ELECTRONIC MATCH CARD STEP BY STEP GUIDE

DESKTOP VERSION

BEFORE YOU START:

ARE YOU ONE OF YOUR CLUB'S MATCH CARD ADMINISTRATORS? HAVE YOU BEEN ASSIGNED THE ROLE WITHIN GMS AND GIVEN A PERMISSION LEVEL OF 1,3 OR 5 ? CHECK BY LOGGING IN AND LOOKING FOR THE 'COMPETITION MANAGEMENT' TILE AT HTTPS://GMS.RFU.COM/GMS/ACCOUNT/LOGIN (SAVE THIS LINK IN YOUR FAVOURITES!)

SELECTING YOUR TEAM

- Login to GMS, choose the 'Competition Management' tile.

- Select the 'Match Card' menu item from the left hand panel. On the search page, ensure your criteria is correct, when you have found your fixture, select 'View'.

- You will see a selection of tabs, depending on if you are the home or away team, choose the appropriate tab. Enter your line up by searching for the player to fill that position, when you are done choose save, which will submit your lineup. Previous line-ups, as well as saved selections can be selected from the drop down menu.

NOTE: Even if a lineup is confirmed – it can be amended as long as the entire card has not been finally submitted. Any resubmissions will be timestamped.

- In competitions where they are eligible, non-registered players, if they are not already within your club, can be added within the EMC with the following information: First Name, Last Name, Email Address, Post Code & Date of Birth. More information can be found in the EMC Top Tips document here. *See screenshot on page 2

- Prior to kick off, check that the away team has submitted their line-up.

DURING THE MATCH (OPTIONAL)

- Match events, such as scoring, substitutions and cards can also be input into the EMC. This can be done in real time or post-match as long as it is before the card is submitted.
- To enter match events, select the 'Match Events' tab.
- Add an event by choosing appropriate team, player, event type and minute and select 'add event'.
- A time-line of events will then appear within the 'Match Events' tab so that you can keep track of what has been entered.
- These can be filled in post-match, pre-EMC submission.

POST MATCH

- Enter the details of the result, the final score and ensure the number of tries is recorded

– You will not receive bonus points otherwise! If no tries are scored by a team then enter 0 otherwise you will not be able to progress.

- Click submit score at the foot of the page. At this point your result will be sent to GMS and will update the league table. You will then be prompted to ensure you submit the Match Card.

- Now choose the 'Confirmation' tab, ensure the 'Home Team Completed' box is ticked and select submit. Please ensure that all lineup information has been confirmed with the opposition before submitting the EMC.

- You will now be presented with a message informing you that the match card has been submitted, triggering an email that will be sent to the league secretary, home team match card administrator and away team match card administrator.

(K Home	Math Card						-	OW
Fixture S	atatus							
Date From*	31/07/2018	Date 1	o* 0408201		Season	2010-2019		
		 Date 5 Group 		-		2018-2019 Old White/Mon RFC	:	
		-						

((Home	Match Card			
Match Ca	ard			
Home Team	Line Up			
		Previous Matches (Saved Team	
Pick from	previous match			•
Starting Line	up			
Starting Line Shirt No	Name		Position	Front Ro
			Position Full Back	Front Ro
Shirt No				
Shirt No			Full Back	•
Shirt No 15 14			Full Back Right Wing	• 0

Home Team Away Team Match Events Post Match Confirmatio

Events	
Event Type *	•
Participant Team *	Old Whitgiftian
Minutes	
Added minutes	
Add Event	
•	
Match Result	Result
	Home VS Away
Full Time Result	10 0
Tries Scored	2 0
Half Time Score	0 0
Extra Time Result	0 0
Final Score Match	Card
Notes: Date	03/08/2018
Homo To Competi	
	Home Team Away Team Hatch Events Port Hatch Confirmation
Confirm	ation Team Completed Yos 🖷 No 💿
Foture A	Assessments
Match	Status Approved •
Sutan	t match card
	- X
Add Individual as Non	Registered Player
First Name *	Enal*
Sumame *	Post Code *
Date of ddimm/yyyy	
Search/Add New	
P married as	a Last Name DOB Default Address
ID First Name	Can real and the second s
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