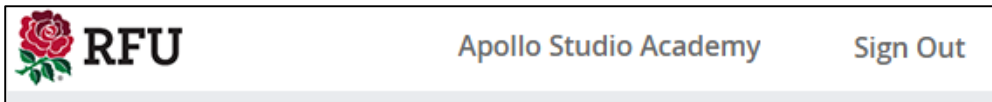




## Allocating Roles in GMS

**Step 1:** Ensure you are logged in to GMS and that you are viewing the correct institution, you can view this in the top right hand corner of your screen:



**Step 2:** Visit the 'Golden Roles' tab inside the 'Organisation Profile' tile, where you will find a list of positions that are available for allocation within your institution:

**Step 3:** Select the 'tick box' next to the role and choose the 'Edit' button, in the top right hand corner.

Role	Name	Address	Filters
<input checked="" type="checkbox"/> Club Medical/First Aid Lead	Not Allocated		<
<input type="checkbox"/> International Ticket Contact	Not Allocated		<
<input type="checkbox"/> School Head Teacher	headTeacher 001aa	Asd Asd ASD England	<
<input type="checkbox"/> Teacher in Charge of Rugby	Mr teacherInCharge 001aa	Asd Asd ASD England	<
<input type="checkbox"/> Bursar	bursar 001aa	Asd Asd ASD England	<

**Step 4:** On this page you can then search for an individual that has signed up to your institution.

Find people by name

TITLE: [dropdown] FIRST NAME: [input]  
\* LAST NAME: [input]  
[Search] [Clear]

Role(s) they will be allocated

- Club Medical/First Aid Lead (Not Allocated)



**Step 5:** select that individual by choosing the 'tick box' next to their name and choosing 'save' will allocate them the role indicated in the right hand panel.

The screenshot displays the RFU Organisation Profile for Apollo Studio Academy. The page title is "Organisation Profile" and the user is logged in as "Apollo Studio Academy" with a "Sign Out" option. The left sidebar contains navigation links: Home, Edit, Golden Roles (selected), Competitions, Organisation Relationships, Organisation Memberships, and Questionnaires. The main content area is titled "Apollo Studio Academy : Allocate Member to Role(s)" and includes "Save" and "Cancel" buttons. Below this, there is a "Find people by name" section with input fields for TITLE, FIRST NAME, and \* LAST NAME (containing "001aa"), and "Search" and "Clear" buttons. A search result is shown:  Mr teacherInCharge 001aa - 2262254, with details: test@test.com | 08 November 1990 (26) and Asd Asd ASD England. To the right, a panel titled "Role(s) they will be allocated" shows a single role: 

- Club Medical/First Aid Lead (Not Allocated)