



GMS

Personal Details

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

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Introduction

Personal details brings together all the information that has been entered onto the system about the individual that is logged in.

Potentially every individual can have access to Personal Details. If the individual is created and assigned to an organisation, that individual can be sent their log in details and at the very least, access the Personal Details tile and start managing their own details.

If the individual only has a log in for the system and no admin role assigned to them, they will not be able to access anything else but Personal Details.

The Personal Details module contains:

1. Summary

The screenshot shows the 'Summary' page of the IRFU Personal Details module for a user named Carolyn O'Connor. The page is divided into several sections:

- Header:** Carolyn O'Connor, IRFU ID 18833705, Active status.
- Summary:** Includes fields for Email Address (carolyn.o'connor@irfu.ie), Date of Birth, Gender (Female), and Nationality (Ireland).
- Roles:** Irish Rugby Football Union, Registered since 13/06/2018, Administrator since 28/03/2018.
- Activity:** Shows the user's last login on 21/06/2018 at 10:48.
- Money Outstanding:** EUR 570.00.
- Memberships:** Lists various memberships including Connacht Test April, Direct Debit Test Membership - multiple, and April Membership.
- Unpaid Orders:** Lists three unpaid orders for Test Club, each for €200.00, with due dates of 08/04/2018, 08/04/2018, and 18/04/2018.

The summary page is a non-editable breakdown of the pertinent information that is loaded onto the system, essentially the individual's profile.

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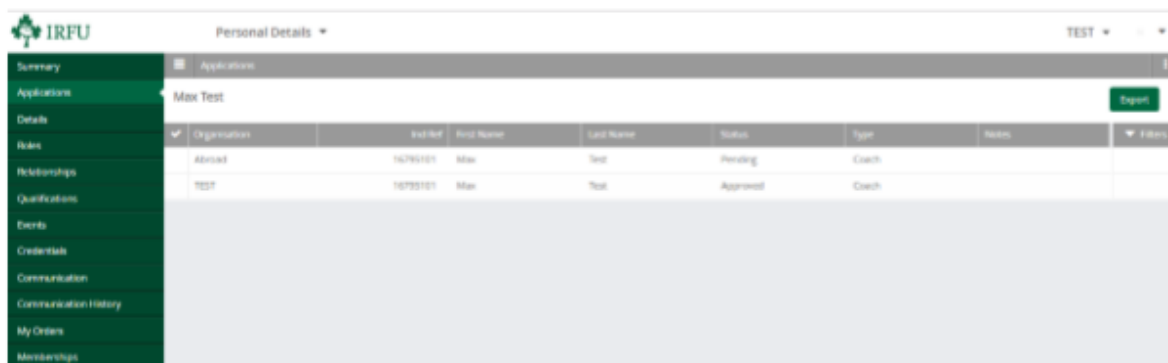
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2. Applications

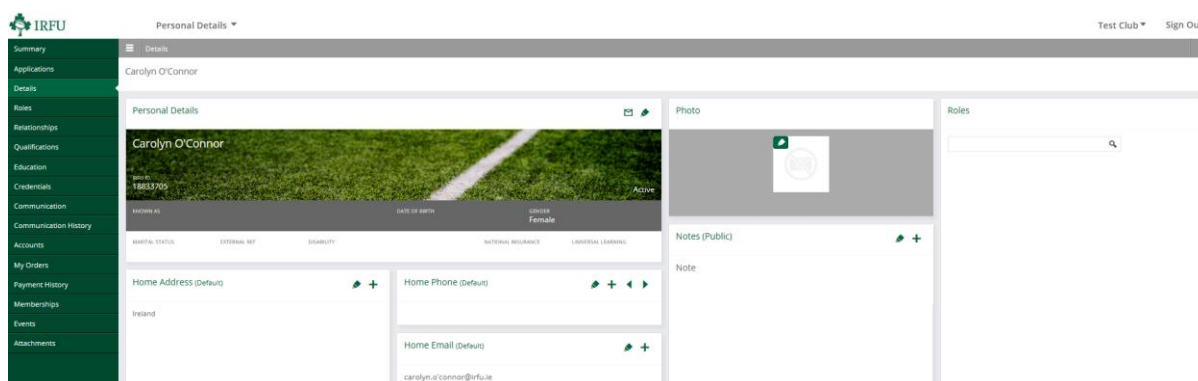
Applications list all the organisations that the individual has applied to become affiliated to and the status of the application.



