

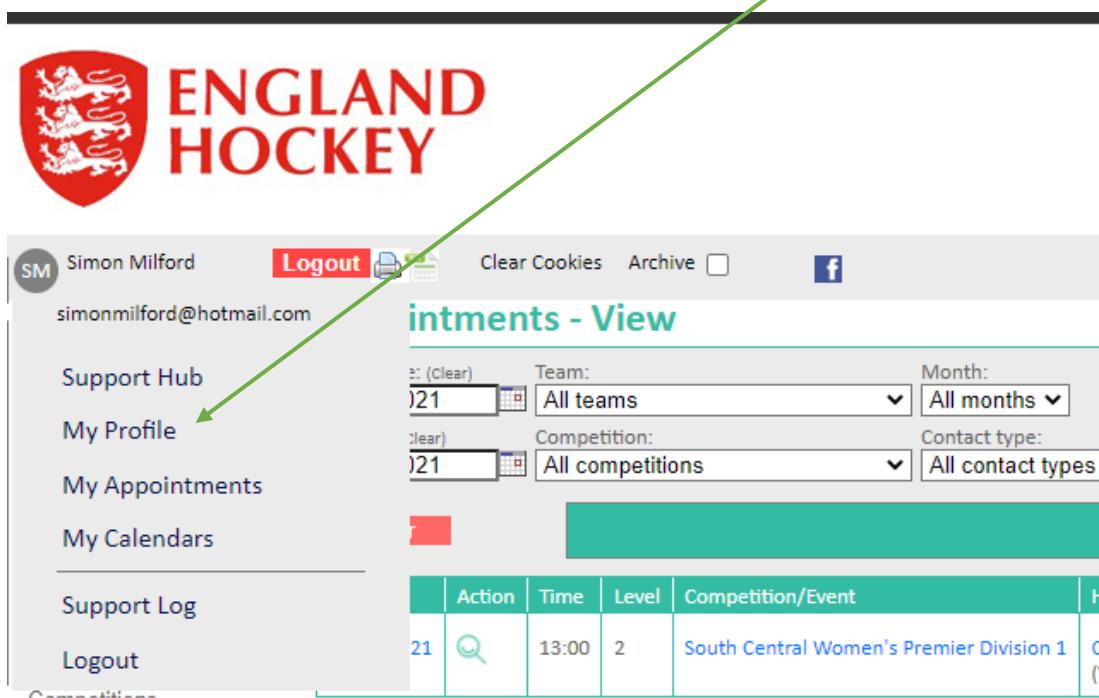


GMS How to Guide

Update Personal Details

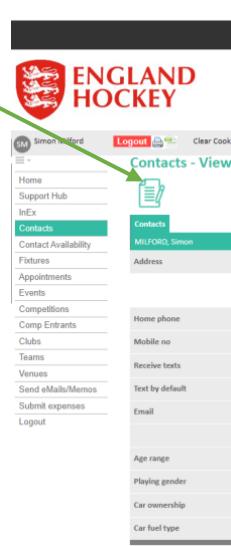
Log on to GMS.

Click or hover over your name and select “My Profile” from the list:



The screenshot shows the GMS interface. On the left, a sidebar menu includes 'Support Hub', 'My Profile' (which is highlighted with a green arrow), 'My Appointments', 'My Calendars', 'Support Log', and 'Logout'. The main content area is titled 'Competitions - View' and shows a table with one row: Action (21), Time (13:00), Level (2), and Competition/Event (South Central Women's Premier Division 1). At the top of the main area, there are date and time filters: '21' (clear), 'Team: All teams', 'Month: All months', 'Competition: 21' (clear), 'Contact type: All contact types', and a 'f' icon for Facebook.

Click the edit icon:



The screenshot shows the 'Contacts - View' page. The sidebar menu includes 'Home', 'Support Hub', 'InEx', 'Contacts' (which is highlighted with a green arrow), 'Contact Availability', 'Fixtures', 'Appointments', 'Events', 'Competitions', 'Comp Entrants', 'Clubs', 'Teams', 'Venues', 'Send eMails/Memos', 'Submit expenses', and 'Logout'. The main content area shows a contact for 'MILFORD, Simon' with fields for 'Address', 'Home phone', 'Mobile no', 'Receive texts', 'Text by default', 'Email', 'Age range', 'Playing gender', 'Car ownership', and 'Car fuel type'. An 'Edit' icon (pencil) is located next to the contact name.

Then edit the fields as relevant, and click Save.