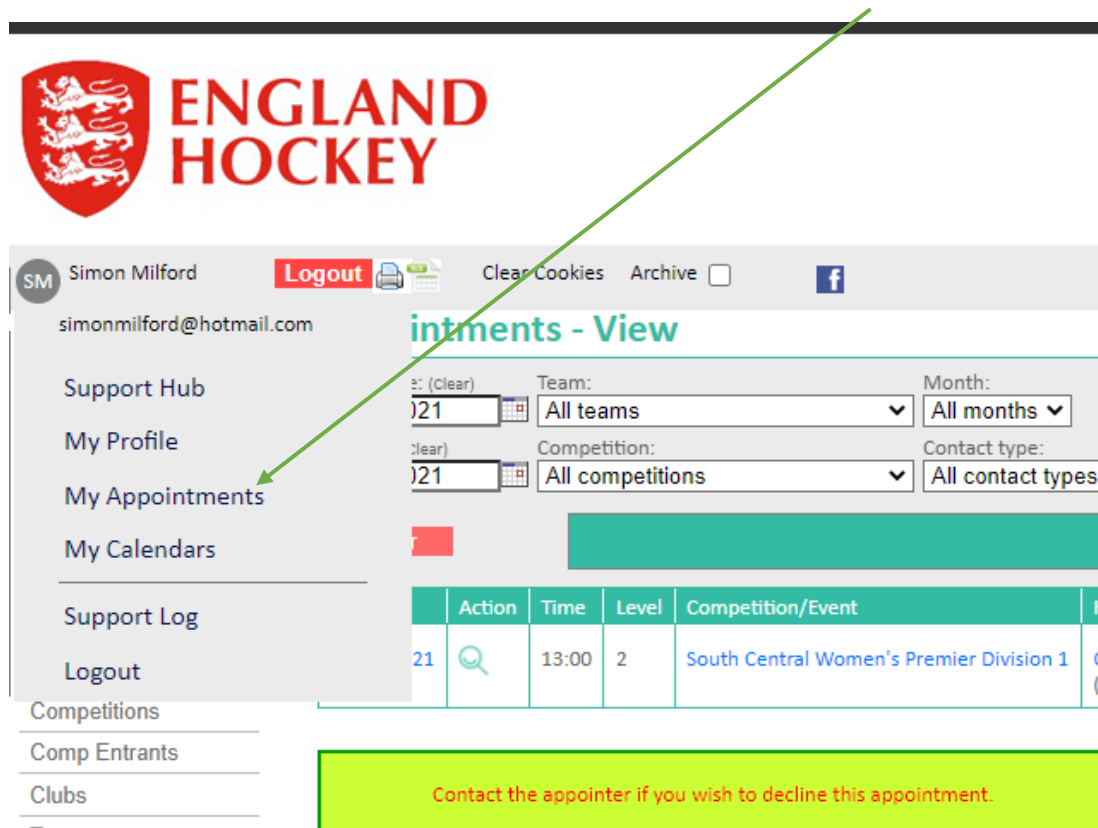


## GMS How to Guide

### Enter mileage.

Log on to GMS.

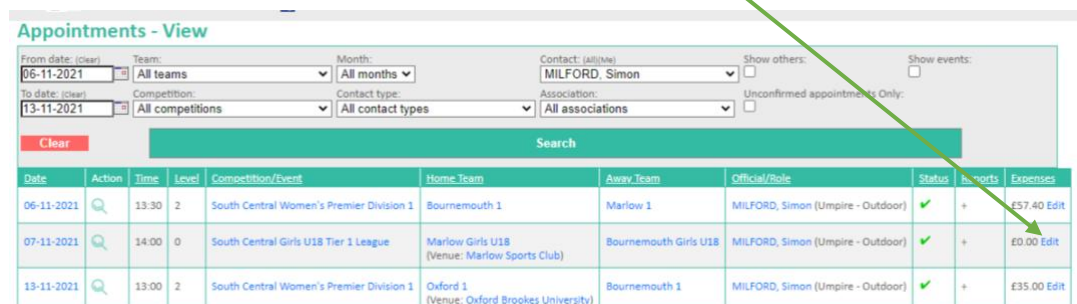
Click or hover over your name and select "My Appointments" from the list:



The screenshot shows the user interface for Simon Milford. The user's name and email (simonmilford@hotmail.com) are displayed at the top. A navigation menu on the left includes 'Support Hub', 'My Profile', 'My Appointments' (highlighted with a green arrow), 'My Calendars', 'Support Log', and 'Logout'. The main content area shows 'Appointments - View' with search filters for date, team, month, competition, and contact type. A table lists appointments, with the first row showing an appointment on 21st at 13:00. A yellow banner at the bottom of the table reads: "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.

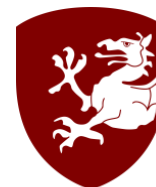
Click on "Edit" on the right hand side of the appointment:



The screenshot shows the 'Appointments - View' page with search filters and a table of appointments. A green arrow points to the 'Edit' link in the 'Expenses' column of the second row.

Date	Action	Time	Level	Competition/Event	Home Team	Away Team	Official/Role	Status	Reports	Expenses
06-11-2021		13:30	2	South Central Women's Premier Division 1	Bournemouth 1	Marlow 1	MILFORD, Simon (Umpire - Outdoor)	✓	+	£57.40 Edit
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 Edit
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 Edit

Number of rows out of 3



**WEST  
HOCKEY**

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



SM Simon Milford Logout Clear Cookies Archive

### 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

Claim from

Fuel £14.07 + 0 = 14.07

Other expenses £

Total claim £ 14.07

Other expenses/notes

[Save](#) [Reset](#) [Discard](#)

If necessary edit the "Total distance claimed" box.

Click "Save".