



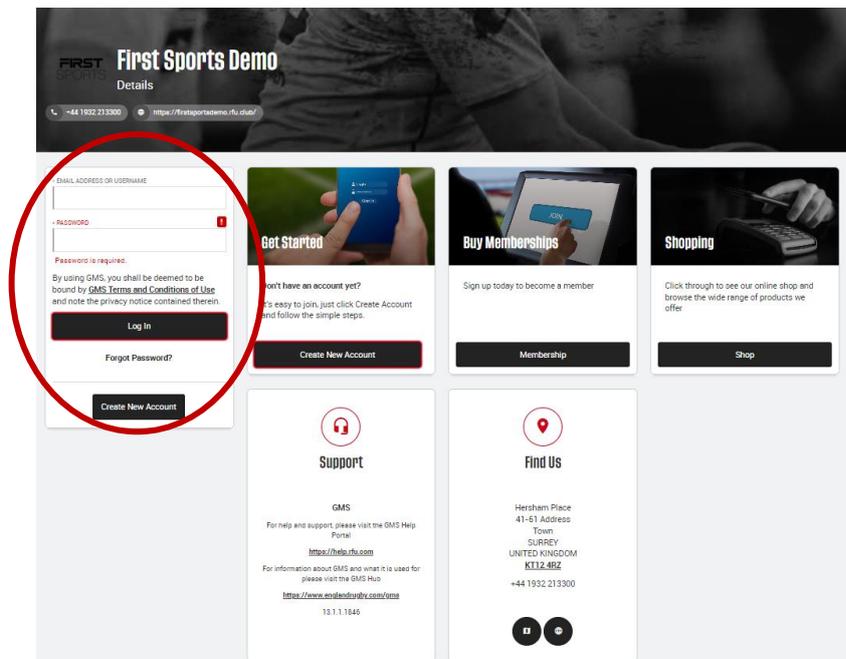
RWC2025 IMPACT PROGRAMME – FACILITY FUND 23/24 – STEP BY STEP GUIDE

1. Login to GMS

<https://gms.rfu.com/GMS/Account/Login>

Please Note

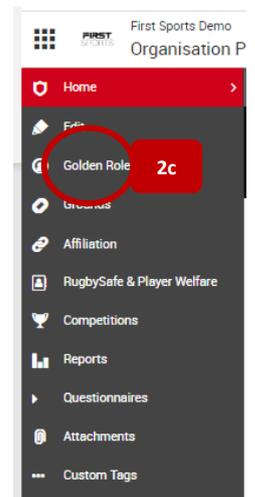
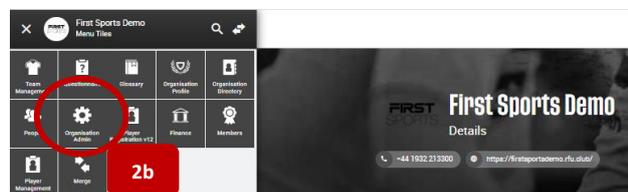
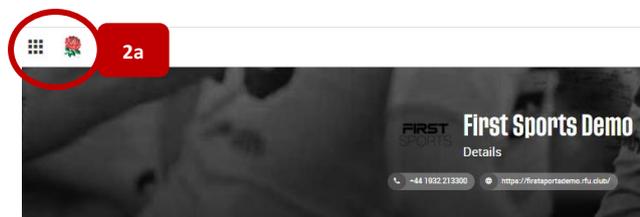
You will need a permission level 2 or above to access the 'Organisation Profile' tile.



2. Select modules menu 'Organisation Profile' module and select 'Golden Roles' to ensure that your key club officers are correct and assigned.

Please Note

It is important that each individual has the most up to date email address listed against their account. If incorrect, please update these before you proceed.





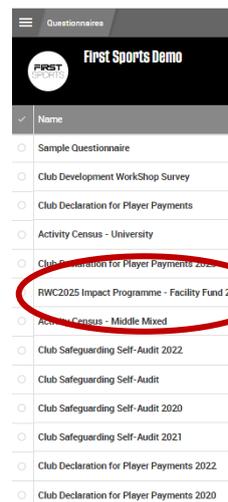
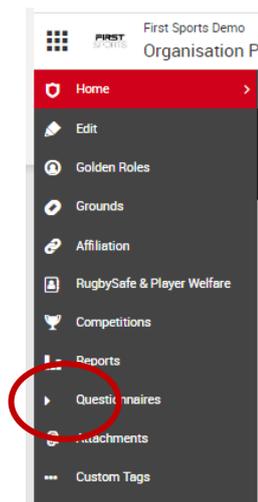
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- In the **'Organisation Profile'** tile (Follow steps 2a. and 2b. above), choose **'Questionnaires'** from the side menu and select **'RWC2025 Impact Programme – Facility Fund 23/24'**

