



GMS - Club House

Credentials; Password Reset, Log in Credentials and Organisation Admin

Irish Rugby Football Union

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

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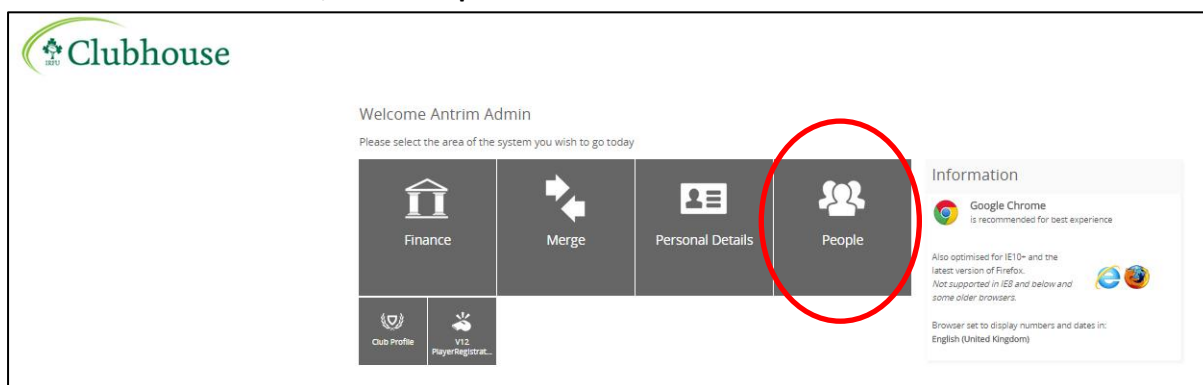
Introduction

Every individual added to a club can have a log in to the GMS.

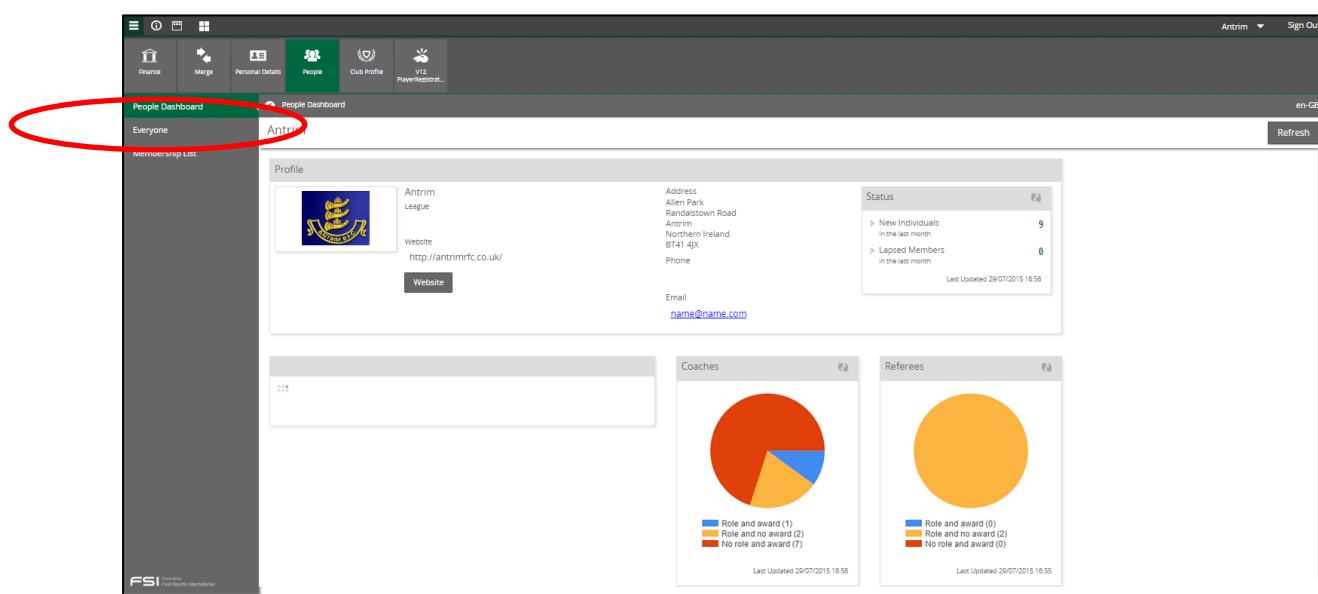
Whilst access (initially) will be limited, the individual can be assigned roles which assign specific access to modules

