



New Player Registration - Step by Step User Guide for Parents

Introduction

Ahead of the new season, the RFU have introduced an online mechanism for Parents with new Players to create an account for themselves and their child to submit a player registration request to a club. The following guide outlines the simple steps that you need to take to submit a registration request on behalf of your child for the upcoming season.

1. Access the **Aldershot & Fleet Rugby Club Website**
 - a. Temporary website: <https://aldershotandfleet.rfu.club>
2. From the Menu, locate and click on the **MEMBERSHIPS Tab**
3. Select **Junior Membership (Under 18)** and click **Purchase**
4. This will then take you to the England Rugby GMS Site to create and set up your account.
5. **Enter Parent Details** – by clicking on the link above you will be taken to a **Create Account** home page. Enter your details as prompted and you can also select how many children you would like to create an account for, see below screen shot for an example of what the screen looks like; Click Next when complete

The screenshot shows the 'CREATE ACCOUNT' page. At the top, there is a header with the club logo and the text 'CREATE ACCOUNT' and a red 'Next' button. Below the header, there is a form with the following sections:

- How many people are you creating accounts for?**
 - NO. OF ADULTS: 1
 - NO. OF CHILDREN: 1
- Which Club do you wish to join?**
 - NAME: aldershot
 - CITY/TOWN: [empty]
 - POST CODE: [empty]
 - Search button: [magnifying glass icon]
 - Result: Aldershot & Fleet RUFC - Aldershot & Fleet Rugby Club Aldershot Park Heronwood Road Aldershot Hampshire GU12 4AL United Kingdom
- Step 1**
 - Your details
 - TITLE: Mr
 - FIRST NAME: [empty]

6. **Step 2** – Enter your contact details (address, Home & Mobile Phone number).



Step 2
Your Contact Details

Address
- POSTCODE

Home Phone
NUMBER

Mobile Phone
NUMBER

7. **Step 3** – Create Password , Select Communication preferences and tick the box for the Waivers once you have read the terms and conditions
8. **Step 4** – Create Account for Child. Enter in the personal details
9. **Step 5** – Enter in Contact details for the child (This will be copied from the parent details entered above)
10. **Step 6** – Enter Emergency Contact details. Please add a second emergency contact details so we have someone to contact should you not be available.
11. **Player Registration** – Please complete the Player registration to complete the membership process.

Note: School – there is an option not to provide this information. We request that this is provided as we have to communicate with Schools should there be any injuries to the child.

Player: Ronnie Finlayson

Request Registration at the following Club.

NAME CITY/TOWN POST CODE

Aldershot & Fleet RUFC - Aldershot & Fleet Rugby Club Aldershot Park Heronwood Road Aldershot Hampshire GU12 4AL United Kingdom

- PLAYING POSITION

Any Medical Details that the club should be aware of?

Medical Conditions/allergies (Asthma, Epilepsy, Allergies to penicillin)
Please give full details.
Completing this section is not obligatory (but the RFU in the interests of child safety strongly recommend that you do so)

Which School/College do you go to?

Prefer not to say

NAME CITY/TOWN POST CODE



Consent

The RFU, Club, Constituent Body, Academy of education establishment may wish to take photos or videos of your child solely for the promotion and celebration of rugby activities or for training purposes, and display them online and/or in printed material. Each organisation will take all steps to ensure that images are stored and used for the purposes they are intended. Please indicate if this is acceptable to you.

We need your consent to share your listed emergency contacts with other linked organisations such as Constituent Body, Academy or education establishment

12. **Summary** - Once you have created each record, you will be presented with a summary page. At this point you have the option to edit the accounts you are creating or add further accounts. Once you are happy, simply choose confirm -as below screen shot;



Mr Andrew Finlayson		More	
	4 Haywood Drive GU52 7RZ HAMPS UNITED KINGDOM	Email	familyoffinlayson@gmail.com
		Home Phone	+44 7564 443356
		Date Of Birth	19 December 1963
Miss Ronnie Finlayson		Remove More	
	4 Haywood Drive GU52 7RZ HAMPS ENGLAND	Relationship	Child of Mr Andrew Finlayson
		Date Of Birth	20 November 2007
		Player Registration Request	Aldershot & Fleet RUFC (Pending)

13. **Confirmation** - Your account has now been created at the club and the registration request sent to the club registrar for action. You will be presented with an account confirmation page advising you of how to validate your email address and complete your part of the Age Grade registration process

All Complete – Well Done!

Your Application will now be sent to the Aldershot & Fleet Membership Secretary to check and complete. Please ensure you have completed the Club Registration form for this to be finalized.

They may contact you directly if there are any issues with your registration.