

Online Membership Guide

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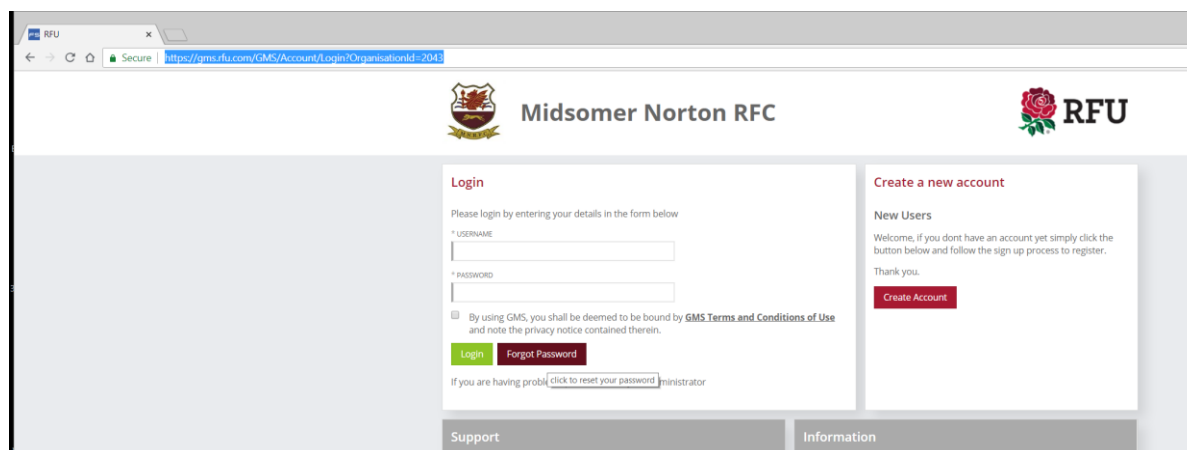
1 – Logging on to the Game Management System (GMS)

Login or get a Password reminder

Each existing member of the club has a user account in GMS. Your unique username will be found at the bottom of the email this attachment came in. Don't worry, once you login, you can change this, see Appendix A for details on how to do this.

To update registration details and pay for your membership, go to

<https://gms.rfu.com/GMS/Account/Login?OrganisationId=2043> this should look like the picture below:



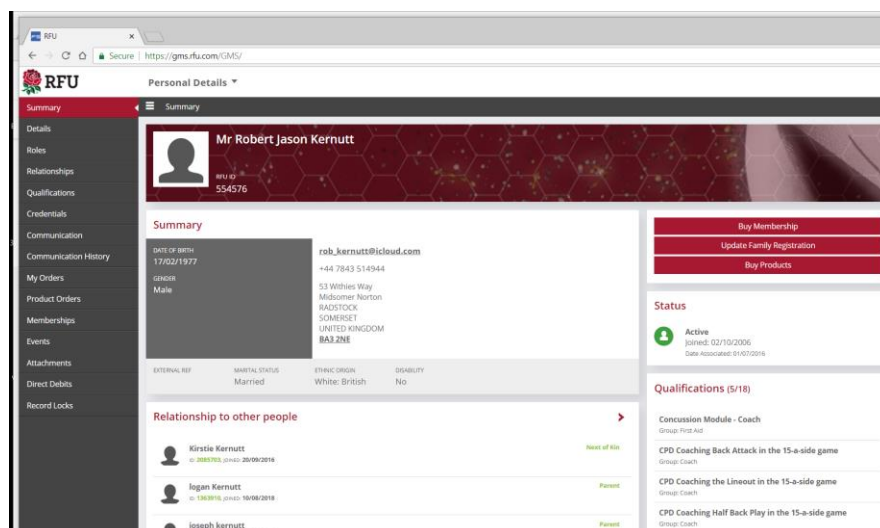
The screenshot shows a web browser window with the URL <https://gms.rfu.com/GMS/Account/Login?OrganisationId=2043>. The page header features the Midsomer Norton RFC crest and name on the left, and the RFU logo on the right. The main content area is divided into two columns. The left column is titled 'Login' and contains a form with fields for 'USERNAME' and 'PASSWORD'. Below these fields is a checkbox for 'By using GMS, you shall be deemed to be bound by GMS Terms and Conditions of Use and note the privacy notice contained therein.' There are 'Login' and 'Forgot Password' buttons. A link for 'click to reset your password' is also present. The right column is titled 'Create a new account' and contains a 'New Users' section with a welcome message and a 'Create Account' button. At the bottom of the page, there are links for 'Support' and 'Information'.

