

**Microsoft Partner**  
Silver Application Development

**FIRSTSPORTS**

**GMS – People**

**Sending Log in Credentials**

## Introduction

Every individual added to a club or CB can have a log in to the GMS.

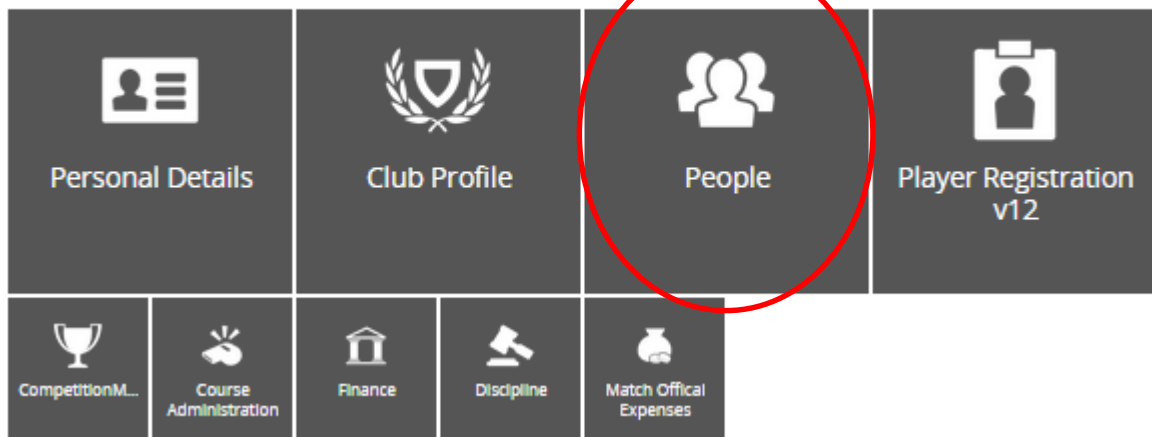
Whilst access (initially) will be limited, the individual can be assigned roles which assign specific access to modules

### 1. Credential Reset – Password Reset

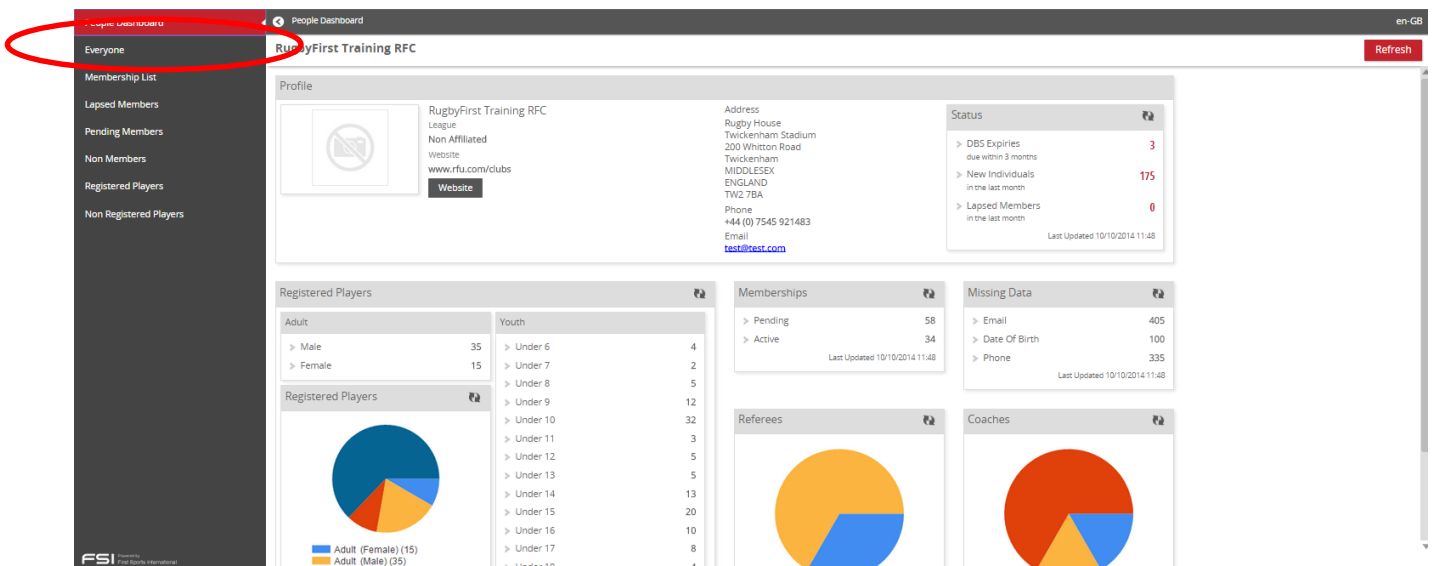
Once the tiles have loaded, select **People**

