GMS

Updating & Editing Members

Irish Rugby Football Union
10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720
T +353 01 6473800 | **F** +353 01 6473801
www.irishrugby.com

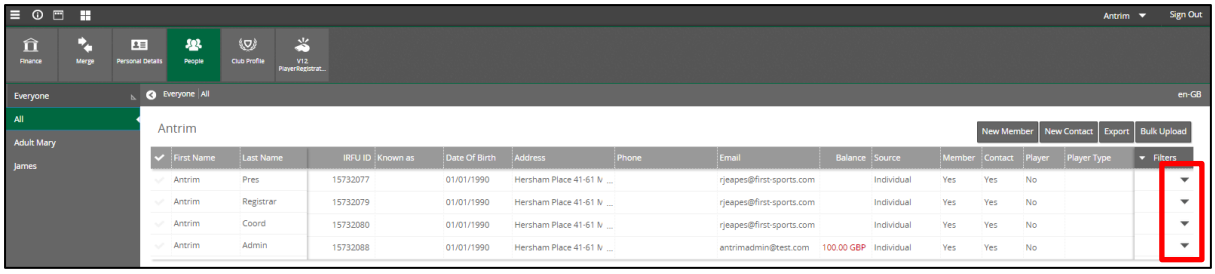
Introduction

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

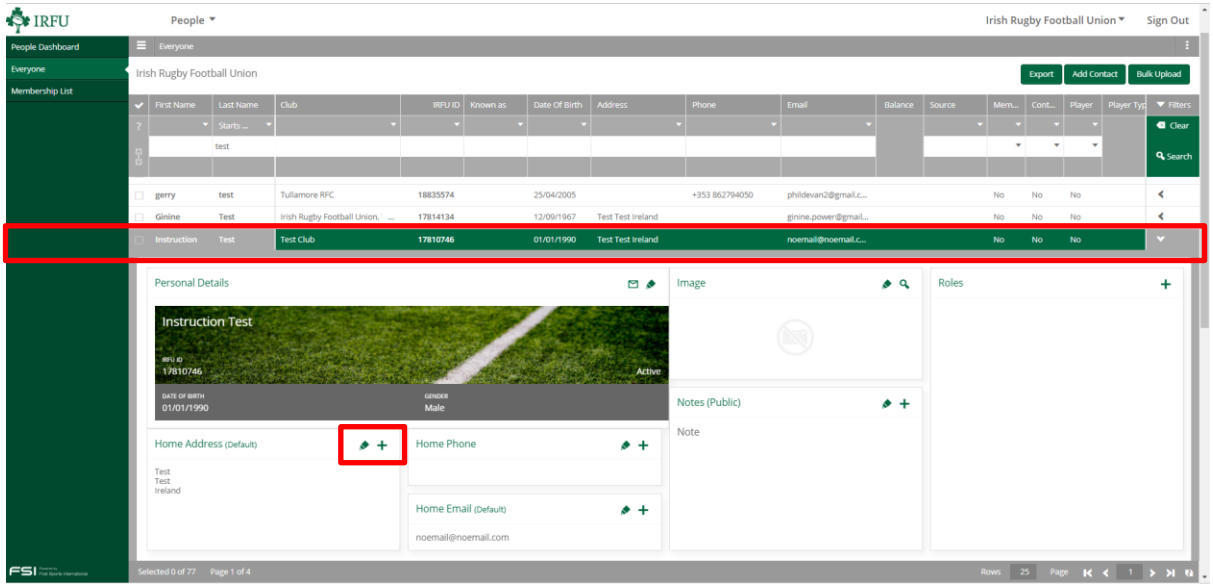
- Expand Edit (club admin)
- Drill through (club admin)
- Personal Details (by the individual)