Existing members - Once the correct screen is displayed, enter your username and password, if you cannot remember or do not know your password, use the **Forgot Password** button to get a new password

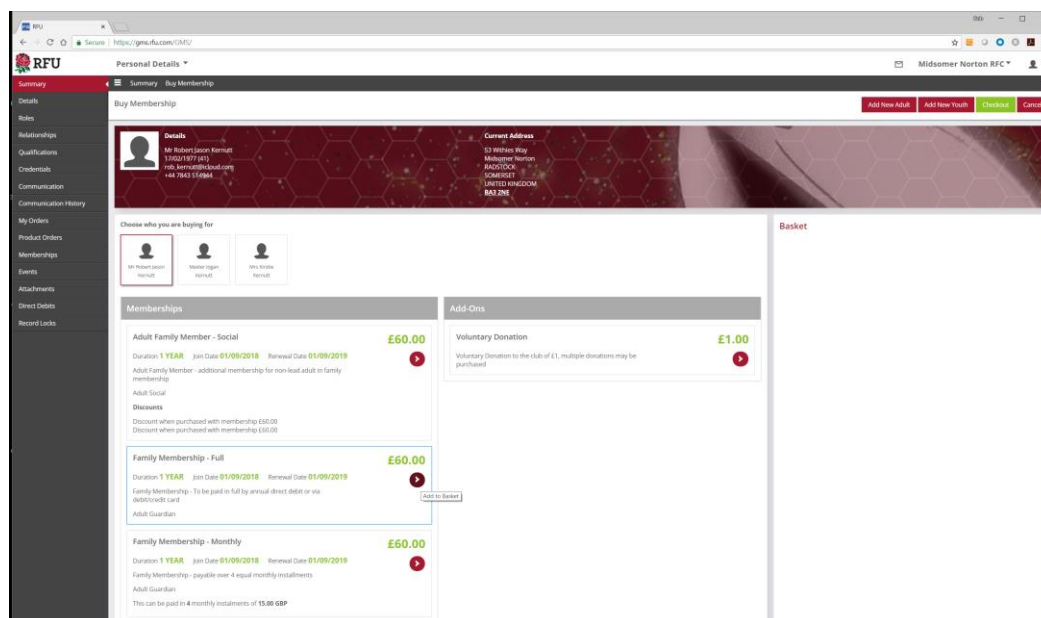
New members – Create a new Account using the **Create Account** button.

[Now you are logged in, let's buy our membership](#)

Once logged in, the screen will look similar to this:



You can select to update the registration details for you and other family members or buy membership. Once you select to **Buy Membership**, you be presented with a screen similar to the screenshot below:



The lead Adult should now choose either **Family Membership – Full** (single credit/debit card or annual direct debit) or the **Family Membership – Monthly** (direct debit in 6 monthly instalments). This will then appear in your basket to the right of the screen:

The screenshot shows the RFU Personal Details page. The sidebar on the left contains links: Summary, Details, Roles, Relationships, Qualifications, Credentials, Communication, Communication History, My Orders, Product Orders, Memberships, Events, Attachments, Direct Debits, and Record Locks. The main content area is titled 'Buy Membership' and includes a 'Details' box with user information (Mr Robert Jason Kernutt, 1760/1977 (41), rds.kernutt@out.com, +44 7923 514944), a 'Current Address' box (53 Wilkes Way, Midsomer Norton, RADSTOCK, SOMERSET, UNITED KINGDOM, BA3 2NE), and a 'Basket' box showing a 'Family Membership - Full' for £60.00 and a 'Voluntary Donation' for £1.00. The 'Add-Ons' section shows a 'Voluntary Donation' for £1.00.

