

## GMS How to Guide

### Enter mileage.

Log on to GMS.

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



**ENGLAND HOCKEY**

Simon Milford  
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**Appointments - View**

From date: (Clear) 06-11-2021 To date: (Clear) 13-11-2021 Team: All teams Month: All months Competition: All competitions Contact type: All contact types

Action	Time	Level	Competition/Event	Home Team	Away Team	Official/Role	Status	Reports	Expenses
21	13:00	2	South Central Women's Premier Division 1	Bournemouth 1	Marlow 1	MILFORD, Simon (Umpire - Outdoor)	✓	+	£57.40 Edit

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:

**Appointments - View**


From date: (Clear) 06-11-2021 To date: (Clear) 13-11-2021 Team: All teams Month: All months Competition: All competitions Contact type: All contact types

Search

Date	Action	Time	Level	Competition/Event	Home Team	Away Team	Official/Role	Status	Reports	Expenses
06-11-2021	Q	13:30	2	South Central Women's Premier Division 1	Bournemouth 1	Marlow 1	MILFORD, Simon (Umpire - Outdoor)	✓	+	£57.40 Edit
07-11-2021	Q	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	Q	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 outlast 3

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 

Home

Support Hub

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Contacts

Contact Availability

Fixtures

**Appointments**

Events

Competitions

Comp Entrants

Clubs

Teams


Venues

Send eMails/Memos

Submit expenses

Logout

## Appointments - Amend



Fixture	<a href="#">07-11-2021 Marlow Girls U18 v Bournemouth Girls U18</a>
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	<input type="text" value="40.2"/>
Claim from	<input type="text" value="England Hockey - South Central"/>
Fuel	£14.07 + 0 = 14.07
Other expenses £	<input type="text" value="0.00"/>
Total claim £ 14.07	
Other expenses/notes	
<div></div>	

Save

Reset

Discard

If necessary edit the "Total distance claimed" box.

Click "Save".