ELECTRONIC MATCH CARD
STEP BY STEP GUIDE

DESKTOP VERSION

BEFORE YOU START:

ARE YOU ONE OF YOUR CLUB'S MATCH CARD ADMINISTRATORS? HAVE YOU BEEN ASSIGNED THE ROLE WITHIN GMS AND GIVEN A PERMISSION LEVEL OF 1,3 OR 5? CHECK BY LOGGING IN AND LOOKING FOR THE 'COMPETITION MANAGEMENT' TILE AT GMS.RFU.COM/GMS/ACCOUNT/LOGIN (SAVE THIS LINK IN YOUR FAVOURITES!)

SELECTING YOUR TEAM

- Login to GMS, click the 'app menu' in the top left corner and choose the 'Competition Management' tile.
- Select the 'Match Card' menu item from the left-hand panel. On the search page, ensure your criteria is correct, when you have found your fixture, select 'View'.
- You will see a selection of tabs, depending on if you are the home or away team, choose the appropriate tab. Enter your line up by searching for the player to fill that position, when you are done choose 'Save', which will submit your line-up. Previous line-ups, as well as saved selections can be selected from the drop-down menu.

NOTE: Even if a line-up is confirmed – it can be amended as long as the entire card has not been finally submitted. Any resubmissions will be timestamped.

- If a player is not showing when searched for whilst entering a line-up, there are two points that need checking:
  • The player has affiliated (or has been effectively registered if required) to the club
  • The player has been assigned to the relevant squad/team of the line-up in question, this can be checked in the 'Team Management' module by choosing the relevant team and viewing the 'Playing Squad' menu

- Prior to kick off, check that the away team has submitted their line-up. If not, you may be able to assist them, depending on competition setup.

DURING THE MATCH (OPTIONAL)

- Match events, such as scoring, substitutions and cards can also be input into the EMC. This can be done in real time or post-match as long as it is before the card is submitted.
- To enter match events, select the 'Match Events' tab.
- Add an event by choosing appropriate team, player, event type and minute and select 'add event'.
- A time-line of events will then appear within the 'Match Events' tab so that you can keep track of what has been entered.
- These can be filled in post-match, post-score submission but pre-EMC submission.
- These Match Events will update onto the Match Centre part of Fixtures & Results eland can be used to help track both a team's and individual's performance across the season. Club reports of this information are available for download within the Reports section of the GMS Team Management Module.
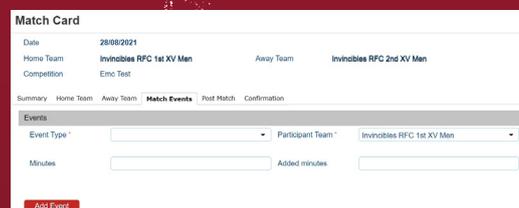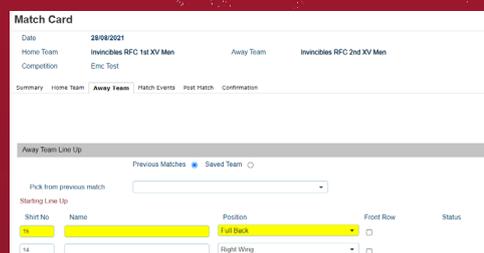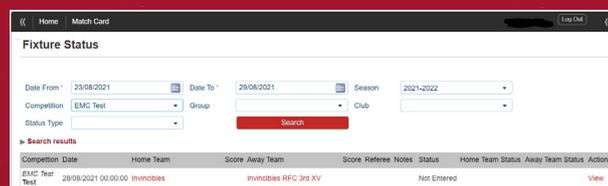
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POST MATCH

- When the match is finished, click the 'Post Match' tab.
- If there has been any suspected concussions within the match then please use the dropdown to select the appropriate players. This will send an email on how to deal with their injury as well as inform their club's RugbySafe Lead.
- Enter the details of the result, the final score and ensure the number of tries is recorded
– You will not receive bonus points otherwise! If no tries are scored by a team then enter 0 otherwise you will not be able to progress.
- Click submit score at the foot of the page. At this point your result will be sent to GMS and will update the league table. You will then be prompted to ensure you submit the Match Card.
- Now choose the 'Confirmation' tab, ensure the 'Home Team Completed' box is ticked and select submit. Please ensure that all line-up information has been confirmed with the opposition before submitting the EMC.
- You will now be presented with a message informing you that the match card has been submitted, triggering an email that will be sent to the League Secretary/ Competition Organiser, home team match card administrators and away team match card administrators.