ELECTRONIC MATCH CARD– TOP TIPS

Getting Access:

Make sure you can gain access to the Electronic Match Card ahead of your first home fixture.

Remember, you will need the role of **'Match Card Administrator'** at your club **AND** a permission level of **1, 3 or 5**. You can find more information on roles and permissions including who can allocate them and the modules accessible for each permission level by [clicking here](#).

Handy Links:

GMS Desktop Version: https://gms.rfu.com/GMS/Account/Login (access to Match Card is via the 'Competition Management' tile)

Match Card Mobile Version: https://gms.rfu.com/mobile/ (it's a good idea to save this link in your favourites!) *Top Tip-* save this link to your home screen and a 'widget' will appear that enables you to access the tool without needing to open a browser. Using iPhone as an example, choose 'Add to Home Screen'.

Match Card Information and Support Materials (GMS Hub):
https://www.englandrugby.com/governance/club-support/gms/electronic-match-card/

Picking your Team:

Login to GMS a few days before your next fixture and pick your team. Remember, you can 'save' your favourite line-up by entering a name for your selection at the foot of the Match Card, meaning you can use this as a starting point each week should you wish:

Alternatively, you can select the team you chose the previous week by choosing the 'Previous Matches' icon and from the drop down list selecting a previous week's line-up to populate your team sheet.

Make sure you set your line-up as 'Confirmed' and that you save this before you exit the page.

Selecting 'Non-Registered' Players

Some competitions allow for a number of 'non-registered' players to be selected on a Match Card. It is a requirement that clubs check their competition rules to ensure that this is permitted and that a club does not select more 'non-registered' players than is permitted within the competition rules.

If your competition allows 'non-registered' players to be selected, searching for players to add to your line-up will reveal the individual's within your club's everyone list that have a role of 'registered player' or 'non-registered player'.

On the desktop version, after you have searched for the eligible players to be selected, if the individual does not appear, you can 'add new'. This function will enable you to add this individual to your club. You will be required to enter the individual's details and a search will be completed across the database for existing records. If no existing record is found, this individual will be created as a 'non-registered player' and will now be able to be selected. All individuals that are 'non-registered' will appear on the line-up with a (NR) status against their name.

If the individual you have searched for already exists when you search for their record, they will appear in the grid beneath the search panel. Select this record and choose save, this will give the individual a status of 'non-registered player' and will be available for selection.

During Match

You may wish to use the 'Mobile Version' of the Electronic Match Card to record match events from the side line.

To enter match events, select the '**Events**' tab. **Add an event** by choosing 'add' or select the + button in the top right hand of the screen. Choose the **type of event** you wish to add, select the appropriate team, player and minute of the event. Make sure you hit save.

A **timeline of events** will then appear within the 'Events' tab so that you can keep track of what has been entered.
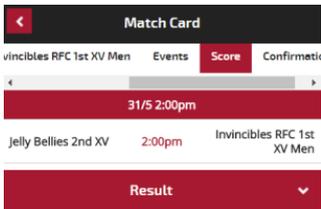
Post-Match

At the end of the match, open the '**score**' (mobile) or '**post-match**' (desktop) tab, ensure you enter the final score and enter the number of tries scored for each side; this will ensure relevant bonus points are allocated correctly!
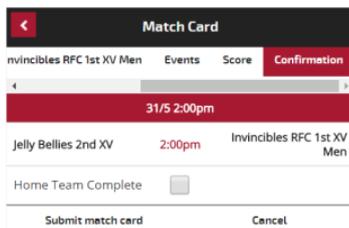

Submitting the score will send the result to GMS. Remember, you still need to submit the Match Card. To do this, choose the '**confirmation**' tab and ensure all boxes requiring confirmation have been selected. Then choose '**Submit Match Card'**.