



GMS

Adding & Removing Roles

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

Roles assign certain permissions to an individual with they sign into the system. i.e. if the role of Registrar is assigned to an individual at the club, the next time they sign in, they will be able to register players at the clubs.

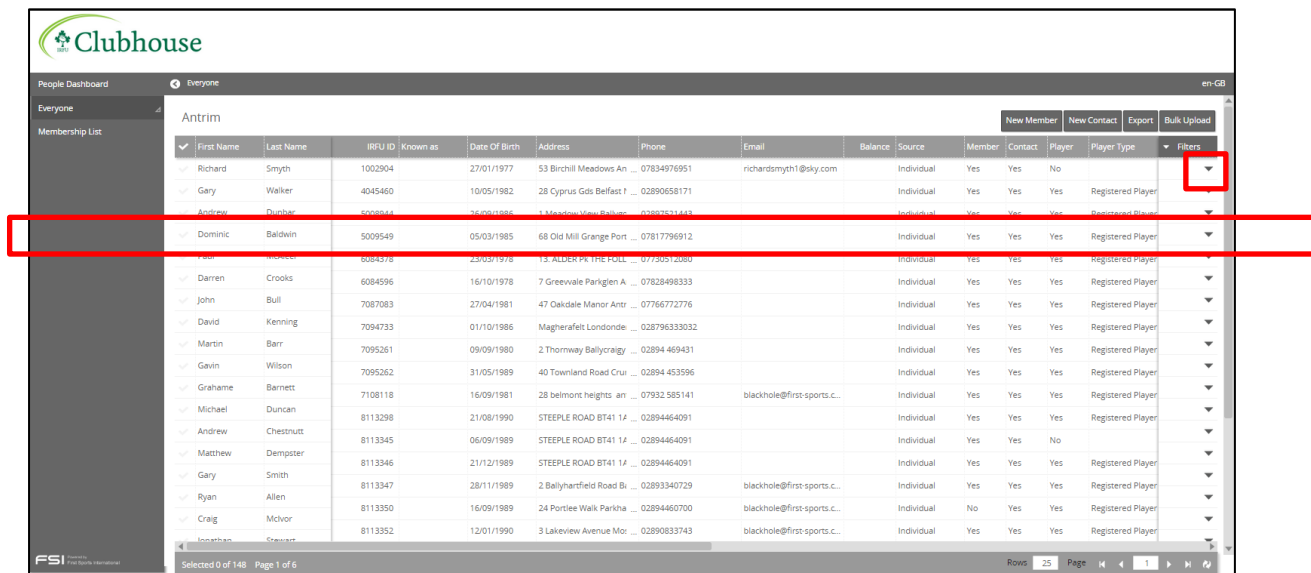
It is of equal importance that if an individual no longer requires those permissions at the club, that the role is removed. Until the role is removed, the individual will continue to have access to the various features of the system that are mapped to the role. i.e. Registrar role permits access to Player Registration.

Role are assigned via

- From the People tile -Select 'Everyone' – you can then use 'Expand edit as outlined below.

1. Expand Edit

Via the grids, 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 Arrow) to display the individual's pertinent details.



