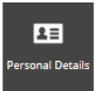
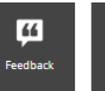
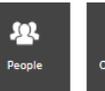
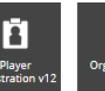
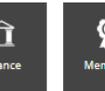
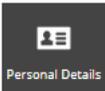
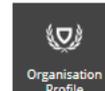
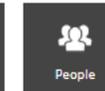
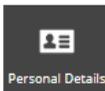
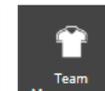
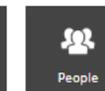
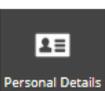
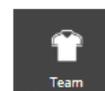
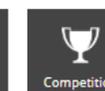
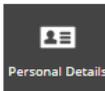


GMS CLUB PERMISSIONS LEVELS

Permission Level	Modules Accessible	Extra Info
5	 Personal Details  Event Management  Team Management  Organisation Profile  Feedback  People  Organisation Directory  Player Registration v12  Organisation Admin  Competition Management  Finance  Members	<p>Best suited to key responsibility holders at the club (initially assigned to existing Hon Sec. & Data Officers). This is the only level of permission that allows a user to provide another user with a permission level, via 'Organisation Admin'.</p>
4	 Personal Details  Organisation Profile  People	<p>Best suited to Safeguarding Administrators. Please note, a role of either 'Safeguarding Officer' or 'Safeguarding Assistant' is required to enable the 'apply for DBS' function within 'People' tab.</p>
3	 Personal Details  Team Management  Organisation Profile  People  Player Registration v12  Competition Management	<p>Best suited to registrars. A role of 'youth', 'adult' or 'women's' registrar is required to see appropriate menu items within the Player Registration Module. A role of 'Match Card Administrator' is required to access Competition Management module.</p>
2	 Personal Details  Organisation Profile  People  Finance  Members	<p>Best suited to membership administrators.</p>
1	 Personal Details  Team Management  Competition Management	<p>Best suited to Fixtures Secretaries and Team Managers. Please note, a role of 'Match card Administrator' is required to enable access to Electronic Match Card functionality within the 'Competition Management' module.</p>
0	 Personal Details	<p>Default permission level provided to all individuals in GMS. Level 0 provides access to an individual's personal information only.</p>

GMS CLUB ROLES LIST

Below is a list of roles that are available for club administrators to assign to individuals within their 'People' list. Roles are assigned to denote the individuals within a club that have a position of responsibility. The club can report on these role holders whilst also notifying the CB and RFU of the individuals that have these particular responsibilities.

Data Officer	Chairman Officer	Discipline Secretary Officer	Youth Registrar*
Honorary Secretary Officer	Honorary Treasurer Officer	President Officer	Team Manager***
Safeguarding Officer**	Fixture Secretary Officer ***	Medical Officer	Match Card Administrator***
Safeguarding Assistant**	Volunteer Coordinator Club Contact	Coaching Coordinator Club Contact	Membership Secretary
Referee Coordinator Club Contact	Facilities Manager	Adult Male Contact (19+)	First Aider
Women and Girls Contact (over 13)	Youth Contact (12-18)	Mini Contact (5 to 11)	Rugby Safe Lead
Coach	Volunteer	Match Official Referee	International Ticket Contact Club Contact
Match Official Developer	Adult Registrar*	Women Registrar*	Non Registered Player
	CMS Author	CMS Editor	

*This role is required to drive functionality within the 'Player Registration' module. By holding this role, a registrar would also require a 'Level 3' or 'Level 5' permission in order to gain access to the 'Player Registration' module.

**This role is required to enable the 'apply for DBS' functionality within the 'People' tile.

***This role is required to access the Electronic Match Card, the desktop version can be accessed via the 'Competition Management' module.

ASSIGNING A ROLE

Roles in GMS are used to signify an individual's position within the club. Administrators with Level 2 Permission or above can assign a role to an individual by selecting the person they wish to update via the 'People' grid. Once you have found the individual's record, select their name, you will then be taken to their profile. Choose the 'Details' tab, from here you will see the 'Roles' widget on the right hand side of the screen, select the '+' sign to add a role. From here you will be able to pick a role from the list available by either searching for a particular role or choosing the magnifying glass icon to pick the generic list available. Note, an individual can have multiple roles at an organisation.

Please see the next page for information on adding a 'job title'.

The screenshot displays the user profile for 'Test Account' in the GMS system. The interface includes a left-hand navigation menu with options like 'Personal Details', 'Roles', and 'Home Address'. The main content area is divided into several sections: 'Personal Details' (RFU ID: 2324451, DATE OF BIRTH: 01/01/1990, GENDER: Male), 'Home Address (Default)', 'Home Phone', and 'Home Email (Default)'. On the right side, there is an 'Image' section with a silhouette, a 'Notes (Public)' section, and a 'Roles' widget. The 'Roles' widget is highlighted with a yellow border and contains fields for 'FULL NAME', 'ORGANISATION', 'ROLE', and 'JOB TITLE', along with dropdown menus for 'IS PRIMARY' and 'STATUS', and date pickers for 'VALID FROM' and 'VALID TO'.

ADDING A JOB TITLE

Functionality exists in GMS to add a 'Job Title' to a role for any individual within a Club or CB. This 'Job Title' field allows administrators to add detail that may be specifically relevant for their organisation, ensuring flexibility to record and report on individuals holding positions of responsibility.

To add a 'Job Title' to an individual, visit the 'People' tab. Search for the appropriate individual record. Click on that individual or choose the box next to their name and select 'Edit' in top right corner of screen. Once you have opened the record, select 'Details' and click on the + button next to 'Roles' on the right hand side of the screen. From here, you will be able to add a role against that individual and also provide a 'Job Title'. This 'Job Title' will then appear in brackets after the role on each page where that role is displayed.

The screenshot displays the GMS interface for a user profile. The left sidebar lists navigation options: Everyone, Personal Details, Summary, Details (selected), Roles, Relationships, Qualifications, Credentials, Communication, Communication History, My Orders, Product Orders, Memberships, Events, Attachments, Direct Debits, and Record Locks. The main content area shows the 'Personal Details' for 'Test Account', including RFU ID (2324451), Date of Birth (01/01/1990), Gender (Male), and Home Address (200 Whitton Road, Twickenham, Middlesex, England, TW2 7BA). The 'Roles' panel is open, showing a search bar for roles, a 'JOB TITLE' field, and dropdown menus for 'IS PRIMARY' (No) and 'STATUS' (Active). The 'Notes (Public)' panel is also visible, containing a 'Note' field.