



SURREY RUGBY

## HELPING CLUBS TO PROSPER AND THRIVE

### HOW TO USE THE ELECTRONIC MATCH CARD (EMC)

**BEFORE YOU CAN DO THIS FOR THE FIRST TIME, YOU MUST SET YOUR CLUB'S PASSWORD.**

**TO DO THIS, SEE [SET-UP INSTRUCTIONS](#) DOCUMENT**

#### Enter your team on the EMC

1. **Log into GMS**
2. Select **COMPETITION MANAGEMENT** and choose **MATCH CARD**.
3. **Select the competition name and the date range**, and your club's part of the **MATCH CARD** will appear when you click on **VIEW** under **ACTIONS** on the right hand side of the page.
4. When you have selected the match, you will arrive at the **SUMMARY** tab.
5. Select **HOME** or **AWAY** team as appropriate
6. **Enter your team on the match card** by typing in the name of the player in the box next to the player's position and then select from the names that appear in the box. If you need to select a permitted **unregistered player**, the system will search two places, firstly it will search your club's registration list, and it will then look at those members of the club who have been assigned the role of 'player' in your GMS membership list.
7. All front row players must be identified in the right hand column
8. If you have a 'new player' at your club (that doesn't appear when you search for them) select the **ADD NEW** icon, this will then allow you to enter the minimum mandatory fields (which are their **first and second names, date-of-birth, email address and postcode**). In addition, that participant will then be added to your club's 'people' list in GMS.
9. Change the team line-up status to **CONFIRMED**. Click **SAVE** when you have finished. You will be able to see your opponent's team, assuming it has been selected and entered.

**NB: THE TEAM CAN BE ENTERED AT ANY TIME AND ON ANY DAY BEFORE THE GAME AND IT IS RECOMMENDED THAT YOU DO SO BEFORE MATCH DAY. THE TEAM SELECTION CAN THEN BE CHANGED AT ANY TIME BEFORE KICK-OFF BUT YOU MUST NOT CHANGE IT AFTER THE GAME HAS STARTED.**

#### After the match

10. After the game, the home side needs to confirm the final score by selecting the **POST MATCH** tab; enter the score and the number of tries scored. Red Cards and uncontested scrums must also be recorded.
11. **To complete the match sign-off the home team, away team and referee all need to agree.** Then **SAVE BEFORE 5.30PM. The home team will be fined if the card is not saved (ie submitted) before 5.30.**
12. The home team must select the **CONFIRMATION** tab and ensure the home team completed **YES** box is selected. Select away team completed **YES** and ensure the away team administrator enters their **PIN** when requested, this acts as their 'electronic signature'. Your PIN is set to 1234 and you should change it as soon as possible. Instructions on how to do so will be forwarded at a later date, prior to your first league match.
13. The final step is to **select the referee completed YES box** and enter the referee's name, phone number and email address. This can be done in advance but must be checked by the referee on match day. The referee will then be emailed a PDF of the match card to review and their **ACCEPTANCE** of the information will act as their **ELECTRONIC SIGNATURE**. This will complete the sign-off process and the card will be **SUBMITTED**.
14. All relevant parties will then receive an email confirmation and a PDF copy of the match card agreed by all parties involved, including league organisers.

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