1. Credential Reset – Password Reset

Once the tiles have loaded, select **People**



From the Dashboard, select **Everyone**



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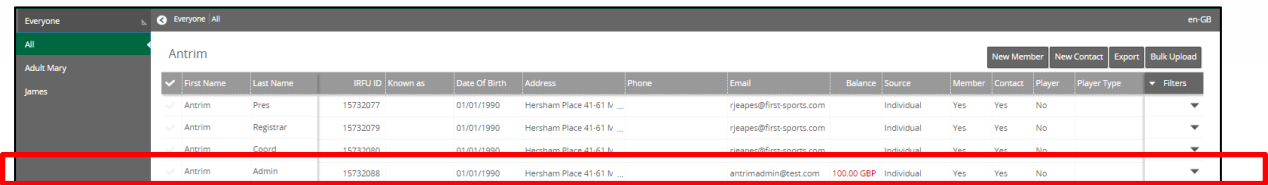
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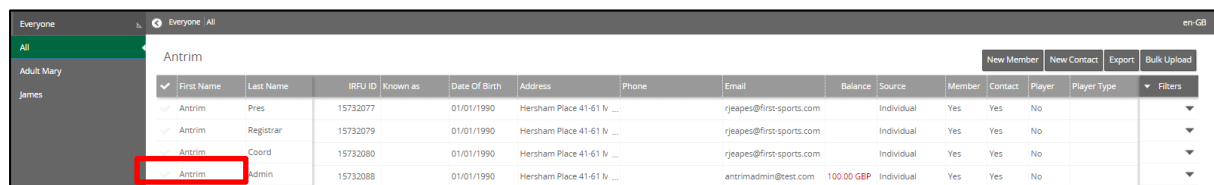


Via 'Everyone', find the individual that requires a credential reset.



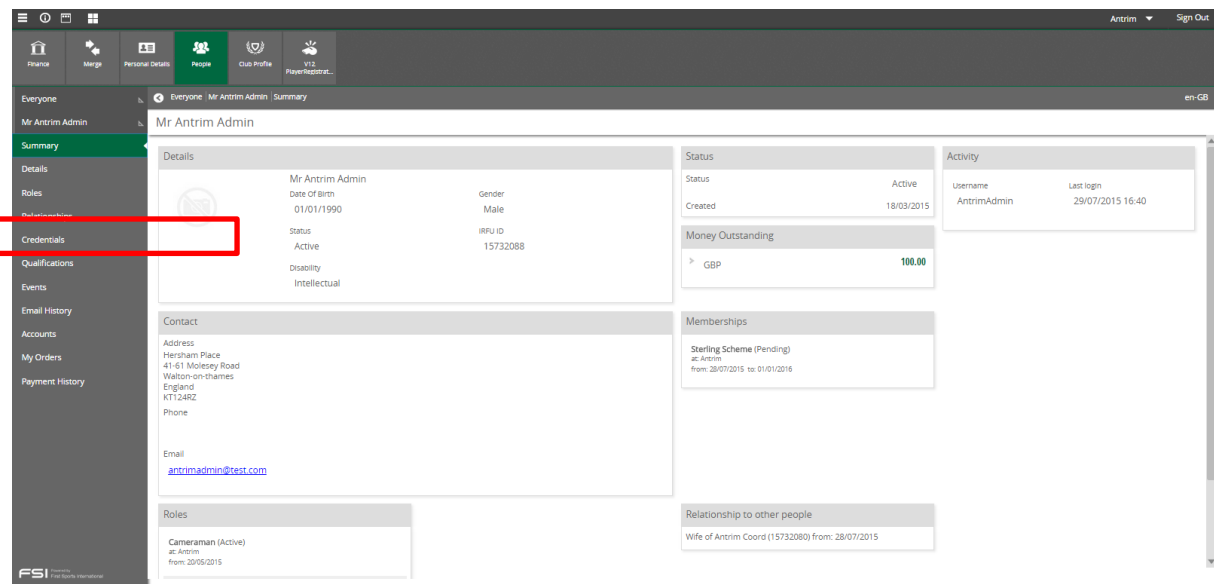
First Name	Last Name	IRFU ID	Known as	Date Of Birth	Address	Phone	Email	Balance	Source	Member	Contact	Player	Player Type	Filters
Antrim	Pres	15732077		01/01/1990	Hersham Place 41-61 N ...		rjeapes@first-sports.com		Individual	Yes	Yes	No		
Antrim	Registrar	15732079		01/01/1990	Hersham Place 41-61 N ...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

