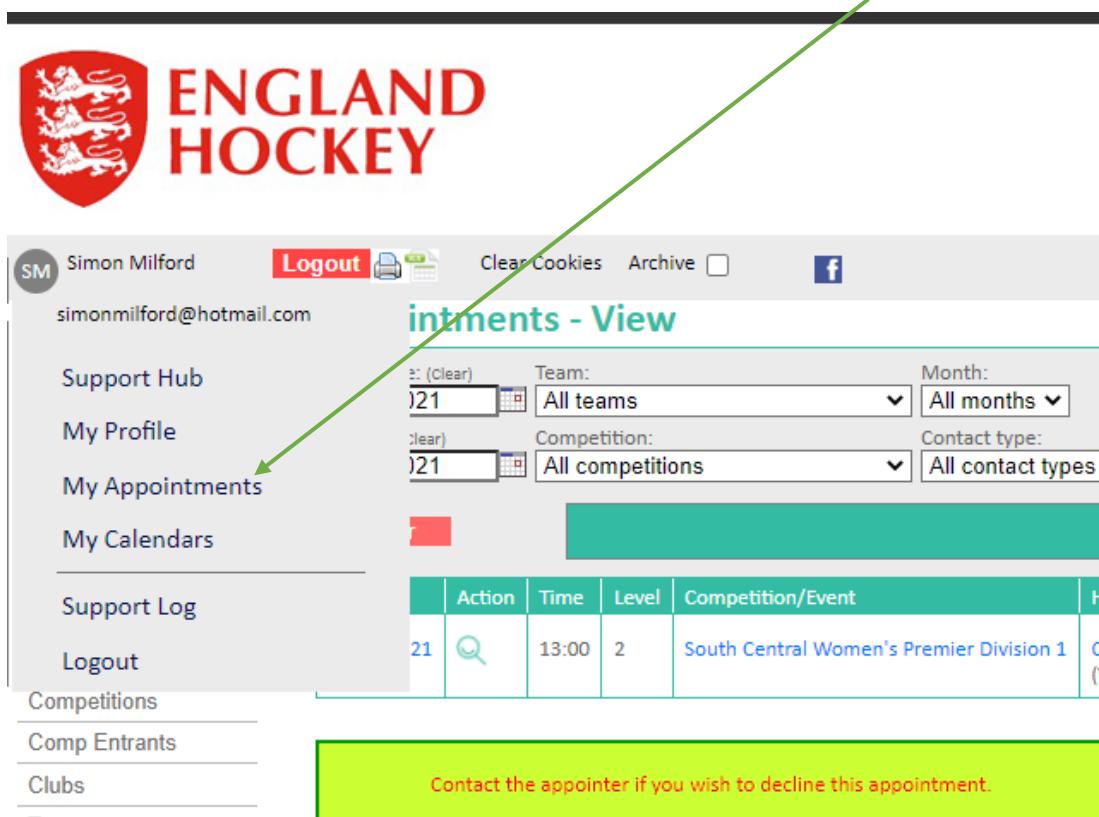


GMS How to Guide

Enter mileage.

Log on to GMS.

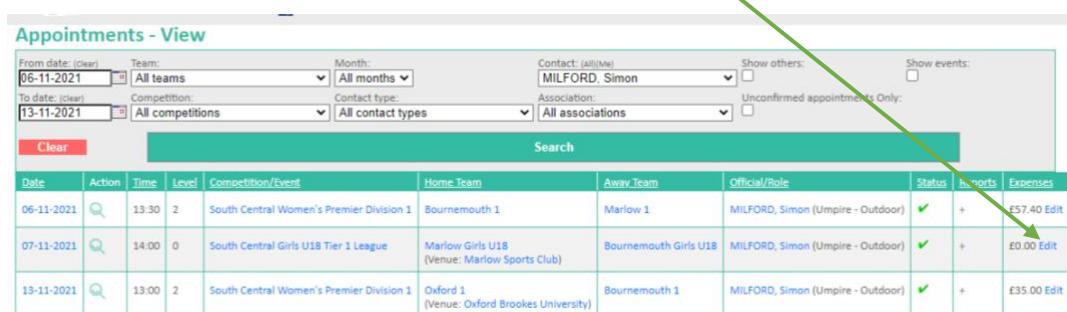
Click or hover over your name and select “My Appointments” from the list:



The screenshot shows the England Hockey GMS interface. At the top, there is a logo for England Hockey and a navigation bar with links for 'Logout', 'Clear Cookies', 'Archive', and a Facebook icon. The main menu on the left includes 'Support Hub', 'My Profile', 'My Appointments' (which is highlighted with a green arrow), 'My Calendars', 'Support Log', and 'Logout'. Below the menu, there are sections for 'Competitions', 'Comp Entrants', and 'Clubs'. The central area is titled 'Appointments - View' and contains search filters for 'Team' (All teams), 'Month' (All months), 'Competition' (All competitions), and 'Contact type' (All contact types). A table below shows a single appointment: '21' (Action), '13:00' (Time), '2' (Level), and 'South Central Women's Premier Division 1' (Competition/Event). A green box at the bottom right of the table area contains the text: 'Contact the appointer if you wish to decline this appointment.'

Adjust the dates in the search boxes if necessary to show the appointment for which you wish to enter mileage.

Click on “Edit” on the right hand side of the appointment:



The screenshot shows the 'Appointments - View' table with three rows of data. The columns include Date, Action, Time, Level, Competition/Event, Home Team, Away Team, Official/Role, Status, Hours, and Expenses. The first row (06-11-2021) has an 'Edit' button in the Expenses column. The second row (07-11-2021) has an 'Edit' button in the Expenses column. The third row (13-11-2021) has an 'Edit' button in the Expenses column. A green arrow points to the 'Edit' button in the third row.

Date	Action	Time	Level	Competition/Event	Home Team	Away Team	Official/Role	Status	Hours	Expenses
06-11-2021		13:30	2	South Central Women's Premier Division 1	Bournemouth 1	Marlow 1	MILFORD, Simon (Umpire - Outdoor)	✓	+	£57.40
07-11-2021		14:00	0	South Central Girls U18 Tier 1 League	Marlow Girls U18 (Venue: Marlow Sports Club)	Bournemouth Girls U18	MILFORD, Simon (Umpire - Outdoor)	✓	+	£0.00
13-11-2021		13:00	2	South Central Women's Premier Division 1	Oxford 1 (Venue: Oxford Brookes University)	Bournemouth 1	MILFORD, Simon (Umpire - Outdoor)	✓	+	£35.00

Number of rows output 3



**WEST
HOCKEY**

If you have entered your address in the system then GMS will show an estimate of the likely return mileage:



Simon Milford Logout

Appointments - Amend

Fixture	07-11-2021 Marlow Girls U18 v Bournemouth Girls U18
Fixture id	627599
Competition	South Central Girls U18 Tier 1 League
Official	MILFORD, Simon as Umpire - Outdoor
Not claiming	<input type="checkbox"/>
Quickest route	Directions
Total distance claimed	40.2
Claim from	England Hockey - South Central
Fuel	£14.07 + 0 = 14.07
Other expenses £	0.00
Total claim £ 14.07	
Other expenses/notes	

Save **Reset** **Discard**

If necessary edit the “Total distance claimed” box.

Click “Save”.