Organisation	First Name	Last Name	Status	Type	Notes
Abroad	Max	Test	Pending	Coach	
TEST	Max	Test	Approved	Coach	

3. Details

Details allows the individual to update and amend their personal and contact details. Amendable details are the areas where a greyed out pencil appears. Selecting the Pencil enables the user to enter new details.



Personal Details

Carolyn O'Connor

Home Address (default): Ireland

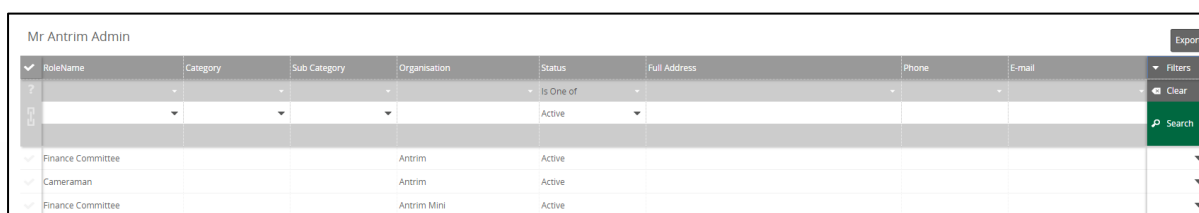
Home Phone (default):

Home Email (default): carolyn.oconnor@irfu.ie

Individuals are unable to edit/update their Title/First Name/Surname/Gender/DOB, This can only be completed by a Branch user or an IRFU administrator. This is not a club administrator permission.

4. Roles (Read Only)

Roles lists all the active roles that the individual has assigned to them.



RoleName	Category	Sub Category	Organisation	Status	Full Address	Phone	E-mail
Finance Committee			Antrim	Active			
Camerman			Antrim	Active			
Finance Committee			Antrim Mini	Active			

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5. Relationships

Relationships displays any existing relationships that exist between that individual and any other individual in the system. These relationships can be created in various ways, including:

- **Player Registration** – When a Youth Player is entered, there is a choice to enter parent’s details. Once the parent is entered a relationship is created. The new player and the parent(s) appear in GMS as “Non Members” the relationship has been created.
- **Family Memberships** – When assigning multiple individuals to a Family Membership, the system asks what the relationship is between those members. Once the relationship has been entered at the point of assigning the membership, then this will be viewable from Personal Details.
- **Add Relationships (Manual)** – It is also possible to create relationship manually from GMS. To do this, two individuals must be selected, followed by “More” and “Add Relationship” this allows relationships between the pair to be added

Mr Antrim Admin							Export
✓	Description	Date of Birth	Relationship	Valid from	Valid to	Comments	Filters
✓	15732080 Antrim Admin is the Husband of Antrim Admin	01/01/1990	Husband	28/07/2015		Added by Antrim Admin on 28/07/2015	

It is also possible to select the IRFU ID and drill through to the details for the individual associated to the user.

6. Qualifications

Qualifications lists any individuals IRFU qualifications that they have obtained

Antrim

Export

✓	Qualifications	Level	Category	Awarding Body	Status	Awarded	Expiry	Certificate Generated	Certificate Posted	Certificate Emailed	Filters
✓	Foundation (STAGE 2)	Stage 2	Coach	Irish Rugby Football Union	Active	01/12/2010					