Each individual is hyperlinked, by selecting their name, this will drill through into their personal details, **Select the Individual**



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		

Select Credentials



Mr Antrim Admin

Summary

Details

Roles

Credentials

Qualifications

Events

Email History

Accounts

My Orders

Payment History

FSI

Mr Antrim Admin

Details

Mr Antrim Admin

Date of birth

01/01/1990

Gender

Male

Status

Active

IRFU ID

15732088

Disability

Intellectual

Contact

Address

Hersham Place
41-61 Molesey Road
Walton-on-thames
England
KT134AZ

Phone

Email

antrimadmin@test.com

Roles

Cameraman (Active)
at Antrim
from: 28/05/2015

Status

Status

Active

Created

18/03/2015

Money Outstanding

> GBP 100.00

Memberships

Starling Scheme (Pending)
at Antrim
from: 28/07/2015 to: 01/01/2016

Relationship to other people

Wife of Antrim Coord (15732080) from: 28/07/2015

Activity

Username

AntrimAdmin

Last login

29/07/2015 16:40

From Credentials it is now possible to

1. Edit/Change the username
2. Send a Password Reset

Note: It is not possible to assign, amend or update an individuals password, this has to be created by the user.

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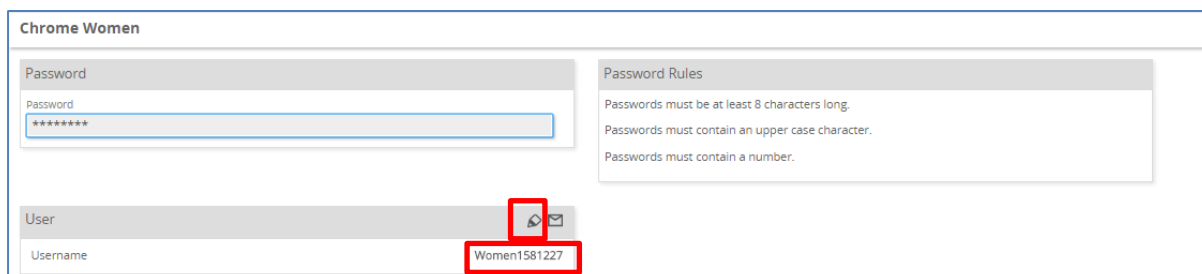
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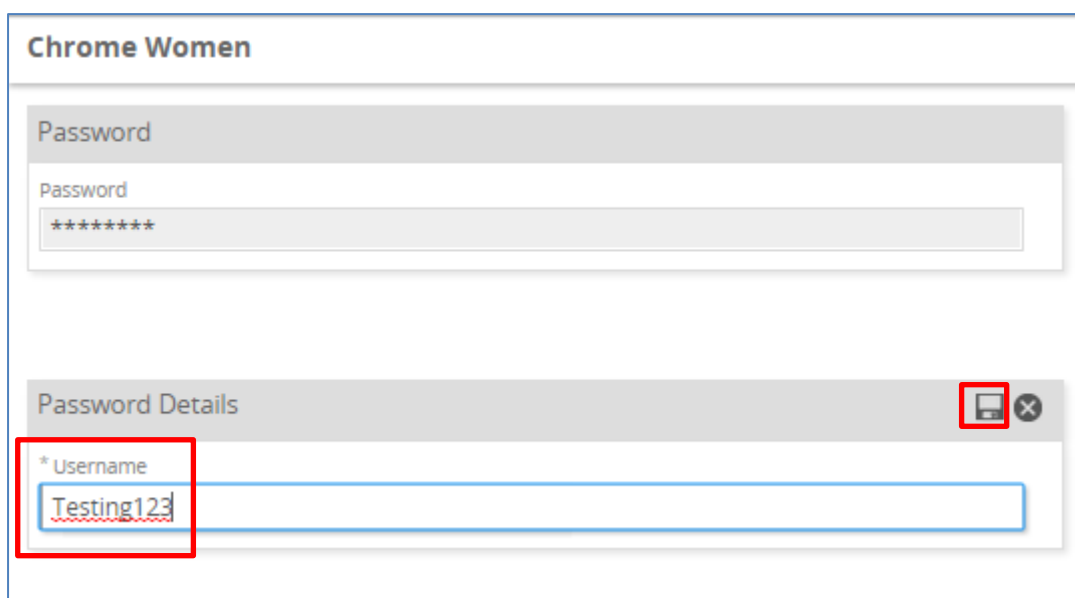
1. To edit a username

The current username is displayed, to change the username, select the **pencil icon**



The screenshot shows a user profile for 'Chrome Women'. It includes a 'Password' section with a masked password field and a 'Password Rules' box. The 'User' section shows the current username 'Women1581227'. A red box highlights a pencil icon next to the username, indicating the edit function.