**Welcome Maxwell Burton**

Please select the area of the system you wish to visit today



From the Dashboard, select **Everyone**



Via 'Everyone', find the individual that requires a credential reset.

RugbyFirst Training RFC													New Member	Export	Email	Bulk Upload
First Name	Last Name	RFUID	Date Of Birth	Address	Phone	E-mail	Balance	Source	Member	Contact	Player	Player Type	DE	Filters		
Chrome	Women	1581227	09/01/1979	200 Whitton Road Twid ...			0.00	Contact	Yes	Yes	No					
Webmaster	One	1146147	14/08/1970	3 Rugby Road MIDDLES ...	112233 44556677		0.00	Contact	Yes	Yes	No					
Elaine	RFTRegistrar	1057727					0.00	Member	Yes	Yes	No					
Adam	RFTRegistrar	1057720					0.00	Member	Yes	Yes	No					
Player	Test 4	1146159	06/06/1975	Rugby Road Twickenha ...	112233 44556677		0.00	Contact	Yes	Yes	No					
William	Test	1590439	01/01/2000	85 North Road Southpc ...			0.00	Contact	Yes	Yes	Yes	Registered Player (Yout ...				
Daddy	Testing	1581334		200 Whitton Road Twid ...			0.00	Member	Yes	Yes	No					
Bill	Test	1590446	01/01/2000	10 Copthorpe Park Shr ...			0.00	Contact	Yes	Yes	Yes	Registered Player (Yout ...				
Webmaster	Five	1146235	10/10/1990	Rugby Road Twickenha ...	123213 343343255		0.00	Contact	Yes	Yes	No					
Player	Test 20	1146185	20/08/1980				0.00	Contact	Yes	Yes	No					
Paul	Rugby	1146204	11/12/1976	Rugby Road Twickenha ...	112233 44556677	maxburton@rfu.com	0.00	Contact	Yes	Yes	No					
Player	Women Test 5	1146211	26/08/1986	Rugby Road Twickenha ...	342324 234324324		0.00	Contact	Yes	Yes	Yes	Registered Player (Adul ...				
Player	Test 27	1146197	09/08/1981	Rugby Road Twickenha ...	112233 44556677		0.00	Contact	Yes	Yes	No					
James	Bean	1294814	01/01/1995	1 Old Lane Gardens Col ...	11122 233		0.00	Member	Yes	Yes	No					
Darren	Refington	1146256	06/07/1973	Rugby Road Twickenha ...	4543 56345345435	maxburton@rfu.com	0.00	Contact	Yes	Yes	No					
Chris	RFTRegistrar	523718					0.00	Member	Yes	Yes	No					
Jim	Coach	1146154	09/01/1979	Rugby Road Twickenha ...	22334 45567		0.00	Member	Yes	Yes	No					

Each individual is hyperlinked, by selecting their name, this will drill through into their personal details, **Select the Individual**

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Select Credentials

- Everyone
- Chrome Women
- Summary
- Details
- Roles
- Relationships
- Credentials**
- Communication
- Email History
- Accounts
- My Orders
- Payment History

Chrome Women

Profile

Details

Chrome Women

Date Of Birth: 09/01/1979

Gender: Female

Status: Active

Contact

Status

Status: Active

Created: 13/05/2013

Money Outstanding

GBP: 5.00

Activity

Username: Women1581227

Qualifications

Qualifications: 0

Relationships

Parent of Webmaster One (1146147) from 01/10/2014

Roles

Coach at RugbyFirst Training RFC (Active)  
Role from 01/09/2014 15:11:05

President Officer at RugbyFirst Training RFC (Active)  
Role from 08/09/2014 18:40:24

