



## WHAT IS MY PERSONAL PROFILE?

<https://help.rfu.com/support/solutions/articles/15000031941-what-is-my-personal-profile->

We have introduced a new, streamlined and more user-friendly Personal Profile for all individual users in GMS. This guide will cover basic navigation around your Personal Profile and new features on your Profile. Once logged in to GMS you will be taken to your Personal Profile Dashboard. See guide How to Reset Your Password for any issues with logging onto GMS.

### Personal Profile Dashboard

From here you may see Verify Account in the Red box (if not verified account before), Action Alerts (top right next to Edit) and Activity needed (such as Communications to read or Unpaid Orders for clubs which utilise Memberships in GMS) and Dashboard of Notifications to Action in Green box

**On top banner is Personal Details including RFU ID**

**If not verified account before then can click on the link to Re-send Verification Email to Verify Account in red box**

**Family and Friends**  
Can create accounts and add family or friends by clicking on the + icon

**Consents and Waivers**  
This displays all waivers and terms of conditions that have been agreed to. Hyperlinks allow the review of the consents

**Stats and Match History:** Gives data pulled from EMC for players

**Action Alert and information given in Dashboard green banner box, such as for example:**

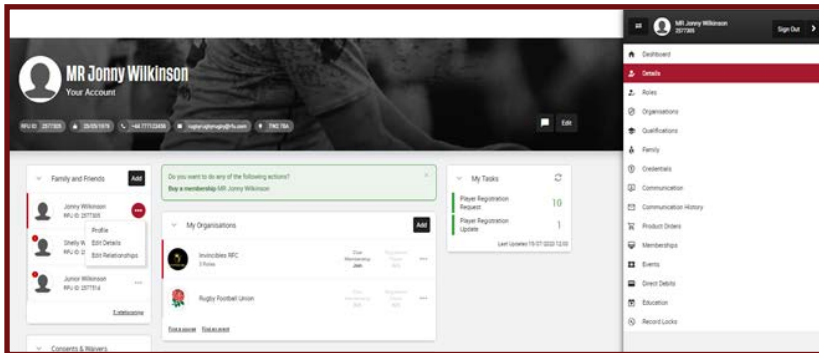
- Find and link to a club - once done you can buy membership (if the club utilises theirs through GMS)
- Add a family member
- Once linked to a club; **Player or Renew Registration or Register to Play** (yourself or child)

**My Tasks:**  
Notifications relevant to your role in club admin. For example here Player Requests and Update for AG Registrar

**My Organisations:** Lists of Clubs/Schools/Universities/Societies that you are affiliated with. Can Add to new ones yourself now by clicking on + icon.

**Also shows Player Status Active/Pending and Membership Status** if purchased/club utilises this

**Activity Listing** such as Communication for emails to read, balance for Club Memberships



## My Teams:

Shows if you have a role and are assigned to a team such as U15 (Not shown in this example)

## My Organisations:

Can add an organisation to your list using the + icon, click on ... to view

Click on your profile image circle icon in the top right hand corner and you will access the full Profile menu and also Sign Out of GMS.

## Profile Menu

Dashboard: Personal Profile

Details: Edit Personal Details see guide for How do I check and edit my details?

Roles: List of Roles held as admin

Organisations: Lists of Clubs, Areas, schools/universities and societies

Qualifications: List of certain Qualifications Awarded

Family: List of family linked to your account and can also Add Family Members on here

Credentials: Pin, Password and Username

Communication: Communication Preferences

Communication History: Emails received through GMS

Product Orders: Details of any Orders

Memberships: Details of your Membership schemes

Events: Events Details

Direct Debits: Details of Direct Debits

Education: Booking History of all courses and Qualifications such CPD listed