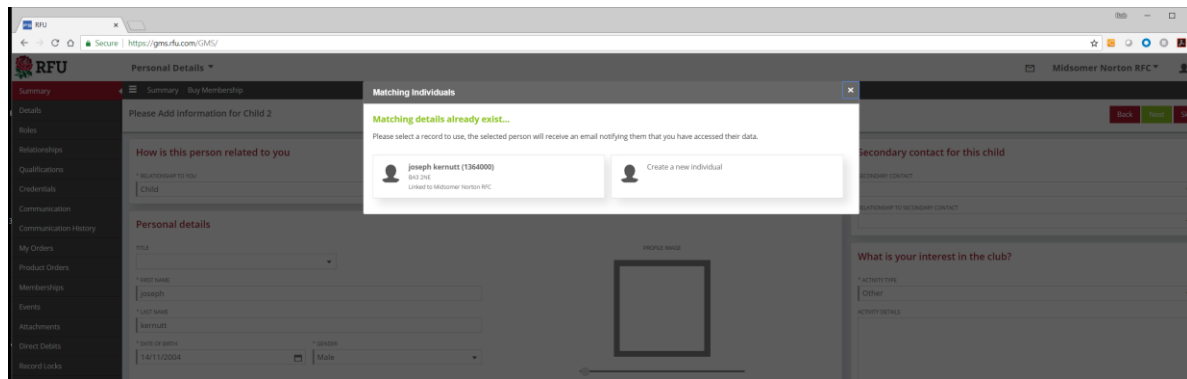
Note that you can only hold one type of membership. Should you wish to, you can also choose to make multiple **Voluntary Donations** to the club by adding as many as you want to your basket.

[Adding extra family members](#)

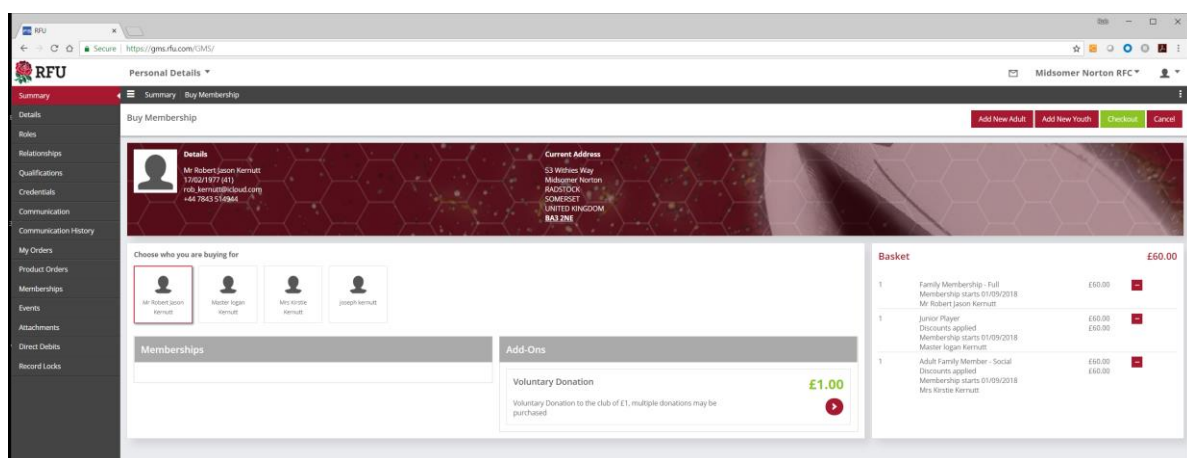
Now you've selected the Family Membership, you can add your Junior Players. If they aren't already listed, you can add existing members to your family or register new ones. To add an existing player, select **Add New Youth** or **Add New Adult** in the top right-hand corner of the screen. Now you will be prompted for some details. Enter the relationship, name, date of birth and gender, then select **Next** in the top right-hand corner, now the system will search to see if that person has an existing RFU ID:

The screenshot shows the RFU Personal Details page with the 'Please Add Information for Child 2' form. The form includes a dropdown for 'How is this person related to you' (Child), a 'Personal details' section with fields for Title, First Name (Joseph), Last Name (Kernutt), Date of Birth (14/11/2004), and Gender (Male), a 'Secondary contact for this child' section with fields for Secondary Contact and Relationship to Secondary Contact, and a 'What is your interest in the club?' section with fields for Activity Type (Other) and Activity Details. The top right corner of the form has 'Back', 'Next', and 'Skip' buttons.

