



## Age Grade Registration: Step by Step Guide for Parents

Ahead of the new season, the RFU have introduced an online mechanism for Parents to create an account for themselves and their child and submit a player registration request to a club. The following guide outlines the simple steps that you need to take to submit a registration request on behalf of your child for the upcoming season.

### Step 1: Enter Parent Details

The club you wish to join will make available a 'create account' link; this is unique to that particular club. Access this link and enter your details. At this point, you can also select how many children you would like to create an account for.

**Create Account** Next

**Your details**

TITLE: Mr

FIRST NAME: John

LAST NAME: Smith

EMAIL (23/200): johnsmith@blackhole.com

DATE OF BIRTH: 01/01/1980

GENDER: Male

POSTCODE: TW2 7BA

PROFILE IMAGE:

How many people are you creating accounts for?

NO. OF ADULTS: 1

NO. OF CHILDREN: 1

### Step 2: Create Username & Password and Enter Communication Preferences

Once you have entered your personal details, you will be asked to enter a username and create a password. We suggest that your e-mail address acts as a good username. Passwords must be at least 8 characters long, must contain an upper case character and a number. You can view the GMS Terms and Conditions of Use and have the opportunity to opt in to receiving communication from the RFU and its partners.

**Create Account** Next

**Create Username**

USERNAME / EMAIL ADDRESS: JohnSmith1

YOUR PASSWORD: \*\*\*\*\*

CONFIRM PASSWORD: \*\*\*\*\*

STRENGTH: STRONG

**Communication Preferences (Opt in/Out)**

By providing this information, you agree that the RFU will use your personal data (including potentially sensitive personal data) for the purposes of your involvement in rugby, for regulatory reasons and to send you information by post. The RFU may also use your personal data to send you by post, email and SMS.

**GMS Terms and Conditions of Use**

Select Yes to receive information about rugby programmes relevant to your participation, as well as the latest news, team announcements, ticket alerts and product offers from England Rugby, via one or more of email, SMS and post. You will be able to refine your communication preferences or unsubscribe at any time. Further information on how your data will be used can be found in England Rugby's data privacy policy at [www.englandrugby.com/privacy](http://www.englandrugby.com/privacy)

Select Yes to receive carefully selected information, England Rugby content and offers from official partners of England Rugby. A list of official partners can be found here: <http://www.englandrugby.com/partners>. Further information on how your information will be used, stored and transferred can be found in the RFU's data privacy policy at [www.englandrugby.com/privacy](http://www.englandrugby.com/privacy)

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### Step 3: Enter Child Details

You will now be asked to enter the details of the child that you wish to create an account for; this child will be linked to your account once the account has been created. You can denote the relationship the child has with you by using the 'relationship to you' pick list at the top of the page. The address of the child will be pre-populated with that of the parent account you have created. Also on this page is the area where you pick the school that the child attends and importantly where you can select the reason for the account creation. **PLEASE NOTE- IT IS IMPORTANT TO SELECT THE 'PLAYER REGISTRATION REQUEST' AS THE ACTIVITY TYPE.**

**Please Add information for Child 1** Next Skip

**How is this person related to you**  
RELATIONSHIP TO YOU: Child

**Personal details**  
TITLE: Master  
FIRST NAME: Joe  
LAST NAME: Smith  
DATE OF BIRTH: 01/01/2010 GENDER: Male

**Secondary contact for this child**  
SECONDARY CONTACT:  
RELATIONSHIP TO SECONDARY CONTACT:

**What is your interest in the club?**  
ACTIVITY TYPE: Player Registration Request  
PLAYING POSITION: Backs  
ACTIVITY DETAILS: Would like to register joe as a player

**Contact Details**  
Address: ADDRESS MODIFIER (0/70): Whitton Road  
BUILDING (0/70): NUMBER (3/50): 200  
ADDRESS1 (12/70): Whitton Road

**Which school do you go to**  
NAME: POST CODE: TW2 7BA  
Nelson Primary School - TW2 7BU  
St Edmund's Catholic Primary School, Twickenham - TW2 7BB

### Step 4: Summary

Once you have created each record, you will be presented with a summary page. At this point you have the option to edit the accounts you are creating or add further accounts. Once you are happy, simply choose confirm.

**Summary** Confirm

**Waivers**  
I have read, consented and agreed to the following:  
 SMS Terms and Conditions of Use

Name	Address	Email	Date Of Birth	Relationship	Player Request	Actions
Mr John Smith	200 Whitton Road TW2 7BA MIDSEX UNITED KINGDOM	jhsmith1@blackhole.com	01 January 1981			<a href="#">Add Adult</a> <a href="#">Add Youth</a> <a href="#">Edit</a>
Master Joe Smith	200 Whitton Road TW2 7BA MIDSEX ENGLAND		01 January 2010	Child of Mr John Smith	Backs	<a href="#">Remove</a> <a href="#">Edit</a>

### Step 5: Confirmation

Your account has now been created at the club and the registration request sent to the club registrar for action. You will be presented with an account confirmation page advising you of how to validate your email address and complete your part of the Age Grade registration process.

**Account Creation Confirmation**

**Thanks for signing up John**

**John Smith**

**What Next?**  
You will shortly receive an email confirming that you have created an account with the club. In the meantime, we need to validate your email address. Please click on the log in button below.

[Log In](#)

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