Enter the new username & save



This screenshot shows the same user profile, but the 'Username' field is now active and contains the text 'Testing123'. A red box highlights the 'Username' label and the input field. Another red box highlights the 'Save' button (a floppy disk icon) in the top right corner of the 'Password Details' section.

The new username has been saved.

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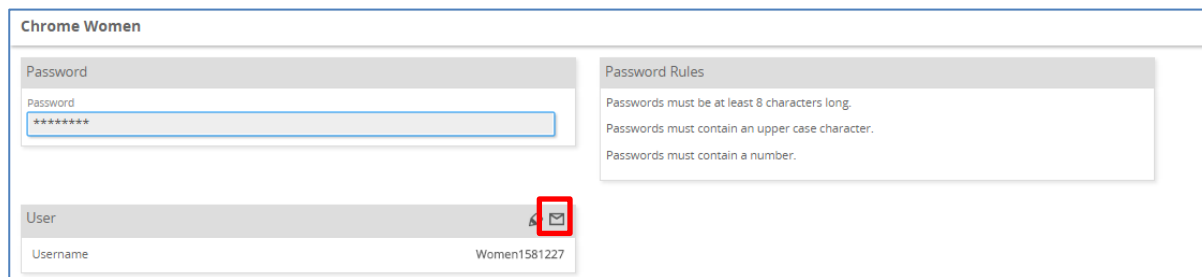
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2. Send a password reset

Via the same credentials page, select the envelope



Chrome Women

Password

Password

User

Username Women1581227

Password Rules

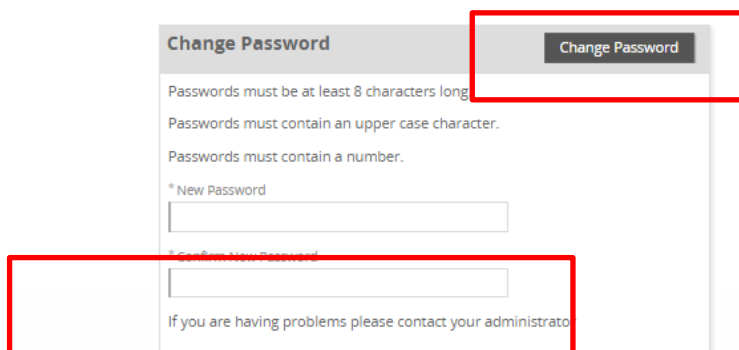
- Passwords must be at least 8 characters long.
- Passwords must contain an upper case character.
- Passwords must contain a number.

This will send an email to the user.

The email displays the individuals user name and also notifies when the password reset will expire.
The email also contains a link to reset the password



Selecting the link will open a browser window and load a password reset page



Change Password

Change Password

Passwords must be at least 8 characters long.

Passwords must contain an upper case character.

Passwords must contain a number.

* New Password

* Confirm New Password

If you are having problems please contact your administrator

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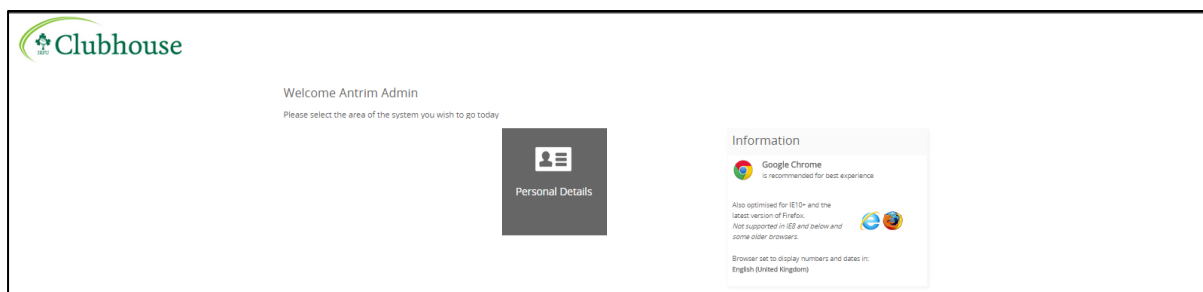
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Enter a new password and confirm by entering again, followed by **Change password**.