If the user exists, you will be given the option to select them, or create a new one. Click on the user to add them to your family. Alternatively you can create the new family member using the details you added in the previous screen:



Once added, they will now be part of your family and you can select them and choose their membership:



Now purchase memberships for additional family members

You previously added your Family Membership to the basket, now to add other people's memberships, click on the family member:

RFU Personal Details

Buy Membership

Details
 Master Iogan Kernutt
 06/06/2007 (11)
 rob_kernutt@hotmail.com
 +44 1761 402278

Current Address
 53 Withes Way
 Midsomer Norton
 RADSTOCK
 SOMERSET
 UNITED KINGDOM
 BA3 2NE

Choose who you are buying for

Mr Robert Jason Kernutt
 Master Iogan Kernutt
 Mrs Kirstie Kernutt

Memberships

Junior Family Member - Social £60.00
 Duration 1 YEAR Join Date 01/09/2018 Renewal Date 01/09/2019
 Junior Family Member - Social
 Junior Social
Discounts
 Discount when purchased with membership £60.00
 Discount when purchased with membership £60.00

Junior Player £60.00
 Duration 1 YEAR Join Date 01/09/2018 Renewal Date 01/09/2019
 Junior Player membership full discount applied when purchased with Family Membership
 Junior Playing
Discounts
 Discount when purchased with membership £60.00
 Discount when purchased with membership £60.00
Prerequisites
 Requires a related guardian or parent with a membership

Add-Ons

Voluntary Donation £1.00
 Voluntary Donation to the club of £1, multiple donations may be purchased

Basket £60.00

1 Family Membership - Full Membership starts 01/09/2018 Mr Robert Jason Kernutt £60.00

Notice that Juniors (u18) cannot hold a family membership, they can only choose a **Junior Player** or **Junior Family Member – Social**. Colts should still select **Junior Player** even if they wish to play Senior rugby as well as Colts.

You will notice that any memberships purchased with a Family Membership will be discounted to 0 as they are included with the Family Membership:

RFU Personal Details

Buy Membership

Details
 Master Iogan Kernutt
 06/06/2007 (11)
 rob_kernutt@hotmail.com
 +44 1761 402278

Current Address
 53 Withes Way
 Midsomer Norton
 RADSTOCK
 SOMERSET
 UNITED KINGDOM
 BA3 2NE

Choose who you are buying for

Mr Robert Jason Kernutt
 Master Iogan Kernutt
 Mrs Kirstie Kernutt

Memberships

Junior Family Member - Social £60.00
 Duration 1 YEAR Join Date 01/09/2018 Renewal Date 01/09/2019
 Junior Family Member - Social
 Junior Social
Discounts
 Discount when purchased with membership £60.00
 Discount when purchased with membership £60.00

Junior Player £60.00
 Duration 1 YEAR Join Date 01/09/2018 Renewal Date 01/09/2019
 Junior Player membership full discount applied when purchased with Family Membership
 Junior Playing
Discounts
 Discount when purchased with membership £60.00
 Discount when purchased with membership £60.00
Prerequisites
 Requires a related guardian or parent with a membership

Add-Ons

Voluntary Donation £1.00
 Voluntary Donation to the club of £1, multiple donations may be purchased

Basket £60.00

1 Family Membership - Full Membership starts 01/09/2018 Mr Robert Jason Kernutt £60.00

1 Junior Player Membership starts 01/09/2018 Master Iogan Kernutt £60.00

Go through and add the extra memberships:

RFU Personal Details Midsomer Norton RFC

Buy Membership

Details
 Mrs Kirstie Kerrutt
 22/01/1982 (36)
 kerrutskerrutt@midsomer RFC.co.uk
 +44 7841 750408

