# APPROVING THE PAYMENT OF PLAYERS DECLARATION

In a change to the process in 2019, each designated Golden Role holder that is required to approve the declaration will receive an automatic generated email asking them to login to GMS to approve your club's submission. This has been updated following feedback and to make the process easier for volunteers to administer. Once all office bearers have approved the declaration, the status of the declaration will change to 'closed' and the submission process will be complete

Steps to approve the declaration if you cannot view or do not receive the email link:

1. Login to GMS https://gms.rfu.com/GMS/Account/Login
2. Click on the 'Communications History' tab on the left-hand side of your account, and select the one for the Club Declaration.
3. Click on the little arrow on the far right which will open the declaration email.
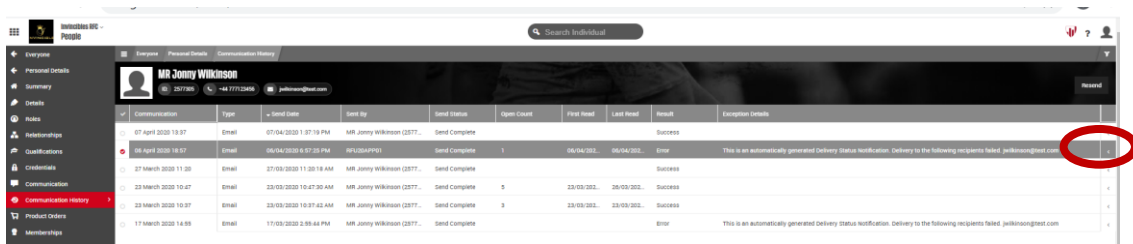
4. Select 'View in Browser' at the bottom. This opens it up in another browser tab for you to confirm the club declaration.
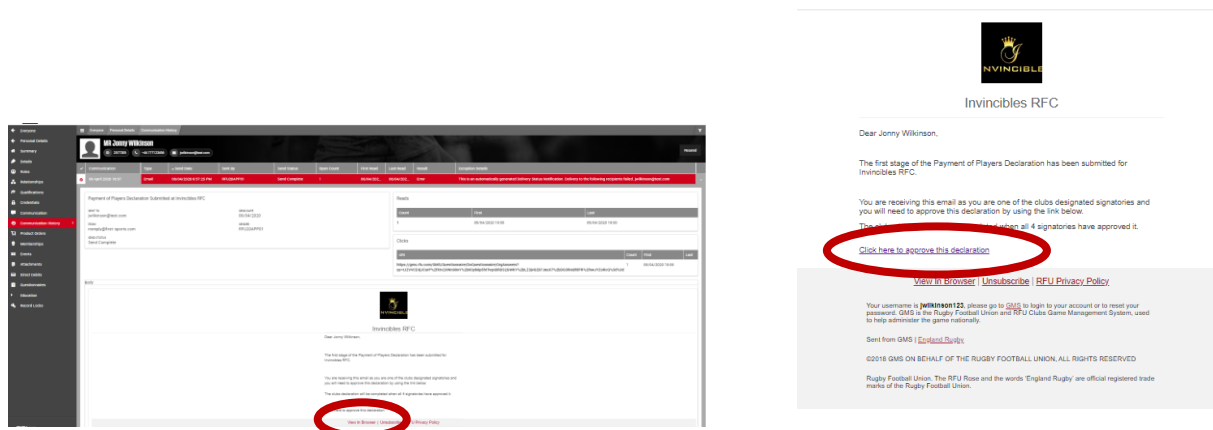
Alternatively, another way to approve the Declaration within GMS:

1. In the 'Organisation Profile' module, choose 'Questionnaires' from the left-hand menu, and then select the 'Club Declaration for Player Payments' by clicking on the Name of the Club Declaration. Please ensure that you are clicking on the current 2020 declaration and not the previous 2019 declaration.
2. You will require Permission level 2 or above to view Organisation Profile module. Your clubs Data Officer or Hon. Secretary will be able to assign you the relevant permission level if you do not currently have this.

3. You will automatically be taken to the declaration and see the populated information that was completed by the club – do not try to edit/tick these.
4. This should be reviewed and if you are happy that this information is correct, then click on the 'Approve' box in the top right of the page.

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FAQs

How do I know if I've submitted my Payment of Players Declaration?
1. Login to GMS and navigate to the 'Organisation Profile' module
2. On the left-hand side of the screen, choose 'Questionnaire'
3. Here you will see the Payment of Players Declaration will have one of the below statuses:
   - OPEN= Declaration needs to be completed and submitted
   - SUBMITTED= Club approvals are still required
   - CLOSED= All club approvals have been completed

How can I check who still needs to approve my declaration submission?
1. Login to GMS and navigate to the 'Organisation Profile' module
2. On the left hand side of the screen, choose 'Questionnaire'
3. Here you will see the Payment of Players Declaration and a number of columns, each signatory column will contain a timestamp if that individual has completed the action. If the signatory column is blank this means that individual has not yet approved the submission.

4. Once the individual has approved, it will contain a timestamp under one of their signatory columns. The other signatory column for this individual will show as blank. However, once all the remaining office bearers have approved the declaration, the status of the declaration will change to 'closed' and the submission process will be complete.

   Please note that the Chairman, Hon. Secretary and Hon Treasurer are default individuals to sign. The fourth signatory can be chosen from the drop down list. Be advised that the 4th signatory should be a different person from the first three officers.

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