Membership Secretary at RugbyFirst Training RFC (Active)  
Role from 08/09/2014 20:17:37

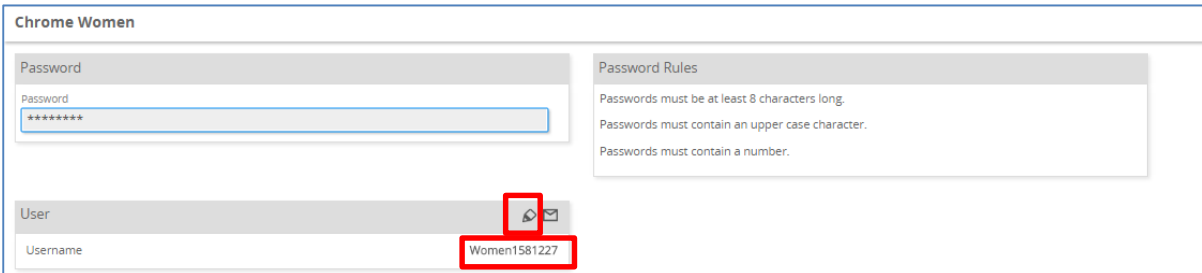
From Credentials it is now possible to

1. Edit/Change the username
2. Send a Password Reset

Note: It is not possible to assign, amend or update an individuals password, this has to be created by the user.

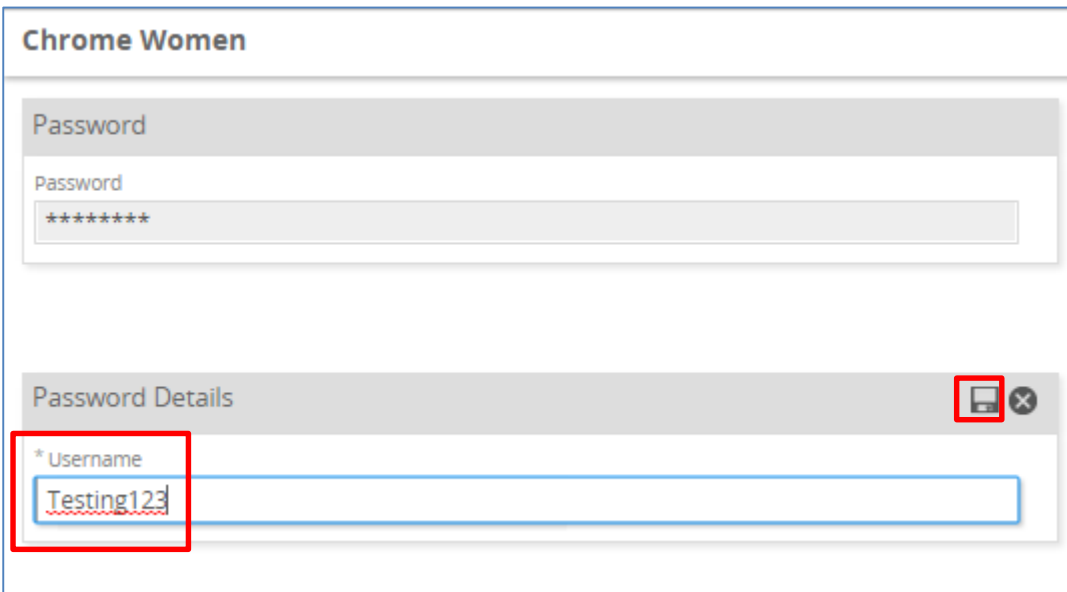
### 1. To edit a username

The current username is displayed, to change the username, select the **pencil icon**



The screenshot shows the 'Chrome Women' user management interface. It features a 'Password' field with a masked password '\*\*\*\*\*' and a 'Password Rules' section with three rules: 'Passwords must be at least 8 characters long.', 'Passwords must contain an upper case character.', and 'Passwords must contain a number.'. Below the password field is the 'User' section, which includes a 'Username' field containing 'Women1581227'. A red box highlights the pencil icon next to the username field, indicating the edit function.

Enter the new username & save




The screenshot shows the 'Chrome Women' user management interface. It features a 'Password' field with a masked password '\*\*\*\*\*'. Below the password field is the 'Password Details' section, which includes a '\* Username' field containing 'Testing123'. A red box highlights the 'Testing123' text in the username field, indicating the new username being entered. A red box also highlights the save icon (a document with a checkmark) in the top right corner of the 'Password Details' section.