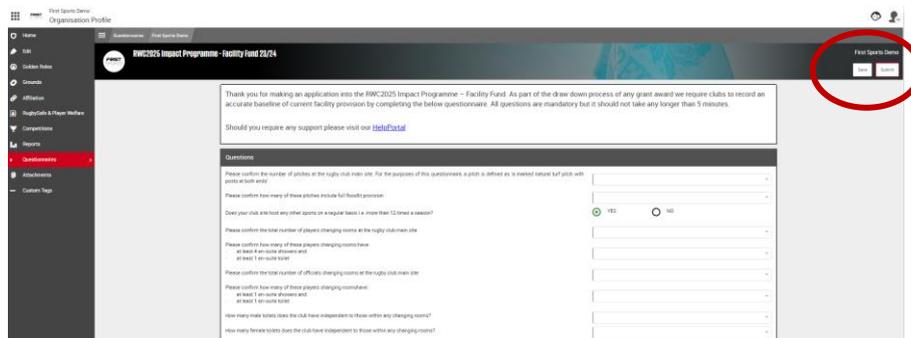
Please Note

You will need to be assigned a **'golden role'** to be able to access the **'Questionnaires'**. For support on this please the GMS Help portal;

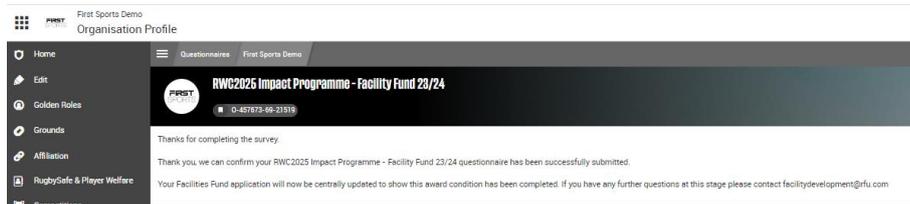
- [Golden Role](#)
- [Assigning & Removing Roles](#)



- Complete the questions within the survey and select the **'Submit'** button at the top right of the page when you are happy with your responses



- View once you have selected **'submit'** you will receive the following message



You can check the status of the questionnaire by returning to the **'Questionnaires'** menu. The **'status'** will now be listed as **'submitted'**

Please note

The **'updater'**, **'date updated'** and **'last answer update'** boxes are auto populated and this questionnaire does not required **'approvers'** so those boxes will be blank.

Name	Status	List	Updater	Date Updated	Last Answer Update	Approver 1	Approver 2	Approver 3
Sample Questionnaire	Open							
Club Development Workshop Survey	Open							
Club Declaration for Player Payments	Open		Martin Thelwell (2106780)	11/03/2020 3:13:55 PM	11/03/2020 3:13:37 PM			
Activity Census - University	Open							
Activity Census - Middle Mixed	Submitted		Martin Thelwell (2106780)	17/06/2019 9:25:21 AM				
Club Safeguarding Self-Audit	Closed		RFU-14503	31/07/2020 5:09:51 PM	14/06/2019 12:14:01 F			
Club Declaration for Player Payments 2020	Expired		FSI Support-RFU-14403-1	30/06/2020 11:59:59 F	12/03/2020 9:23:37 AM			
Club Safeguarding Self-Audit 2020	Closed		RFU Support (2528234)	23/11/2021 5:35:34 PM				
Club Safeguarding Self-Audit 2021	Closed		Mr Mario Rajakone (703853)	31/08/2022 4:21:08 PM	30/11/2021 3:50:15 PM			
Club Declaration for Player Payments 2022	Closed		FSI Support-RFP-32-2	07/09/2022 10:57:19 A	21/02/2022 10:03:52 A			
Club Safeguarding Self-Audit 2022	Submitted		MR Corben Dallas (2819566)	31/08/2022 10:31:23 F	31/08/2022 10:31:23 A			
Club Declaration for Player Payments 2023	Open		Mr David John Stubley (77487)	14/02/2023 1:55:17 PM	14/02/2023 11:16:18 A			
RWC2025 Impact Programme - Facility Fund 23/24	Submitted		Alexander Bowden (92519)	01/03/2023 7:47:42 AM	01/03/2023 7:47:42 AM			



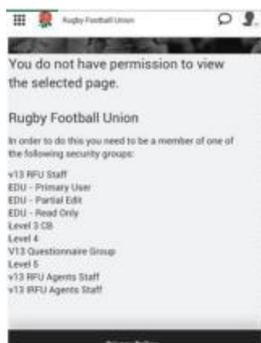
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TROUBLESHOOTING

ERROR MESSAGES 1. If you get a red validation banner message, then review the missing data as highlighted in the banner.

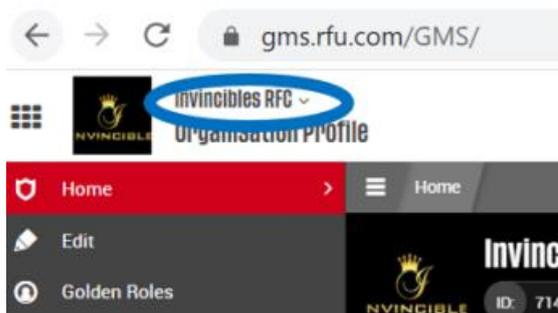


If you receive the error message 'You do not have permission to view the selected page' please ensure that you are logged in under your club in the top left-hand corner as per the screenshot below, as if you have booked a course recently, this could migrate to an Area such as RFU Twickenham Coaching Centre/Administration Centre.



If you are logged in under your club correctly, and have permission level 2 (or above) assigned, and are still receiving this error message then you may have a duplicate profile submitted under the club declaration, so please log a ticket for the GMS helpdesk via the Help Portal to assist you:

<https://help.rfu.com/support/tickets/new>



The error message below will appear when mobile device users are not logged into their club. To fix the individual navigates back to their dashboard and click on the relevant club and then go to Comm History to open the email or click on the link in email again.