Current Address
 S3 pitches way
 midsomer norton
 ENGLAND
 BA3 2NE

Choose who you are buying for

Mr Robert Jason Kerrutt
 Master Sigan Kerrutt
 Mrs Kirstie Kerrutt

Memberships

Adult Family Member - Social £60.00
 Duration 1 YEAR Join Date 01/09/2018 Renewal Date 01/09/2019
 Adult Family Member - additional membership for non-lead adult in family membership
 Adult Social
 Discounts
 Discount when purchased with membership £60.00
 Discount when purchased with membership £60.00

Family Membership - Full £60.00
 Duration 1 YEAR Join Date 01/09/2018 Renewal Date 01/09/2019
 Family Membership - To be paid in full by annual direct debit or via debit/credit card
 Adult Guardian

Family Membership - Monthly £60.00
 Duration 1 YEAR Join Date 01/09/2018 Renewal Date 01/09/2019
 Family Membership - payable over 4 equal monthly instalments
 Adult Guardian
 This can be paid in 4 monthly instalments of 15.00 GBP

Add-Ons

Voluntary Donation £1.00
 Voluntary Donation to the club of £1, multiple donations may be purchased

Basket £60.00

Item	Price	Quantity
Family Membership - Full Membership starts 01/09/2018 Mr Robert Jason Kerrutt	£60.00	1
Junior Player Discounts applied Membership starts 01/09/2018 Master Sigan Kerrutt	£60.00	1

RFU Personal Details Midsomer Norton RFC

Buy Membership

Details
 Mrs Kirstie Kerrutt
 22/01/1982 (36)
 kerrutskerrutt@midsomer RFC.co.uk
 +44 7841 750408

Current Address
 S3 pitches way
 midsomer norton
 ENGLAND
 BA3 2NE

Choose who you are buying for

Mr Robert Jason Kerrutt
 Master Sigan Kerrutt
 Mrs Kirstie Kerrutt

Memberships

Voluntary Donation £1.00
 Voluntary Donation to the club of £1, multiple donations may be purchased

Basket £60.00

Item	Price	Quantity
Family Membership - Full Membership starts 01/09/2018 Mr Robert Jason Kerrutt	£60.00	1
Junior Player Discounts applied Membership starts 01/09/2018 Master Sigan Kerrutt	£60.00	1
Adult Family Member - Social Discounts applied Membership starts 01/09/2018 Mrs Kirstie Kerrutt	£60.00	1

Again, you will see additional memberships discounted to 0.

RFU Personal Details ▾

Summary Buy Membership

Details
 Joseph Kerrutt
 14/11/2004 (13)

Current Address
 53 Wilkes Way
 Midsomer Norton
 RADSTOCK
 SOMERSET
 UNITED KINGDOM
 BA3 2NE

Choose who you are buying for

Mr Robert Jason Kerrutt
 Master Iqbal Kerrutt
 Mrs Kirstie Kerrutt
 Joseph Kerrutt

Memberships

Junior Family Member - Social £60.00
 Duration 1 YEAR Join Date 01/09/2018 Renewal Date 01/09/2019
 Junior Family Member - Social
 Junior Social
Discounts
 Discount when purchased with membership £50.00
 Discount when purchased with membership £50.00

Junior Player £60.00
 Duration 1 YEAR Join Date 01/09/2018 Renewal Date 01/09/2019
 Junior Player membership full discount applied when purchased with Family Membership
 Junior Playing
Discounts
 Discount when purchased with membership £50.00
 Discount when purchased with membership £50.00
Prerequisites
 Requires a related guardian or parent with a membership

Add-Ons

Voluntary Donation £1.00
 Voluntary Donation to the club of £1, multiple donations may be purchased

Basket £60.00

Item	Price	Quantity
Family Membership - Full Membership starts 01/09/2018 Mr Robert Jason Kerrutt	£60.00	1
Junior Player Discounts applied Membership starts 01/09/2018 Master Iqbal Kerrutt	£60.00	1
Adult Family Member - Social Discounts applied Membership starts 01/09/2018 Mrs Kirstie Kerrutt	£60.00	1
Junior Family Member - Social Discounts applied Membership starts 01/09/2018 Joseph Kerrutt	£60.00	1

RFU Personal Details ▾

Summary Buy Membership

Details
 Joseph Kerrutt
 14/11/2004 (13)

