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.