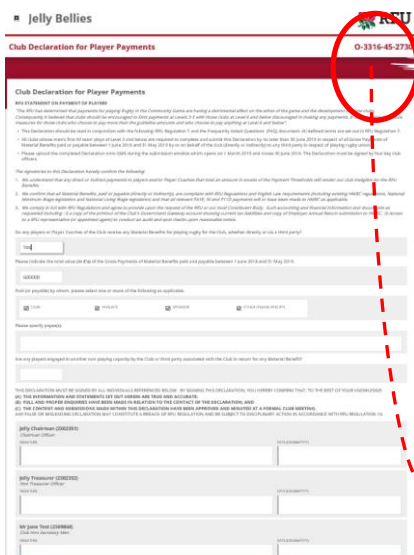
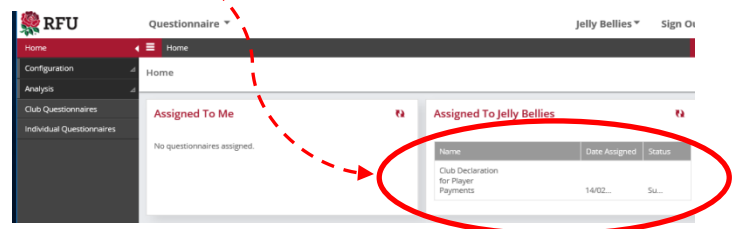
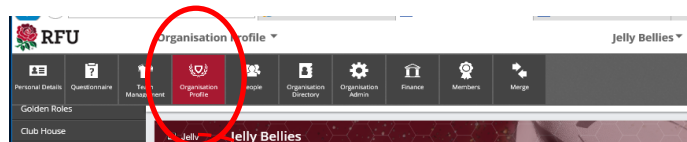
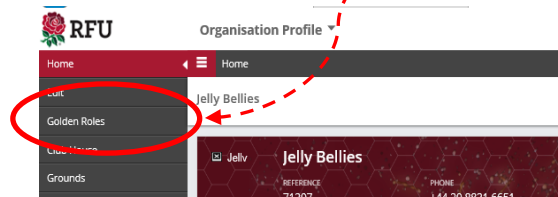
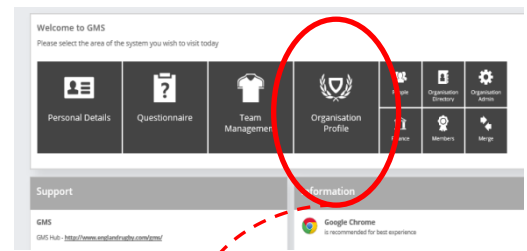


# PAYMENT OF PLAYERS- CLUB COMPLETION

## Completing the Declaration

### Steps to Complete the Declaration within GMS:

- Login to GMS-  
<https://gms.rfu.com/GMS/Account/Login>
- Note, you will need a permission level that will enable you to access the 'Organisation Profile' tile.  
[Click here](#) to view available permission levels.
- Select 'Organisation Profile' tile and select 'Golden Roles', ensure that your office bearers are correct
  - If incorrect, please update these before you proceed
- In the 'Organisation Profile' tile, choose 'Questionnaires' and select 'Club Declaration for Payment of Players'



- Complete the questions within the declaration and choose the individuals that will be signing off on the declaration by selecting their appropriate role at the club. When you have completed the declaration, please select the **submit icon** at the top of the page.

- Please note the individual should pre-populate once their role is selected. If incorrect, please check GMS 'Golden Roles' are correct

- Please make note of this unique reference code as you will need to enter this when you upload your declaration!

- Print the declaration (via the print icon in your browser)

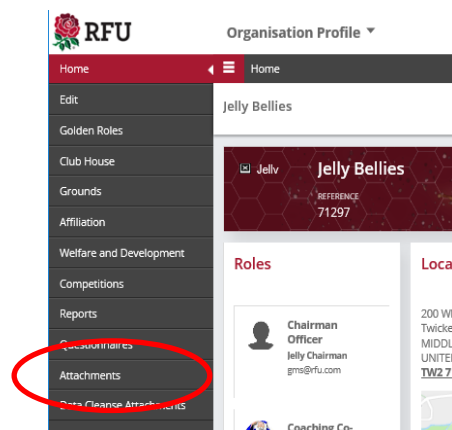
## Signing the Declaration

- Print the declaration (via the print icon in your browser)
- Ensure that the relevant individuals that are populated in the signatories boxes, sign and date the declaration with a physical signature
- Once completed, scan or take a photo of the signed document and upload onto your computer, remember to save this somewhere you can easily locate!

## Uploading the Declaration

- To upload the declaration and complete the process, login to GMS-<https://gms.rfu.com/GMS/Account/Login>

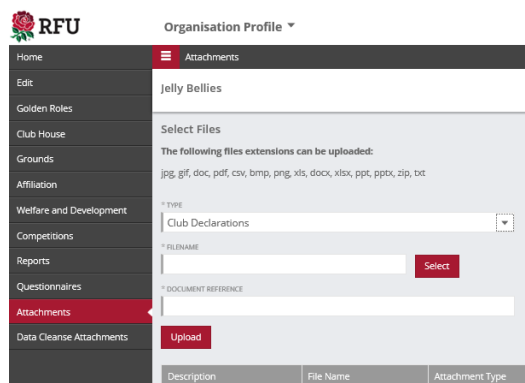
- Select the 'Organisation Profile' tab, and choose 'Attachments'



- From the 'type' dropdown, select 'Club Declarations'

- From the 'filename' box, choose 'select' and locate the declaration file you uploaded

- In the 'Document Reference' box, enter the unique code that is outlined on declaration in the format provided in the example below:
  - (0-1234-56-789) NOTE THIS IS NOT THE NUMBER YOU SHOULD USE, JUST AN EXAMPLE OF THE FORMAT TO SAVE THE ATTACHMENT. THE REFERENCE CODE APPEARS WITHIN THE QUESTIONNAIRE, IN THE TOP RIGHT HAND CORNER, ONCE IT HAS BEEN SUBMITTED.



## FAQs

### How do I know if I've submitted my Payment of Players declaration?

- Login to GMS
- Navigate to the 'Organisation Profile' module
- On the left hand side of the screen, choose 'Questionnaire'
- Ensure that the status shows as 'submitted', if it shows as 'open' you will need to click on the questionnaire, check you are happy with the information entered and choose 'submit' in the top right hand corner
- A unique code will be available within the questionnaire once you have submitted this information, please make note of this as it will be needed when you upload the documentation

### How do I check if I've uploaded my declaration?

- Login to GMS
- Navigate to the 'Organisation Profile' module
- On the left hand side of the screen, choose 'Attachments'
- This page will show you any documents that have been uploaded to your club's profile
- If your declaration document does not appear here, please follow the steps in the 'how to guide' to upload your signed declaration