Current Address
 53 Wilkes Way
 Midsomer Norton
 RADSTOCK
 SOMERSET
 UNITED KINGDOM
 BA3 2NE

Choose who you are buying for

Mr Robert Jason Kerrutt
 Master Iqbal Kerrutt
 Mrs Kirstie Kerrutt
 Joseph Kerrutt

Memberships

Junior Family Member - Social £60.00
 Duration 1 YEAR Join Date 01/09/2018 Renewal Date 01/09/2019
 Junior Family Member - Social
 Junior Social
Discounts
 Discount when purchased with membership £50.00
 Discount when purchased with membership £50.00

Junior Player £60.00
 Duration 1 YEAR Join Date 01/09/2018 Renewal Date 01/09/2019
 Junior Player membership full discount applied when purchased with Family Membership
 Junior Playing
Discounts
 Discount when purchased with membership £50.00
 Discount when purchased with membership £50.00
Prerequisites
 Requires a related guardian or parent with a membership

Add-Ons

Voluntary Donation £1.00
 Voluntary Donation to the club of £1, multiple donations may be purchased

Basket £60.00

Item	Price	Quantity
Family Membership - Full Membership starts 01/09/2018 Mr Robert Jason Kerrutt	£60.00	1
Junior Player Discounts applied Membership starts 01/09/2018 Master Iqbal Kerrutt	£60.00	1
Adult Family Member - Social Discounts applied Membership starts 01/09/2018 Mrs Kirstie Kerrutt	£60.00	1
Junior Family Member - Social Discounts applied Membership starts 01/09/2018 Joseph Kerrutt	£60.00	1

Time to Checkout

Once your Basket is complete, select **Checkout** in the top right-hand corner to pay or setup your direct debit.

Depending on the Family Membership you chose, you will be presented with different checkout options.

Full Payment

On the Checkout screen, you have a number of options, please only choose **Direct Debit** or **Online Card**. If you wish to pay by Cash or Cheque, please see the Junior Registration Secretary. Enter your details a select **Pay Now**:

The screenshot shows the RFU Personal Details page. The left sidebar contains navigation links: Summary, Details, Roles, Relationships, Qualifications, Credentials, Communication, Communication History, My Orders, Product Orders, Memberships, Events, Attachments, Direct Debits, and Record Locks. The main content area is titled 'Order Summary' and displays a list of orders for Robert Kernutt (554576). The orders include Family Membership - Full, Junior Player, Adult Family Member - Social, and Junior Family Member - Social. The total order value is £60.00. The right sidebar shows the 'Payment Method' section with options for Direct Debit, Online Card (selected), Cash, Cheque, and Other. The Online Card section includes fields for First Name, Last Name, Email, Address, Building, Number, Address 2, City, County, Postcode, and Country.

On the next screen you can enter your credit/debit card details or bank details and confirm the payment using the **Make Payment** or **Continue** buttons:

The first screenshot shows the 'Payment details' screen. It includes a 'Payment Reference' of MNRFC-C-081516 and an 'Amount' of 60.00 GBP. There are fields for 'Card Number', 'Expiry Date', and 'CVV / CVC Number'. A 'Make Payment' button is visible. The second screenshot shows the 'Finance' screen. It includes a 'Details' section with 'ACCOUNT NAME' (Robert Kernutt) and 'ADDRESS' (53 Withies Way, Midsomer Norton, RADSTOCK, GB, BA3 2NE). There are fields for 'ACCOUNT NUMBER' and 'SORT CODE'. A checkbox indicates 'I am the account holder and the only person required to authorise debits on this account.' A 'Continue' button is present. The bottom of the screen displays the 'Direct Debit' logo and contact information for First Sports International (FSI).