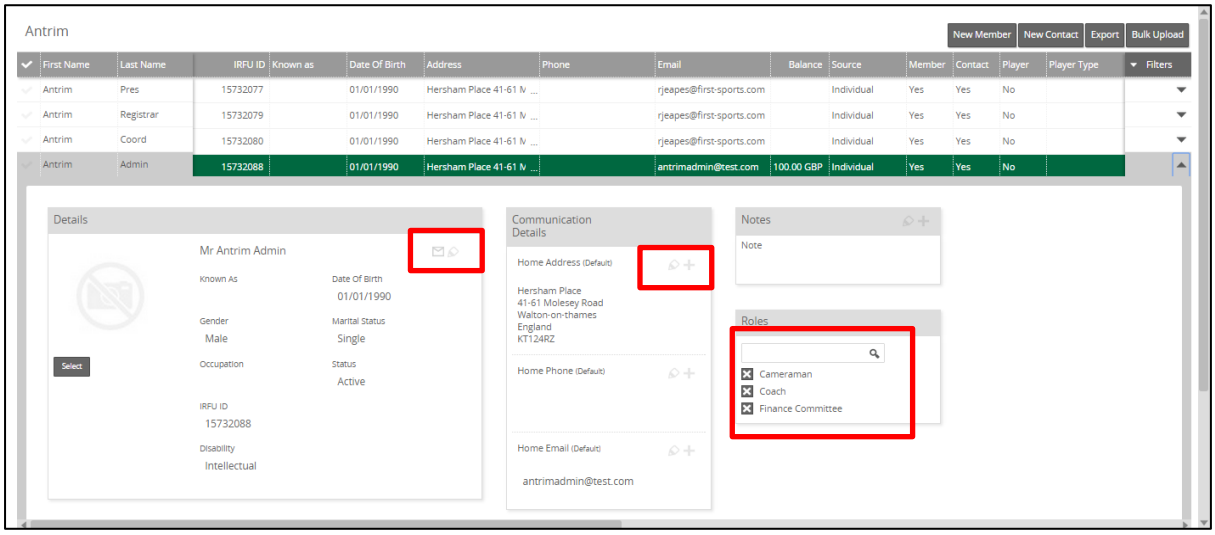
1. Expand Edit

First click on People – Select ‘Everyone’
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 the arrows on the right hand of every screen (highlighted in red below) to display the individual’s pertinent details.



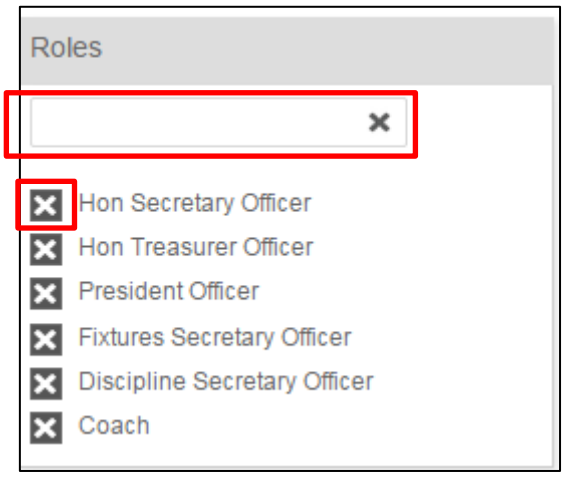
Expanding details loads the individuals personal details, selecting the Pencil makes the information editable.





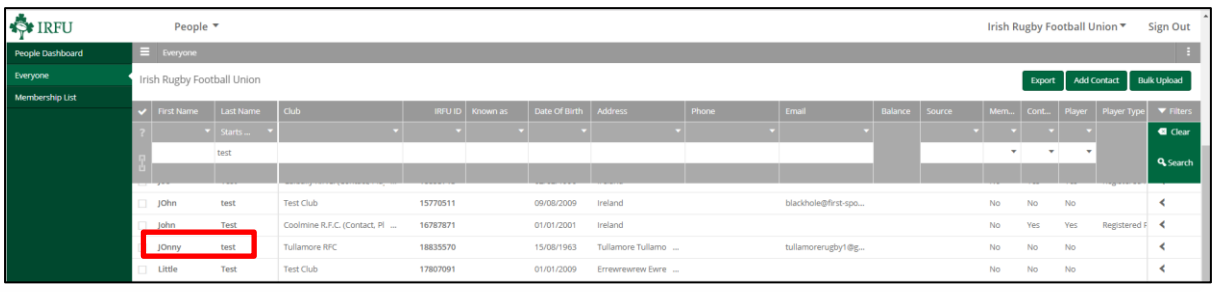
To remove any current roles, select the X against any of those assigned role and the role will be removed.

