

Put in a Fixture on GMS.

Log in to GMS at this address <https://gms.rfu.com/GMS/Account/Login>

Click on the '**Team Management**' tile.

Click on '**Teams**' on the left hand side menu.

Select the box next to your team.

Click on '**View fixtures**' at the top right.

Click on '**Add fixture**' at the top right.

Under **Competitor Details**

Type enough into the box below *SELECT YOUR TEAM to identify your team. Eg '14' for 'U14'.

Click on the magnifying glass to search. Hopefully something like 'Broughton Park U14's (153829)' will appear.

In the box below *SELECT OPPONENT CLUB type enough in to identify the opposing club. Click on the magnifying glass to search. Hopefully the correct club will come up.

Below the box *SELECT OPPONENT TEAM type in enough to identify the opposition club team. Click on search. Hopefully a list of teams will appear. Select the correct team.

Under **Match Details**

Underneath *MATCH DATE click on the calendar at the end of the box and choose the date.

Underneath *MATCH START TIME put in the match start time.

From the drop down menu at the end of the box below *VENUE choose 'Home' or 'Away'.

Click on 'Save'.

The fixture will be saved as a 'Requested Fixture' and an email sent to the Opposition Fixture Secretary.

When the fixture is accepted the status of the fixture will change from 'Requested' to 'Accepted'.

If the opposition Fixture Secretary does not accept the fixture it will be automatically accepted after 7 days.

When the fixture is 'accepted' select the box on the left of the fixture and then click on 'Publish' at the top right.