



**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](http://www.irishrugby.com)   



## Introduction

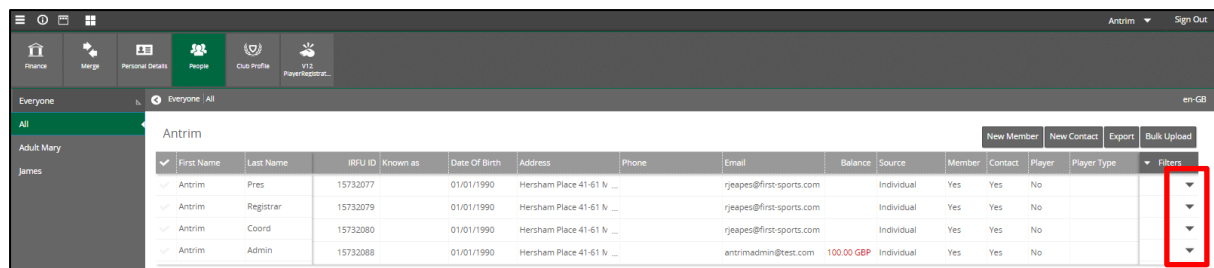
There are three different ways that individual details can be updated, these are:

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

### 1. Expand Edit

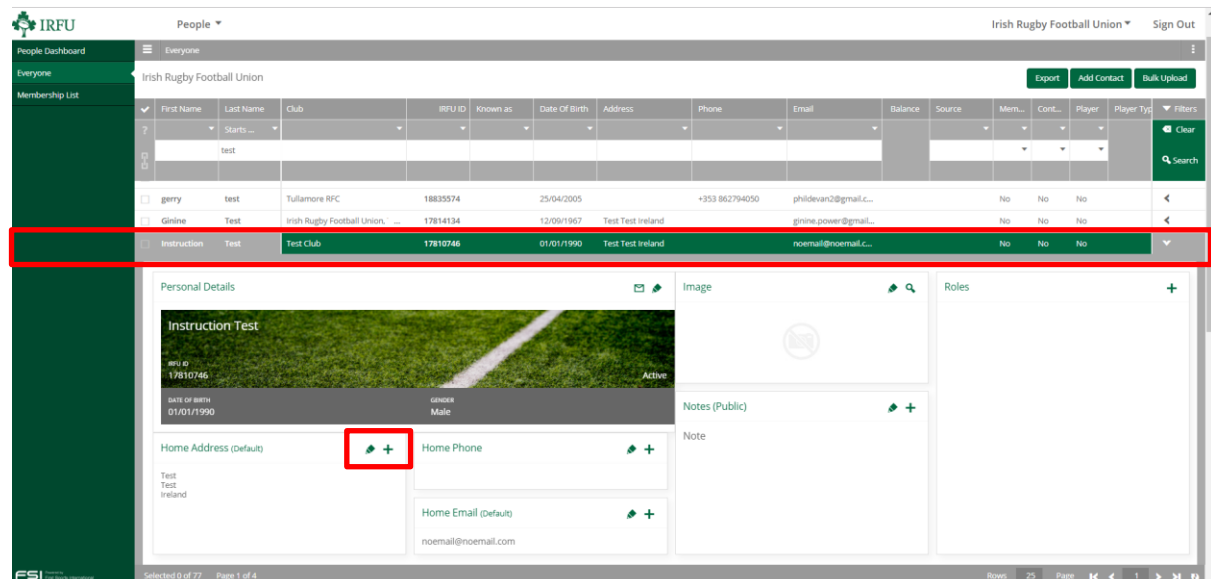
First click on People – Select ‘Everyone’

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.



First Name	Last Name	IRFU ID	Known as	Date Of Birth	Address	Phone	Email	Balance	Source	Member	Contact	Player	Player Type	Filters
Antrim	Pres	15732077		01/01/1990	Hersham Place 41-61 N ...		rjeapes@first-sports.com		Individual	Yes	Yes	No		▼
Antrim	Registrar	15732079		01/01/1990	Hersham Place 41-61 N ...		rjeapes@first-sports.com		Individual	Yes	Yes	No		▼
Antrim	Coord	15732080		01/01/1990	Hersham Place 41-61 N ...		rjeapes@first-sports.com		Individual	Yes	Yes	No		▼
Antrim	Admin	15732088		01/01/1990	Hersham Place 41-61 N ...		antrimadmin@first.com	100.00 GBP	Individual	Yes	Yes	No		▼