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

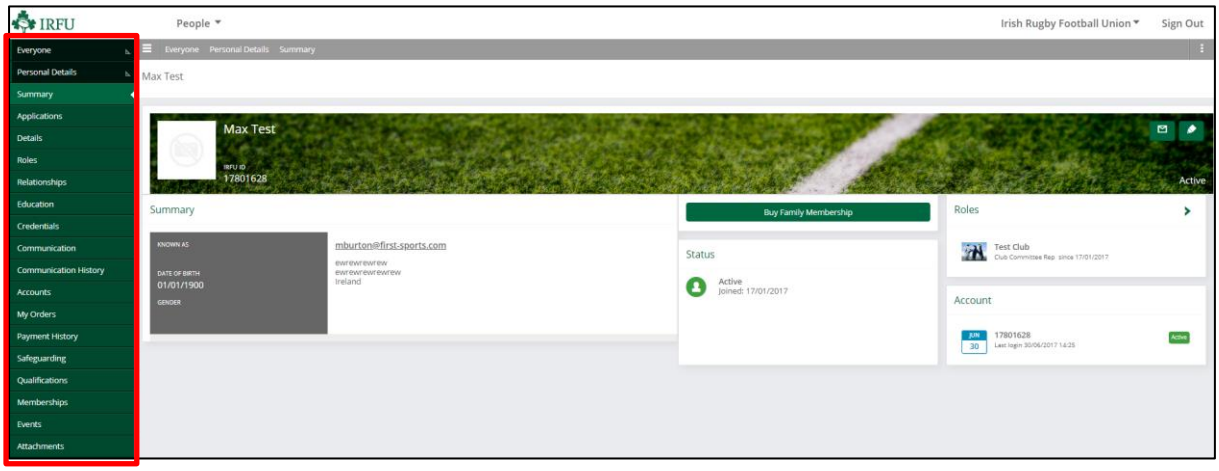


2. Drill Through

Each individual name is hyperlinked as you scroll over it. Selecting the name will drill through on the details for that individual



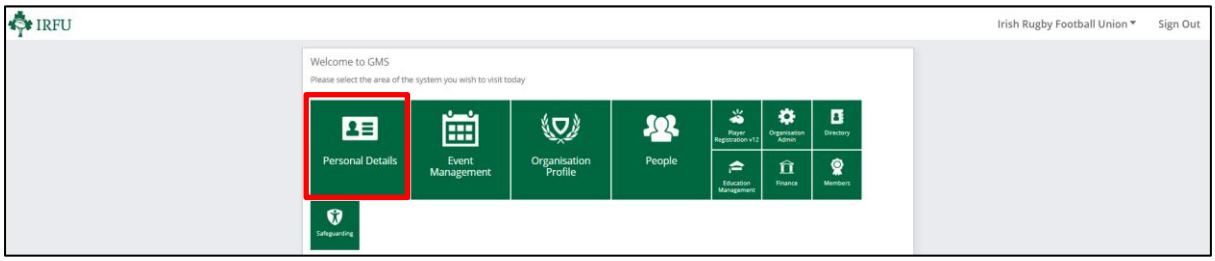
From here the various tabs will hold different elements of data about that individual and can be edited