The new username has been saved.

## 2. Send a password reset

Via the same credentials page, select the envelope

Chrome Women

<p>Password</p> <input type="password" value="*****"/>	<p>Password Rules</p> <p>Passwords must be at least 8 characters long.</p> <p>Passwords must contain an upper case character.</p> <p>Passwords must contain a number.</p>
<p>User</p> <input type="text" value="Username"/> 	
<p>Username</p> <input type="text" value="Women1581227"/>	

This will send an email to the user.

The email displays the individuals user name and also notifies when the password reset will expire. The email also contains a link to reset the password

 Fri 17/10/2014 09:56  
noreply@rfu.com  
Your Account Username - Mr Paul Rugby

To maxburton@rfu.com

**Dear Paul Rugby,**

**Your Account Username is PaulS#x48Q,**  
Please click the link below in order to choose a new password.  
Please note that this link will expire by 18 October 2014 09:56.

If the link has expired, you can request a new Email by following the Forgot Password process again.

[Choose New Password](#)

Selecting the link will open a browser window and load a password reset page

**Change Password**

Change Password

Passwords must be at least 8 characters long.

Passwords must contain an upper case character.

Passwords must contain a number.

\* New Password

\* Confirm New Password

If you are having problems please contact your administrator

Enter a new password and confirm by entering again, followed by **Change password**.

Once Change Password has been selected and if successful, the system will re-direct you and log you into GMS, landing on the Personal Details screen.

Once logged in, ensure that the organisation is the Club/CB the user has admin permissions, if not search for the club.

RugbyFirst Training RFC Sign Out

Summary summary en-GB

Mr Paul Rugby

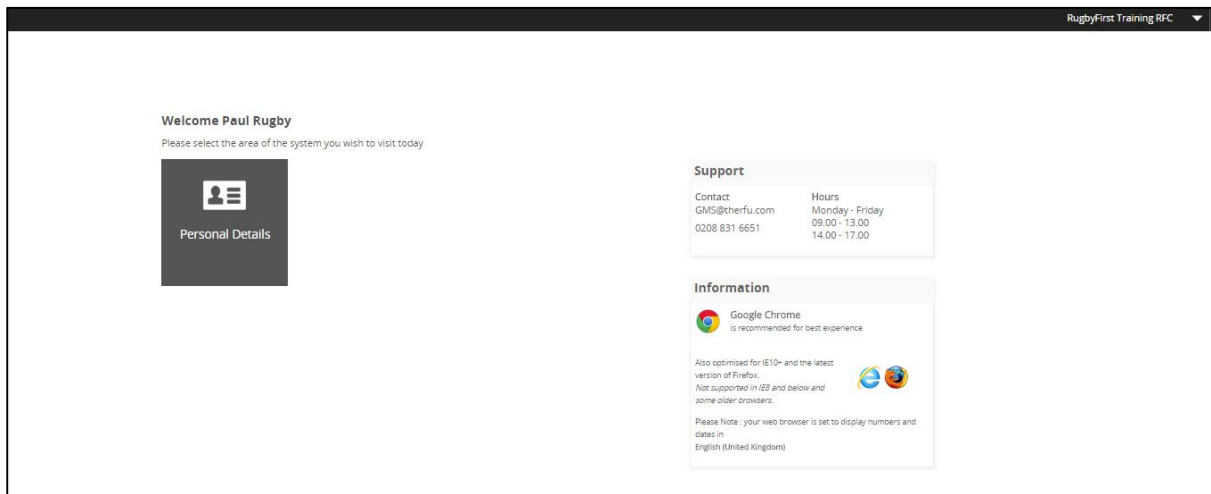
Profile

Details		Contact	Status
P.R	Mr Paul Rugby	Email <a href="mailto:paoburton@rfu.com">paoburton@rfu.com</a>	Status Active
	Date of Birth 11/12/1976		Created 14/07/2010
	Gender Male		Money Outstanding
	Status Active		

To return to the admin tiles select the



This will return the user to the tile screen. Based on their role at that club, this will determine which tiles they can and can't see.



Each individual with a log in, can access Personal Details and manage their own details on the system.