Once Change Password has been selected and if successful, the system will re-direct you and log you into GMS, landing on the Personal Details screen.



Each individual with a log in, can access Personal Details and manage their own details on the system.

Organisation Admin

The organisation admin tile is a new module that permits administrators access to user accounts. From this module, the administrators can unblock locked accounts and send credential reminder emails, both individually and on mass.



1. The Organisation Admin Grid

The grid displays all users affiliated to the club. No data can be manipulated from here, it is purely a list. What can be completed is:

- Email
- Credential (password reset and username reminder) email
- Export
- Unblock

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The User ID listed is the individuals username. Columns also contain pertinent individual date and details about whether the individuals account is locked.



The screenshot shows the 'Organisation Users' page in the IRFU Organisation Admin system. It features a table with columns for User ID, Email, First Name, Last Name, Phone, Email, Status, and Locked. A search bar is visible on the right, and a 'Search' button is at the bottom right. The table lists several users, including 'jackson@irishrugby.ie' and 'jackson@irishrugby.ie'.

User ID	Email	First Name	Last Name	Phone	Email	Status	Locked
1074000	jackson@irishrugby.ie	John	McCarthy	01-2345678	jackson@irishrugby.ie	Active	No
1074001	jackson@irishrugby.ie	John	McCarthy	01-2345678	jackson@irishrugby.ie	Active	No
1074002	jackson@irishrugby.ie	John	McCarthy	01-2345678	jackson@irishrugby.ie	Active	No
1074003	jackson@irishrugby.ie	John	McCarthy	01-2345678	jackson@irishrugby.ie	Active	No
1074004	jackson@irishrugby.ie	John	McCarthy	01-2345678	jackson@irishrugby.ie	Active	No
1074005	jackson@irishrugby.ie	John	McCarthy	01-2345678	jackson@irishrugby.ie	Active	No
1074006	jackson@irishrugby.ie	John	McCarthy	01-2345678	jackson@irishrugby.ie	Active	No
1074007	jackson@irishrugby.ie	John	McCarthy	01-2345678	jackson@irishrugby.ie	Active	No
1074008	jackson@irishrugby.ie	John	McCarthy	01-2345678	jackson@irishrugby.ie	Active	No
1074009	jackson@irishrugby.ie	John	McCarthy	01-2345678	jackson@irishrugby.ie	Active	No
1074010	jackson@irishrugby.ie	John	McCarthy	01-2345678	jackson@irishrugby.ie	Active	No

2. Credentials emails

It is possible to trigger standard (blank) emails from this list, select either an individual or multiple individuals who are recipients. It is also possible to send a credentials email, selecting the users you wish to email, click on 'Email' followed by "CLUBUSERDETAILS" will direct the administrator to email template.



The screenshot shows the 'Organisation Users' page with the 'Email' dropdown menu open. The menu options are 'Email' and 'CLUBUSERDETAILS'. The 'CLUBUSERDETAILS' option is highlighted with a red circle.

User ID	Email	First Name	Last Name	Phone	Email	Status	Locked
1074000	jackson@irishrugby.ie	John	McCarthy	01-2345678	jackson@irishrugby.ie	Active	No
1074001	jackson@irishrugby.ie	John	McCarthy	01-2345678	jackson@irishrugby.ie	Active	No

The email template will be pre-populated with content, this can be changed, but always leave the [USERNAME] otherwise the recipients will not have their username contained within the email. Once happy with the email, select Send