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



First Name	Last Name	Club	IRFU ID	Known as	Date Of Birth	Address	Phone	Email	Balance	Source	Member	Contact	Player	Player Type	Filters
gerry	test	Tullamore RFC	18835574		25/04/2005		+353 862794050	phidevan2@gmail.c...			No	No	No		▼
Ginine	Test	Irish Rugby Football Union...	17814134		12/09/1967	Test Test Ireland		ginine.power@gmail...			No	No	No		▼
Instruction	Test	Test Club	17810746		01/01/1990	Test Test Ireland		noemail@noemail.c...			No	No	No		▼

**Personal Details**

**Instruction Test**

IRFU ID: 17810746

DATE OF BIRTH: 01/01/1990

Home Address (Default) Home Phone Home Email (Default)

Test Test Ireland noemail@noemail.com

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Antrim

✓	First Name	Last Name	IRFU ID	Known as	Date Of Birth	Address	Phone	Email	Balance	Source	Member	Contact	Player	Player Type	Filters
✓	Antrim	Pres	15732077		01/01/1990	Hersham Place 41-61 N ...		rjeapes@first-sports.com		Individual	Yes	Yes	No		
✓	Antrim	Registrar	15732079		01/01/1990	Hersham Place 41-61 N ...		rjeapes@first-sports.com		Individual	Yes	Yes	No		
✓	Antrim	Coord	15732080		01/01/1990	Hersham Place 41-61 N ...		rjeapes@first-sports.com		Individual	Yes	Yes	No		
✓	Antrim	Admin	15732088		01/01/1990	Hersham Place 41-61 N ...		antrimadmin@test.com	100.00 GBP	Individual	Yes	Yes	No		

Details

Mr Antrim Admin

Known As

Date Of Birth

01/01/1990

Gender

Male

Marital Status

Single

Occupation

Status

Active

IRFU ID

15732088

Disability

Intellectual

Communication Details

Home Address (Default)

Hersham Place

41-61 Molesey Road

Walton-on-thames

England

KT124RZ

Home Phone (Default)

Home Email (Default)

antrimadmin@test.com

Notes

Note

Roles

Camerman

Coach

Finance Committee

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

Roles

X

X Hon Secretary Officer

X Hon Treasurer Officer

X President Officer

X Fixtures Secretary Officer

X Discipline Secretary Officer

X Coach

## 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

IRFU People

Irish Rugby Football Union

✓	First Name	Last Name	Club	IRFU ID	Known as	Date Of Birth	Address	Phone	Email	Balance	Source	Mem...	Cont...	Player	Player Type	Filters
	John	test	Test Club	15770511		09/08/2009	Ireland		blackhole@first-spo...			No	No	No		
	John	Test	Coolmine R.F.C. (Contact, Pl ...	16767871		01/01/2001	Ireland					No	Yes	Yes	Registered	
	John	test	Tullamore RFC	18835570		15/08/1963	Tullamore Tullamo ...		tullamore rugby1@ig...			No	No	No		
	Little	Test	Test Club	17807091		01/01/2009	Emmewreew Dene ...					No	No	No		