7. Education

Education lists any individuals IRFU education they have received

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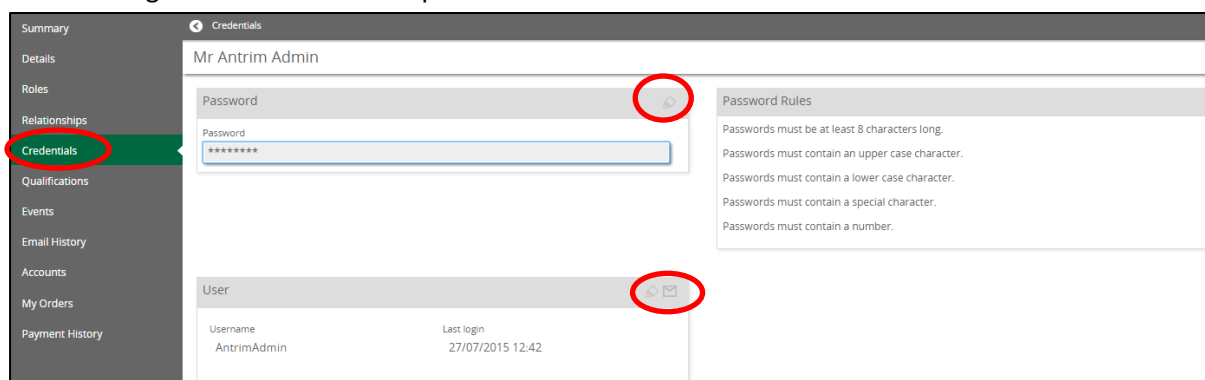
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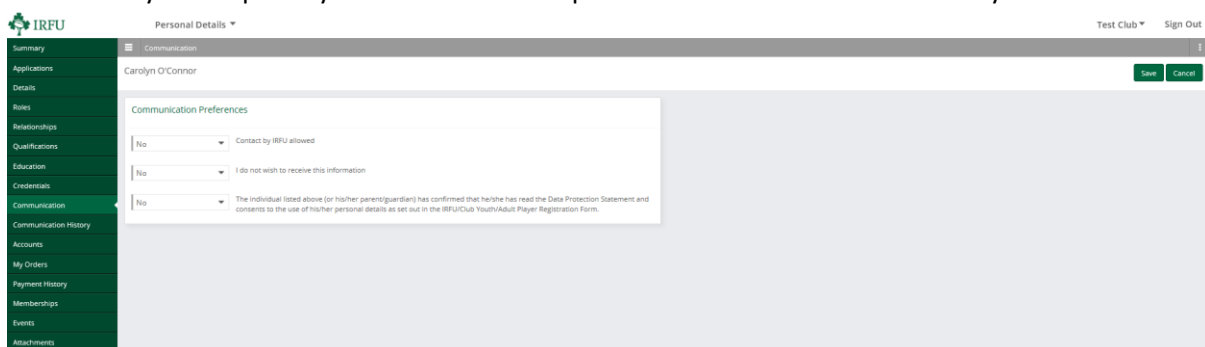
8. Credentials

Credentials allows the users to change their username and/or password for the system by selecting the Pencil against either of those options:



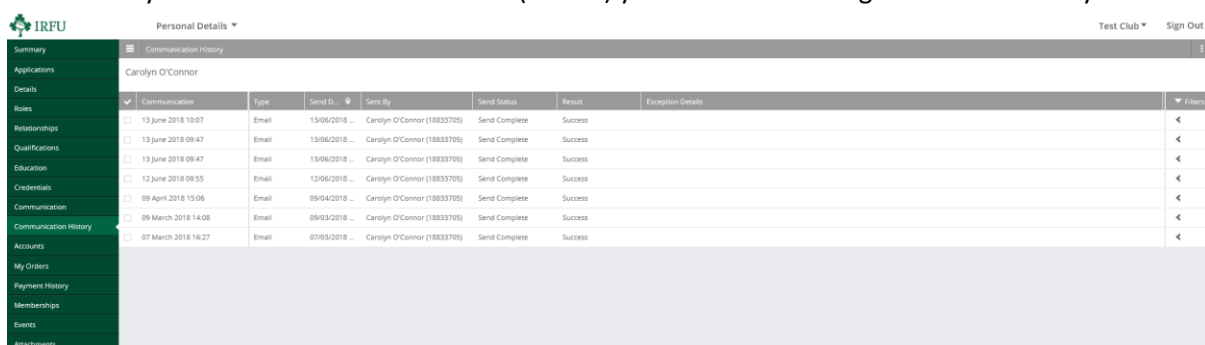
9. Communication

This allows you to update your communication preferences within the clubhouse system



10. Communication History

This allows you to review communications (emails) you have sent through the clubhouse system