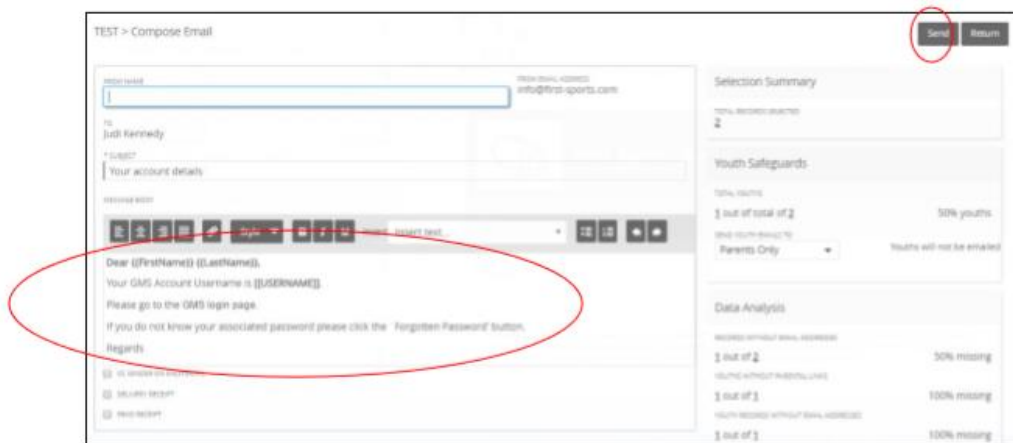
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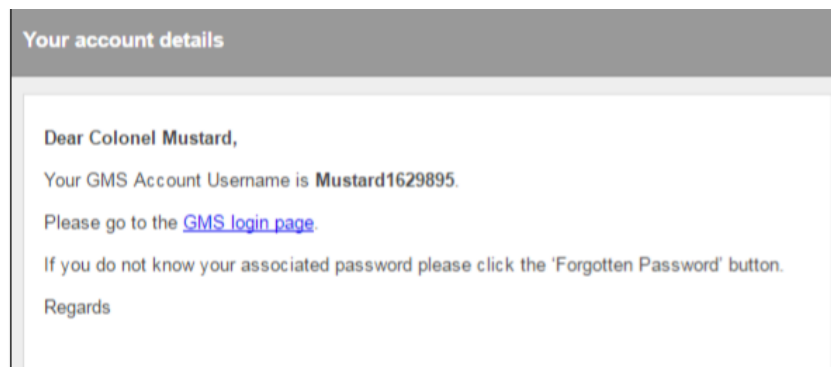
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The recipients will receive an email, personalised and containing their username for the system. The email will also contain a link to the log in page and if necessary, this is where they can then reset their password.



3. Unblocking Accounts

Users regularly sign into the system and will naturally overtime forget their password and eventually after 10 attempts the system will lock their account. Previously unblocking of accounts was an HQ feature only, however this can now be completed by Club Administrators, there are two columns named:

1. Strikes – Lists the attempts someone has made to log in unsuccessfully
2. 2. Blocked – Yes/No, whether or not the individual is locked out of their account

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[illegible]

If this is the case, then anyone who can access the Organisation Admin module can select blocked users, followed by unblock and this will free up the account and allow them to log back into the system.


IRFU

Organisation Admin

Test Club

Sign Out

Organisation Users

Organisation Users

Selected 1

Export

Unblock

Email

✓	User Id	IRFU ID	First Name	Last Name	Role Name	Phone	Email	Strikes	Blocked	DBS	▼ Filters
<input checked="" type="checkbox"/>	qualtest001aa	19855003	qualtest	001aa			jmay@first-sports.com		No		
<input type="checkbox"/>	18835512	18835512	TestAdult	007aa	Coach, Ad ...		test-7b6m7@mail-tester.com		No		
<input type="checkbox"/>	18835513	18835513	TestChild	001ae			jmay@first-sports.com		No		
<input type="checkbox"/>	PenTestClub001ccc	18850387	PenTestClub	001cc	Administra ...	+353 (0) 112244	blackhole@first-sports.com		No		
<input type="checkbox"/>	PenTestPublic001ddd	18850388	PenTestPu...	001dd			blackhole@first-sports.com		No		
<input type="checkbox"/>	17801573	17801573	Test	Account		+353 (0) 875542	faqureshi@first-sports.com		No		
<input type="checkbox"/>	17807090	17807090	Test	Account			rsipula@first-sports.com		No		
<input type="checkbox"/>	ClubAdmin1	16800300	Club	Admin	Coach, Do ...		sgreen@first-sports.com		No		
<input type="checkbox"/>	fsiadmin	1	FSI	Administrator			rgreenwood@first-sports.com		No		
<input type="checkbox"/>	BAdult	15769385	Bob	Adult	Registered ...		jmay@first-sports.com		No	Curre	
<input type="checkbox"/>	FAhern	17807607	Friday	Ahern			katiesue234@gmail.com		No	Curre	
<input type="checkbox"/>	17803219	17803219	Leinster	Ahern	Chairpers ...		rgreenwood@first-sports.com		No		
<input type="checkbox"/>	17804129	17804129	Munster	Ahern			Name=name.com		No		
<input type="checkbox"/>	17804130	17804130	Munster	Ahern			Name=name.com		No		

Selected 1 of 391

Page 1 of 16

Rows

25

Page

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1

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