

Microsoft Partner
Silver Application Development

FIRSTSPORTS

GMS

Updating & Editing Members

Introduction

There are three different ways that individual details can be updated, these are:

- Expand Edit (club admin)
- Drill through (club admin)
- Personal Details (by the individual)

1. Expand Edit

Via the grids, each individual has a row dedicated to them. The row contains a lot of information about the individual. (Scroll to the right to see additional details) The rows can be expanded (via a Red Arrow) to display the individual's pertinent details.

First Sports Demo												New Member	Export	Email	Bulk Upload
First Name	Last Name	RFLUID	Date Of Birth	Address	Phone	E-mail	Balance	Source	Member	Contact	Player	Pl	Filters		
Phil	Sports	1807217	09/01/1979		01932 213300	blackhole@first-sports.c...		Membership	Yes	Yes	No		▼		
Colonel	Mustard	1629895	15/02/1987	2b Glendower Road Ply ...		blackhole@first-sports.c...		Contact	Yes	Yes	Yes	R	▼		
Roger	Bloggs	1629903	03/06/1985	50 Shute Park Road Ply ...		blackhole@first-sports.c...		Contact	No	Yes	Yes	R	▼		
Brad	Pitt	1632227	01/09/1990	2 Rivulet Cottages Chur ...		blackhole@first-sports.c...	£5.00	Contact	No	Yes	Yes	R	▼		
Max	Bloggs	1629915	22/04/1979	8 Mylor Close Plymouth ...		blackhole@first-sports.c...	£5.00	Contact	No	Yes	Yes	R	▼		
Maxwell	Burton	982786	09/01/1979	24 Grasmere Wa Bylflee ...	(0) 7 545 921483	blackhole@first-sports.c...	£70.00	Individual	No	Yes	No		▼		
Donald	Davidson	1828766	14/05/1975	Street City County AAA ...	123456789	sgreen@first-sports.com	£10.30	Membership	Yes	No	No		▼		
Tester	Fsi - Do Not Delet	1794824	14/05/1981	1 1 Street 1 1 City Berks ...	yuggrfE\$%&	blackhole@first-sports.c...	£386.00	Membership	No	No	No		▼		
Matthew	Lord	898293	11/07/1981	7 Glencoe Road Test W ...	0208 8317602 x7602	blackhole@first-sports.c...	£541.00	Membership	Yes	No	No		▼		
Max	Test	1828741	01/01/1979	200 Whitton Road Twick ...	(0) 1932 213300	mburton@first-sports.com		Individual	No	Yes	No		▼		
Maxwell	CMS	1828827	09/01/1979	200 Whitton Road Twick ...		mburton@first-sports.com		Membership	Yes	Yes	No		▼		
Declined	Payment	1828827	09/01/1979	200 Whitton Road Twick ...		mburton@first-sports.com	£10.30	Membership	Yes	No	No		▼		
CMS	Test	1828816	09/01/1979	200 Whitton Road Twick ...		mburton@first-sports.com	£10.00	Membership	Yes	Yes	No		▼		
Dad	Test	1828808	09/01/1979	200 Whitton Road Twick ...		mburton@first-sports.com		Membership	Yes	No	No		▼		
Jane	Test	1828832	01/09/1979	200 Whitton Road Twick ...		mburton@first-sports.com	£10.30	Membership	Yes	No	No		▼		
Max	Test	1828807	09/01/1979	200 Whitton Road Twick ...		mburton@first-sports.com		Membership	Yes	No	No		▼		

Expanding details loads the individuals personal details, selecting the Pencil makes the information editable

First Name	Last Name	RFLUID	Date Of Birth	Address	Phone	E-mail	Balance	Source	Member	Contact	Player	Player Type
Phil	Sports	1807217	09/01/1979		01932 213300	blackhole@first-sports...		Membership	Yes	Yes	No	

Details

Mr Phil Sports

Date Of Birth: 09/01/1979
Gender: Male
Marital Status: [blank]
Occupation: [blank]
Status: Active

Select

Communication Details

Home Address (detail)

Hersham Place
41-61 Molesey Road
Walton-on-Thames
SURREY
UNITED KINGDOM
KT124RZ

Home Phone (detail)

01932 213300

blackhole@first-sports.com

Notes

Note

Roles

- Hon Secretary Officer
- Hon Treasurer Officer
- President Officer
- Fixtures Secretary Officer
- Discipline Secretary Officer
- Coach

Links to Club

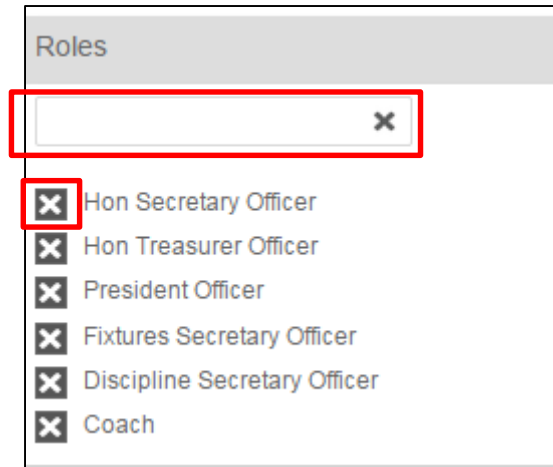
Hon Secretary (Active)
Contact from 20/10/2014 to Current

Safeguarding (Inactive)
Contact from 20/10/2014 to 17/02/2015

Social (Inactive)
Membership from 20/10/2014 to 01/09/2015

To remove any current roles, select the X against any of those assigned role and the role will be removed.