6 Monthly Payments

On the Checkout screen, you only have the option to Direct Debit, this will be in 6 instalments. Enter your details, select to **Pay in instalments** and **Direct Debit** as the Payment Method and select **Pay Now**:

The screenshot shows the RFU Personal Details page. The left sidebar contains navigation links: Summary, Details, Roles, Relationships, Qualifications, Credentials, Communication, Communication History, My Orders, Product Orders, Memberships (highlighted), Events, Attachments, Direct Debits, and Record Locks. The main content area is titled 'Order Summary' and shows a list of orders. The first order is 'Family Membership - Monthly' (Order 40683946) for Robert Kernutt (554576). It is payable over 4 equal monthly instalments. The payment plan shows a total of £120.00, with a discount of £60.00, resulting in a line total of £60.00. Other orders include 'Junior Player', 'Junior Family Member - Social', and 'Adult Family Member - Social', all with a line total of £60.00 after a £60.00 discount. The 'Payment Method' section on the right shows 'Direct Debit' selected. It prompts the user to check the order items and the final payment amount, and to click the 'Pay' button to continue to the payment gateway. The form fields for the payment method include: First Name (Robert), Last Name (Kernutt), Email (rob_kernutt@icloud.com), Address (Midsomer Norton RFC), Building (53), City (RADSTOCK), County (SOMERSET), Postcode (BA3 2NE), and Country (UNITED KINGDOM).

You will then go through to the next screen to enter your bank details and select **Continue**:

The screenshot shows the RFU Finance page. The left sidebar contains navigation links: Home, Membership Schemes, Products, Payments, Mandates, Orders (highlighted), Bank Details, Website Setup, Product Orders, and Settlements. The main content area is titled 'Order Payment' and shows the 'Details' section. It displays the account name (Robert Kernutt) and address (53 Withies Way, Midsomer Norton, RADSTOCK, GB, BA3 2NE). There are input fields for the account number and sort code. A checkbox indicates that the user is the account holder and the only person required to authorise debits on this account. A 'Continue' button is visible. Below the form, there is a section titled 'Your payments are protected by the Direct Debit Guarantee.' with the Direct Debit logo and contact information for First Sports (Hersham Place Technology Park, Sterling Building, Walton-On-Thames, Surrey, KT12 4RZ, info@first-sports.com).

Appendix A

Changing Username

Once logged in, select the **Credentials** section on the left-hand side of the page:

The screenshot shows the RFU Personal Details page with the 'Credentials' section selected in the left-hand navigation menu. The page displays the user's current username 'rkernutt' and a list of previous usernames: 'rkernutt9315', 'Kernutt1363912', 'rob_kernutt@hotmail.com', and 'rob_kernutt'. The 'Account' section is highlighted with a blue border, and a pencil icon in the top-right corner indicates the option to change the username. The 'Password' and 'PIN' sections are also visible, each with a red pencil icon for editing. The 'Password Rules' and 'Pin Rules' sections provide guidelines for password and pin creation.

Once you are in the correct section, you will see your current username listed under **Account**. In this section, choose the pencil icon in the top-right corner of the section:

This screenshot is identical to the previous one, but with the 'Account' section highlighted by a blue border. The pencil icon in the top-right corner of the 'Account' section is clearly visible, indicating the option to change the username. The 'Password' and 'PIN' sections are also visible, each with a red pencil icon for editing. The 'Password Rules' and 'Pin Rules' sections provide guidelines for password and pin creation.

Then when prompted enter the username you would like:

The screenshot shows the RFU Personal Details page for Mr Robert Jason Kernutt. The 'Credentials' section is active, showing fields for Password, PIN, and User. The Password field is highlighted with a blue border. The Username field contains 'rkernutt'. The Password Rules section on the right lists requirements: at least 8 characters long, must contain an upper case character, and must contain a number. The Pin Rules section on the right lists requirements: at least 4 characters long.

You can then save this using the floppy disk icon in the top right-hand corner of this section:

The screenshot shows the RFU Personal Details page for Mr Robert Jason Kernutt. The 'Credentials' section is active, showing fields for Password, PIN, and User. The Password field is highlighted with a blue border. The Username field contains 'rkernutt'. A 'Save changes' button is visible in the top right corner of the User section. The Password Rules section on the right lists requirements: at least 8 characters long, must contain an upper case character, and must contain a number. The Pin Rules section on the right lists requirements: at least 4 characters long.

You will now be able to login using your new password instead.

Should you need to, other details can be changed using the pencil icons of sections from the **Summary** section, e.g. date of birth, address, telephone number, email address, etc.