## Irish Rugby Football Union

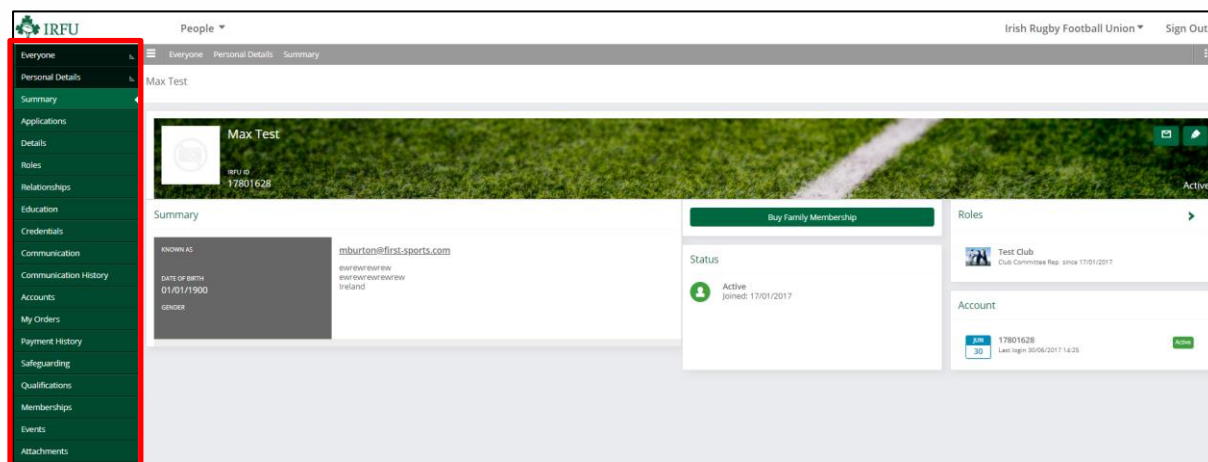
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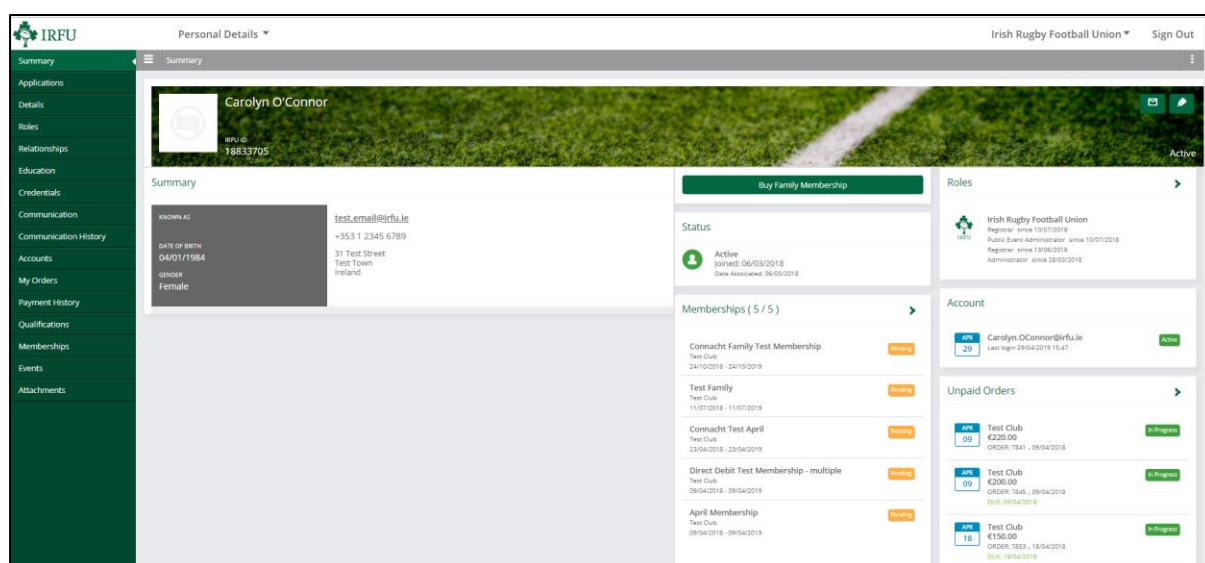
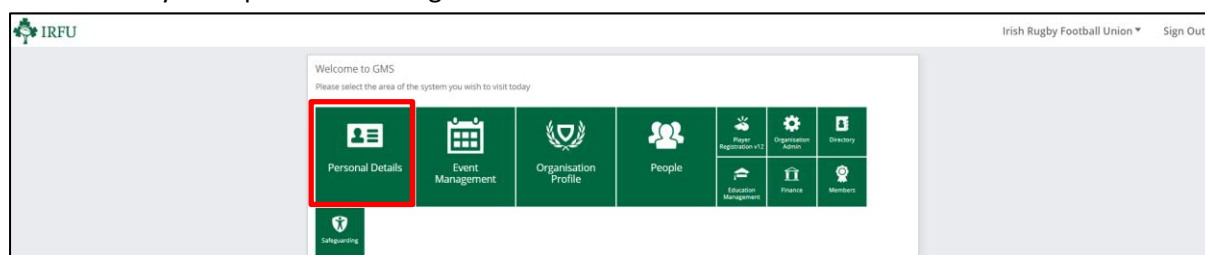
From here the various tabs will hold different elements of data about that individual and can be edited



### 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.

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IRFU
Irish Rugby Football Union ▾ Sign Out

Summary | 
 Details

## Carolyn O'Connor

**Personal Details**



**Carolyn O'Connor**

ID: 18833785 Active

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DATE OF BIRTH: 04/07/1984      GENDER: Female

**Home Address**

- ☒ Is Default    ☒ X Directory
- \* ADDRESS1 (H/W/O):  

31 Test Street
- TOWN (B/TD):  

Test Town
- COUNTRY:  

Ireland
- BICCODE/POSTCODE:
- \* COUNTRY:  

Ireland

**Home Phone (default)**


+353 1 2345 6789

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**Home Email (default)**

test.email@irfu.ie

**Image**




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**Notes (Public)**

Note

**Roles**

- ☒ Administrator
- ☒ Registrar
- ☒ Public Event Administrator
- ☒ Registrar