To add a role simply type into the text box the name of the role to be added and select Add

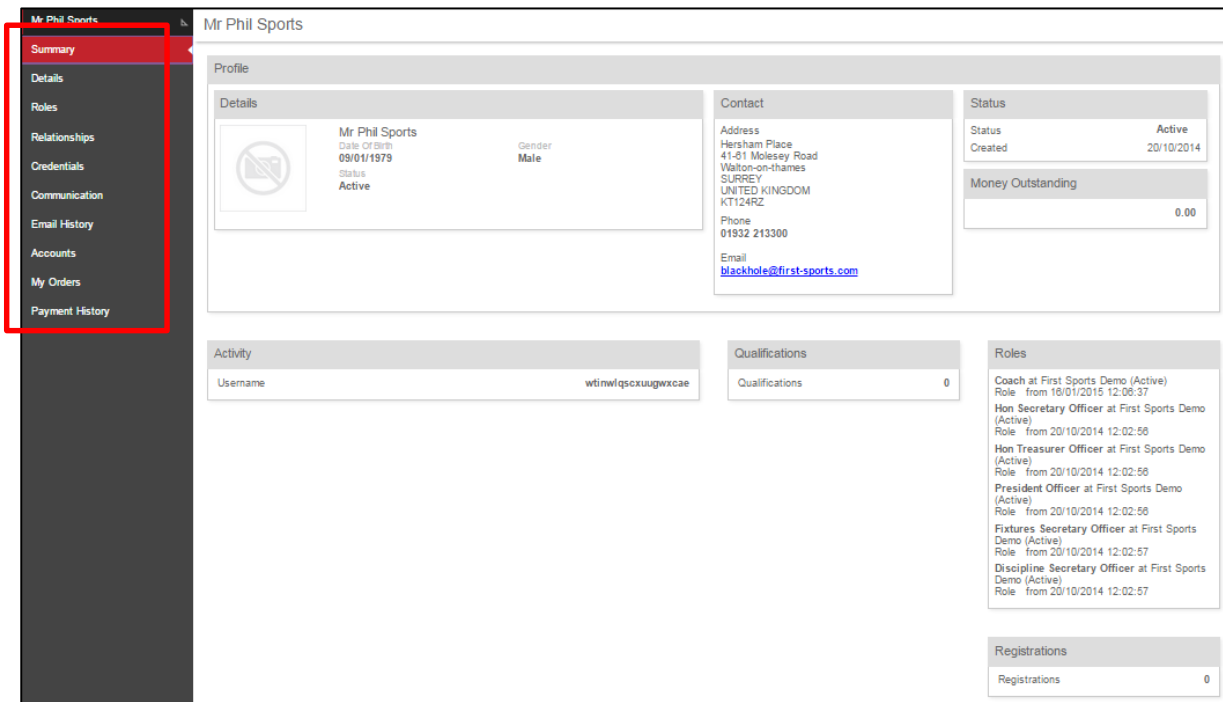


2. Drill Through

Each individual name is hyperlinked. Selecting the name will drill through on the details for that individual

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Max	Bloggs	1629915	22/04/1979	8 Mylor Close Plymouth ...		blackhole@first-sports.c...	£5.00	Contact	No	Yes	Yes	R			
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Max	Test	1828741	01/01/1979	200 Whitton Road Twick ...	(0) 1932 213300	mburton@first-sports.com		Individual	No	Yes	No				
Maxwell	CMS	1828827	09/01/1979	200 Whitton Road Twick ...		mburton@first-sports.com		Membership	Yes	Yes	No				
Declined	Payment	1828821	09/01/1979	200 Whitton Road Twick ...		mburton@first-sports.com	£10.30	Membership	Yes	No	No				
CMS	Test	1828816	09/01/1979	200 Whitton Road Twick ...		mburton@first-sports.com	£10.00	Membership	Yes	Yes	No				
Dad	Test	1828808	09/01/1979	200 Whitton Road Twick ...		mburton@first-sports.com		Membership	Yes	No	No				
Jane	Test	1828832	01/09/1979	200 Whitton Road Twick ...		mburton@first-sports.com	£10.30	Membership	Yes	No	No				
Max	Test	1828807	09/01/1979	200 Whitton Road Twick ...		mburton@first-sports.com		Membership	Yes	No	No				

From here the various tabs will hold different elements of data about that individual and can be edited



3. Personal Details

Each individual that is entered onto the clubs database can have access to their own Personal details and update these.

If they have a log in, they can sign in to GMS and access the module called "Personal Details" once accessed they can update and change a host of their details.

