

# GMS Clubhouse

Directory

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

The Directory module enables all users logged into the system to have a complete list of clubs and provinces that are affiliated to the IRFU. This list enables the user to see the main contact details for the organisation, the main point of contact and they can also email them and apply to join them and become affiliated to the organisation.

From the tile screen following log in, regardless of the role the individuals have, everyone will be able to see the directory



### 1. General

Selecting the directory displays a complete list of clubs and provinces in a grid. The list provides an overview of the organisations. The key data and main contact details.

Directory									Export
✓ Reference	Name	Status	Туре	Email	Phone	Website	Address	Members	▼ Filters
00000001	Irish Rugby	Active	National Gover	info@irishrugby.ie	353 1 6473800	www.irishrugby.ie	10-12 Lansdowne Road		<
00000095	Connacht	Active	Branch						<
00000094	Leinster Rugby	Active	Branch		00353 1 2693224		Newstead Building A Uc		<
00000093	Munster Rugby	Active	Branch						<
00002933	Test Branch	Active	Branch	testbranch@email.com	353 1231 123123123	www.testbranch.com	Address1 Address2 Add	1	<
00000096	Ulster Rugby	Active	Branch	standup@ulsterrugby.com			85 Kingspan Stadium 85		<
00002256	ABBEYFEA	Active	Club						<
00002352	Abroad	Active	Club						<
00002237	Academy R.F.C.	Active	Club			http://www.academyrfc	Academy Sports Club H		<
00005591	Agen RFC	Active	Club						<
00002220	AIB R.F.C.	Active	Club						<
00002492	An Ghaeltacht	Active	Club						<
00003338	Inteles	Arthur	Club					_	
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Rather than having to scroll through a list of hundreds of organisations, the grid can be filtered to allow the individual to search for the organisation much quicker. Simply selecting the filter, enter the search criteria i.e Club Name, followed by Search.

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		Test									Q Search
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	00002921	TEST		Active	Club				Mountain View Next Str	4	$\smile$
	00002933	Test Branch		Active	Branch	testbranch@email.com	353 1231 123123123	www.bestbranch.com	Address1 Address2 Add	1	٠
	00002934	Test Club		Active	Club	info@first-sports.com	353 987 654321	www.irishrugby.ie	Building 1 1 101 Street /	15	٠
	00005589	Test RFC		Active	Club				Test Building Test Road		<

A user can choose to select the arrow next to the organisation to expand the details and reveal more information about the club or province

~	Reference Name				fmail		Website	Address	Venters	w Res
	000C2933 Test Branch		Active	Branch	testranch@email.com	363 1231 123123123	www.testkanch.com	Address1 Address2 Add _	1	-
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	Primary Contact Testhranch User Finance Committee Directions Genue of the car sunsis the Teach office, wall in the	door and you will have enford. There is a listrepose on the right.								

# 2. Email

It is possible to select an organisation and send them an email. To complete this process, enter a tick against the club or province and select email

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C	Director	Y							Selected 1 Expor	Email	Apply
~	•	Reference	Name	Status	Туре	Email	Phone	Website	Address	Members	▼ Filters
		00000001	Irish Rugby	Active	National Gover	info@irishrugby.ie	353 1 6473800	www.irishrugby.ie	10-12 Lansdowne Road		<
		00000095	Connacht	Active	Branch						<
		00000094	Leinster Rugby	Active	Branch		00353 1 2693224		Newstead Building A Uc		<
-	-	00000093	Munster Rugby	Active	Branch						<
~		00002933	Test Branch	Active	Branch	testbranch@email.com	353 1231 123123123	www.testbranch.com	Address1 Address2 Add	1	<

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Following the selection of the email button, an email template will be generated. The individual can then enter text and send the email. The email will be sent to the main point of contact listed in against the club.

💠 IRFU	Directory 👻		TEST • •
Organisations Email Organisatio	n		1
TEST > Compose Email			Send Return
FROM NAME		NON EMAL ADDRESS mburton@first-sports.com	Selection Summary
MESSAGE 8007 E 2 2 3 = 0 Style	• B 7 U insert text • B		Attachments
Enter text here			Lipford
CC Sender on each Email Delivery Receipt Read Receipt			

## 3. Apply

Every individual has the ability to Apply to become affiliated to a club or province, this is obviously on the premise that they can log in

Finding the organisation that the individual wants to become affiliated to, the tick against the club or province should be selected, you are then presented with the ability to Apply

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1	-	Reference	Name	Status	Туре	Email	Phone	Website	Address	Members	▼ Filters
											Clear
			Test	-							Q 50000
		00002921	TEST	Active	Club				Mountain View Next Str	4	<
		00002933	Test Branch	Active	Branch	testbranch@email.com	353 1231 123123123	www.testbranch.com	Address1 Address2 Add	1	<
		00002934	Test Club	Active	Club	info@first-sports.com	353 987 654321	www.irishrugby.ie	Building 1 1 101 Street /	15	<
		00005589	Test RFC	Active	Club				Test Building Test Road		<

Selecting Apply presents the individual with a screen whereby the individual can state what affiliation they would like to have to the organisation. The page summarises the application, the individual can add accompanying note and state how they wish to be affiliated. Hit save.

💠 IRFU	Directory 👻				TEST 👻	*
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Edit Application					Save Lar	ncel
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Membership Application						
INDIVIDUAL NAME			ORSANISATION NAME			
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SOURCE		STATUS				
Individual to Club		Pending		Supporter		•
APPLICATION NOTES				Coach		
				Member		
				Player		
				Supporter		
				ruger Referee Supporter		

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