	Communication	Type	Sent On	Sent By	Sent Status	Result	Exception Details	Filter
<input checked="" type="checkbox"/>	13 June 2018 10:07	Email	13/06/2018 ...	Carolyn O'Connor (18833705)	Send Complete	Success		◀
<input checked="" type="checkbox"/>	13 June 2018 09:47	Email	13/06/2018 ...	Carolyn O'Connor (18833705)	Send Complete	Success		◀
<input checked="" type="checkbox"/>	13 June 2018 09:47	Email	13/06/2018 ...	Carolyn O'Connor (18833705)	Send Complete	Success		◀
<input checked="" type="checkbox"/>	12 June 2018 09:55	Email	12/06/2018 ...	Carolyn O'Connor (18833705)	Send Complete	Success		◀
<input checked="" type="checkbox"/>	09 April 2018 15:06	Email	09/04/2018 ...	Carolyn O'Connor (18833705)	Send Complete	Success		◀
<input checked="" type="checkbox"/>	09 March 2018 14:08	Email	09/03/2018 ...	Carolyn O'Connor (18833705)	Send Complete	Success		◀
<input checked="" type="checkbox"/>	07 March 2018 16:27	Email	07/03/2018 ...	Carolyn O'Connor (18833705)	Send Complete	Success		◀

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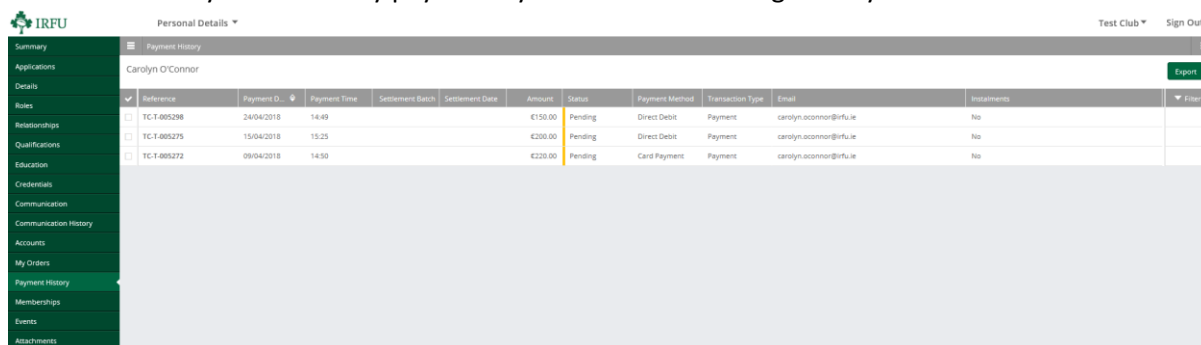


11. Accounts & My Orders

These area's allow you view orders and memberships you have ordered / purchased. (Not widely used)

12. Payment History

This area allows you review any payments you have made through the system.



Reference	Payment ID	Payment Time	Settlement Batch	Settlement Date	Amount	Status	Payment Method	Transaction Type	Email	Installments
TC-T-005298	24/04/2018	14:49			€150.00	Pending	Direct Debit	Payment	carolyn.oconnor@irfu.ie	No
TC-T-005275	15/04/2018	15:25			€200.00	Pending	Direct Debit	Payment	carolyn.oconnor@irfu.ie	No
TC-T-005272	09/04/2018	14:50			€220.00	Pending	Card Payment	Payment	carolyn.oconnor@irfu.ie	No

13. Memberships

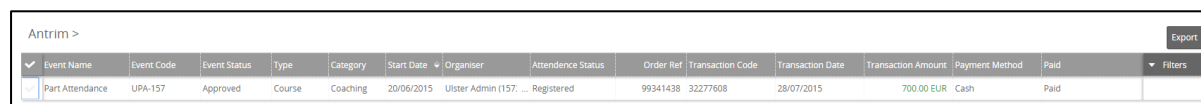
This allows you see any membership schemes I have been assigned to (purchased) through the system



Renewal St.	Related	Membership Scheme	Member Organisation	Membership Type	Status	From	To	Filters
		Connacht Test April	Test Club	Adult	Pending	23/04/2...	23/04/2...	
		Direct Debit Test Membership - multiple	Test Club	Adult	Pending	09/04/2...	09/04/2...	
		April Membership	Test Club	Adult	Pending	09/04/2...	09/04/2...	

14. Events

Events, lists all the upcoming courses an individual has booked on to attend.



Event Name	Event Code	Event Status	Type	Category	Start Date	Organisation	Attendance Status	Order Ref	Transaction Code	Transaction Date	Transaction Amount	Payment Method	Paid	Filters
Part Attendance	UPA-157	Approved	Course	Coaching	20/06/2015	Ulster Admin (157: ...)	Registered	99341438	32277608	28/07/2015	700.00 EUR	Cash	Paid	

15. Attachments

This allows you to upload and view any attachments that are available for your club.

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