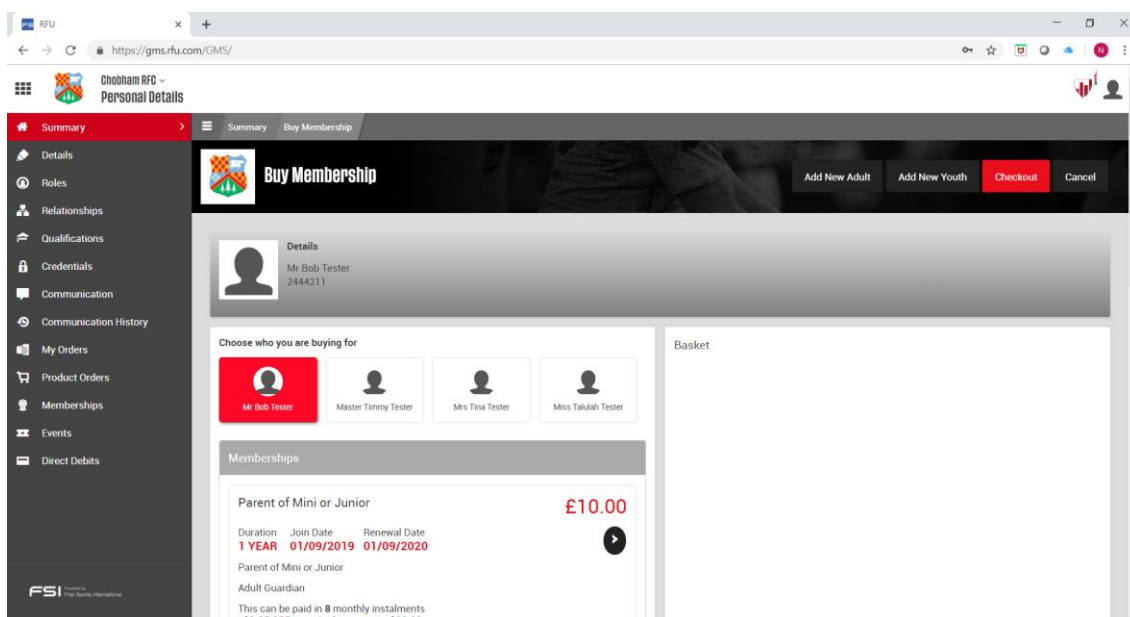
- This will allow you to review the family members who we have connected to you and add / remove as necessary
- If you have children in multiple age groups and do not see them in the family section please contact membership@chobham-rugby.co.uk who can help

STEP 4 – BUY MEMBERSHIP

- You now need to buy the correct combination of memberships for yourself and any family
- Select the  **Summary** tab from the menu on the left – this will return you to the home screen
- Now select the  button shown below



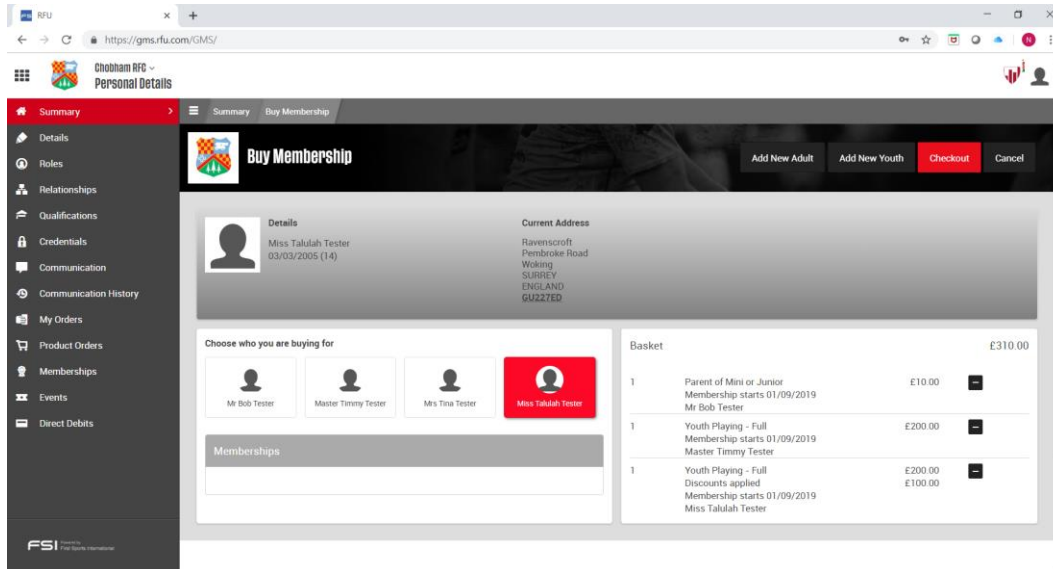
- This will take you to a screen shown below which allows you to select each member of your family and purchase the appropriate membership for them.



- If you are a parent of a mini or junior player it is important you select your membership first
 - If you do not play Touch Rugby or Senior Rugby then use the arrow to add the “Parent” membership to your basket
 - If you play Touch Rugby or Senior Rugby please choose the appropriate membership
 - **IMPORTANT** : IF YOU DO NOT SEE THE CORRECT OPTIONS CHECK YOUR DATE OF BIRTH IS CORRECT ON THE DETAILS SCREEN AS ADULT MEMBERSHIPS ARE RESTRICTED TO OVER 18's ONLY
- If you are not a parent of a mini or junior – simply select the appropriate membership for your participation at the club.
- Once you have selected your own membership, click on the next member of your family to show the memberships available to them and add their membership to the basket
- If you are eligible for a discount it will be applied automatically as shown below

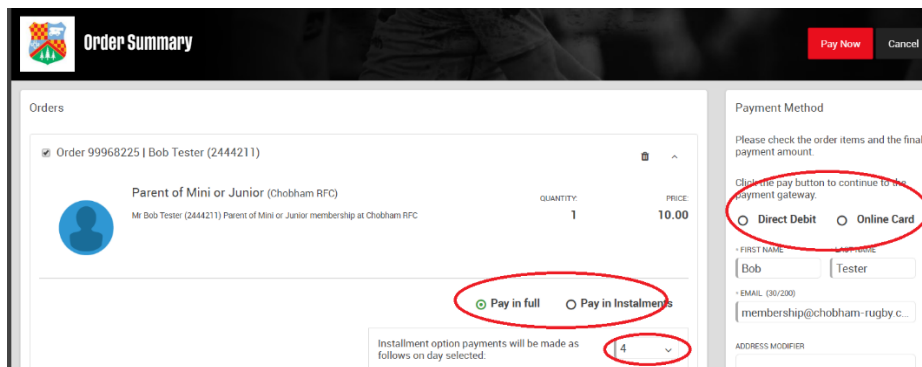


- Once complete click CHECKOUT



STEP 5 – PAY FOR MEMBERSHIP

- Clicking on CHECKOUT will take you to the screen below.
- Select either 'Pay in Full' or 'Pay in Instalments' (circled)
- If you select to pay by instalments you can select the day of month the DD is collected (circled)
- Finally select how to pay – Direct Debit or Credit Card (only for full payments)
- Click PAY NOW



- You will then be taken to the appropriate payment screen to complete your transaction