First Name	Last Name	RFU ID	Known as	Date Of Birth	Address	Phone	Email	Balance	Source	Member	Contact	Player	Player Type	Filters
Richard	Smyth	1002904		27/01/1977	53 Birchill Meadows An	07834976951	richardsmyth1@sky.com		Individual	Yes	Yes	No		
Gary	Walker	4045460		10/05/1982	28 Cypress Gds Belfast 1	02890658171			Individual	Yes	Yes	Yes	Registered Player	
Andrew	Thoburn	3000934		26/01/1985	1 Meadows View Balunc	07803321443			Individual	Yes	Yes	Yes	Registered Player	
Dominic	Baldwin	5009549		05/03/1985	68 Old Mill Grange Port	07817796912			Individual	Yes	Yes	Yes	Registered Player	
Paul	Moore	6084378		23/03/1978	13 ALDER PK THE POLL	07730512080			Individual	Yes	Yes	Yes	Registered Player	
Darren	Crooks	6084596		16/10/1978	7 Greenvale Parklen A	07828498333			Individual	Yes	Yes	Yes	Registered Player	
John	Bull	7087083		27/04/1981	47 Oakdale Manor Antr	07766772776			Individual	Yes	Yes	Yes	Registered Player	
David	Kenning	7094733		01/10/1986	Magherafelt Londonde	028796333032			Individual	Yes	Yes	Yes	Registered Player	
Martin	Barr	7095261		09/09/1980	2 Thornway Ballycraig	02894 469431			Individual	Yes	Yes	Yes	Registered Player	
Gavin	Wilson	7095262		31/05/1989	40 Townland Road Cru	02894 453596			Individual	Yes	Yes	Yes	Registered Player	
Grahame	Barnett	7108118		16/09/1981	28 belmont heights an	07932 585141	blackhole@first-sports.c...		Individual	Yes	Yes	Yes	Registered Player	
Michael	Duncan	8113298		21/08/1990	STEEPLE ROAD BT41 1A	02894464091			Individual	Yes	Yes	Yes	Registered Player	
Andrew	Chestnutt	8113345		06/09/1989	STEEPLE ROAD BT41 1A	02894464091			Individual	Yes	Yes	No		
Matthew	Dempster	8113346		21/12/1989	STEEPLE ROAD BT41 1A	02894464091			Individual	Yes	Yes	Yes	Registered Player	
Gary	Smith	8113347		28/11/1989	2 Ballyharfield Road Bi	02893340729	blackhole@first-sports.c...		Individual	Yes	Yes	Yes	Registered Player	
Ryan	Allen	8113350		16/09/1989	24 Portlee Walk Parkha	02894460700	blackhole@first-sports.c...		Individual	No	Yes	Yes	Registered Player	
Craig	McIvor	8113352		12/01/1990	3 Lakeview Avenue Mor	02890833743	blackhole@first-sports.c...		Individual	Yes	Yes	Yes	Registered Player	

Expanding details loads the individual's personal details, selecting the Pencil makes the information editable

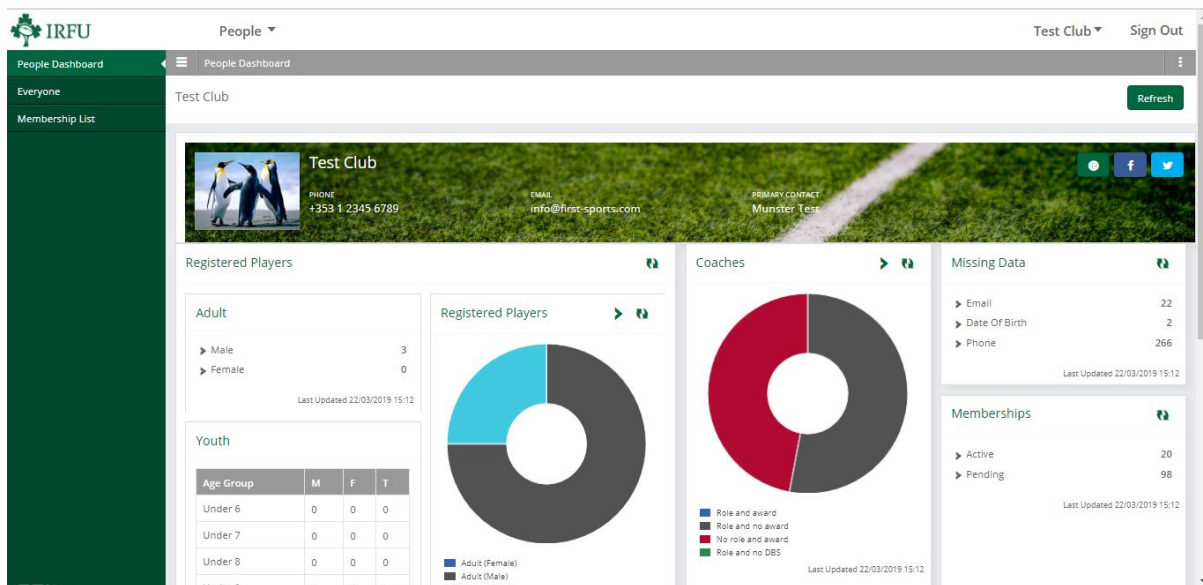
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To remove any current roles, select the X against any of those assigned role and the role will be removed.

Roles

- ☒ Hon Secretary Officer
- ☒ Hon Treasurer Officer
- ☒ President Officer
- ☒ Fixtures Secretary Officer
- ☒ Discipline Secretary Officer
- ☒ Coach

To add a role simply type select in the text box and start typing the name of the role require i.e Coach

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Upon typing the system will complete a search to find matches to the characters that are being entered.

Select the **role**

Select **Add**

The role has been added to the individual's current roles. The next time that individual signs in, they will have the permissions that are assigned to that role.

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