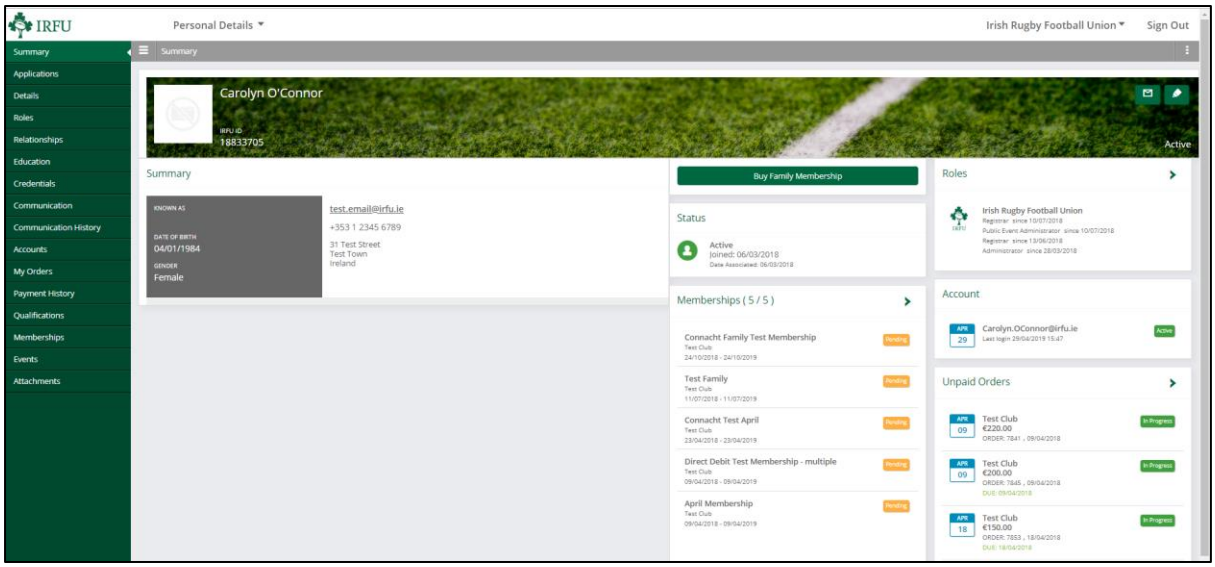


3. Personal Details

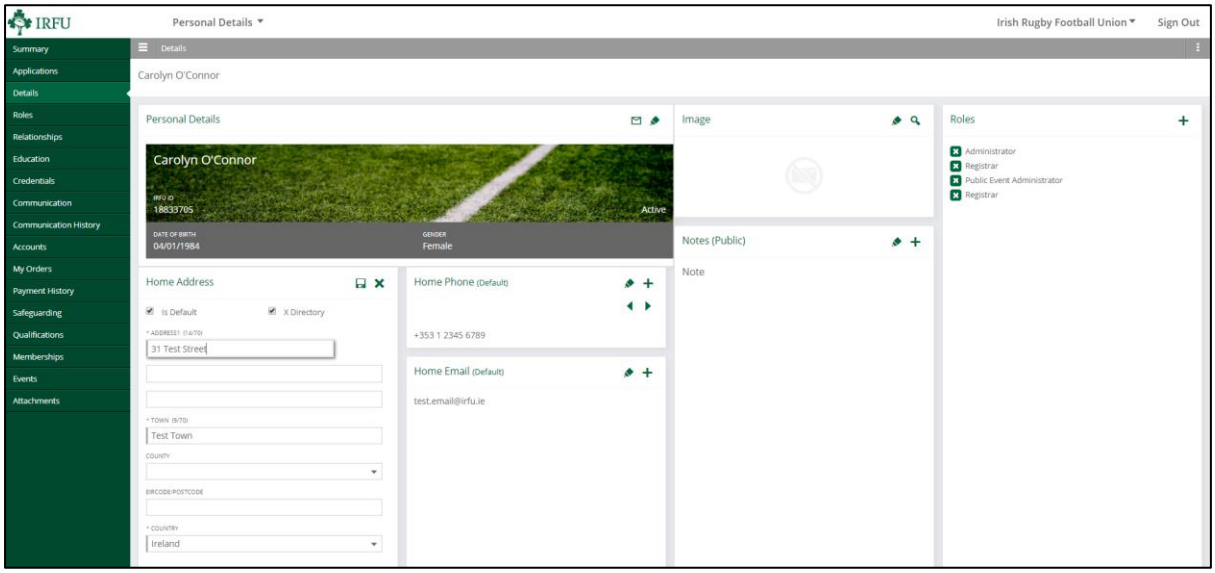
Each individual that is entered onto the clubs database can have access to their own Personal details and update these.

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.





Click on the Pencil Icon and the fields you can edit will appear. Once complete, press Save.



Irish Rugby Football Union
10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720
T +353 01 6473800 | **F** +353 01 6473801
www.irishrugby.com

IRFU