

# How to create a certification for census

GMS 7 (64 bit)

New GMS x64 version is available: 7.5.8.171. [Download](#)

GMS 7 (64 bit) > [Person lookup](#) > SMITH, TRAVIS M

You are logged in as sager1jm (superuser): [change password](#)

USQW  
[Other names](#)

**Profile Editor**

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Ignore capitalization rules

Prefix/title: First/given name: Middle: Family/last: Suffix/generation:

TRAVIS M SMITH

Mailing label title: Dear ...\* title:

Credential name:

Gender: Date of birth: Age:  Requires wheelchair and/or handicapped- accessible locations

Male 06/25/1979 38

Person type: Additional types:

Athlete None selected

Group: Additional groups:

Area 01 (no filter)

Archived  Banned  Deceased

Status: Weight:

Active 0.00 pounds (0.00 kgs)

Date started: Date active: Inactive date:

Additional data Date created: 01/07/2002 Last changed: 09/16/2017

Addresses: 1 [Add an address](#)

Alerts: PRESENT

Custom fields

Past games: 1 events in 1 games

Certifications: 2

Type	Effective	Expir...	Status	Result	Other	Created	Last change
Athlete Consent	09/24/2015	09/24/2018				10/01/2012	01/18/2017 13:33
Athlete Medical	09/24/2015	09/23/2018				10/01/2012	10/02/2015 11:04

Personal Best

Background checks: none

[Load photo](#)

Enter a new certification...

- Academic Standing
- ALPS
- Athlete Consent
- Athlete Medical
- Athlete Medical 2014
- Census
- Education/Employment
- Employer Data
- General Medical Release
- General Release
- Global Messenger
- Personal Profile
- SOI Medical Form
- SONA Sport Certification
- Sport
- Volunteer Background
- Volunteer Experience

Open GMS, go into people, pull up an athlete:

Open the certification tab, on the right hand side you can left click to add "Enter a New certification" move down the drop down and select "Census"

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The screenshot shows the GMS 7 (64 bit) application window. At the top, there is a notification bar for a new GMS x64 version (7.5.8.171) and a navigation breadcrumb: [GMS 7 \(64 bit\)](#) > [Person lookup](#) > [SMITH, TRAVIS M](#) > [Census](#). Below the breadcrumb, it says "You are logged in as [sager1jm \(superuser\)](#); [change password](#)".

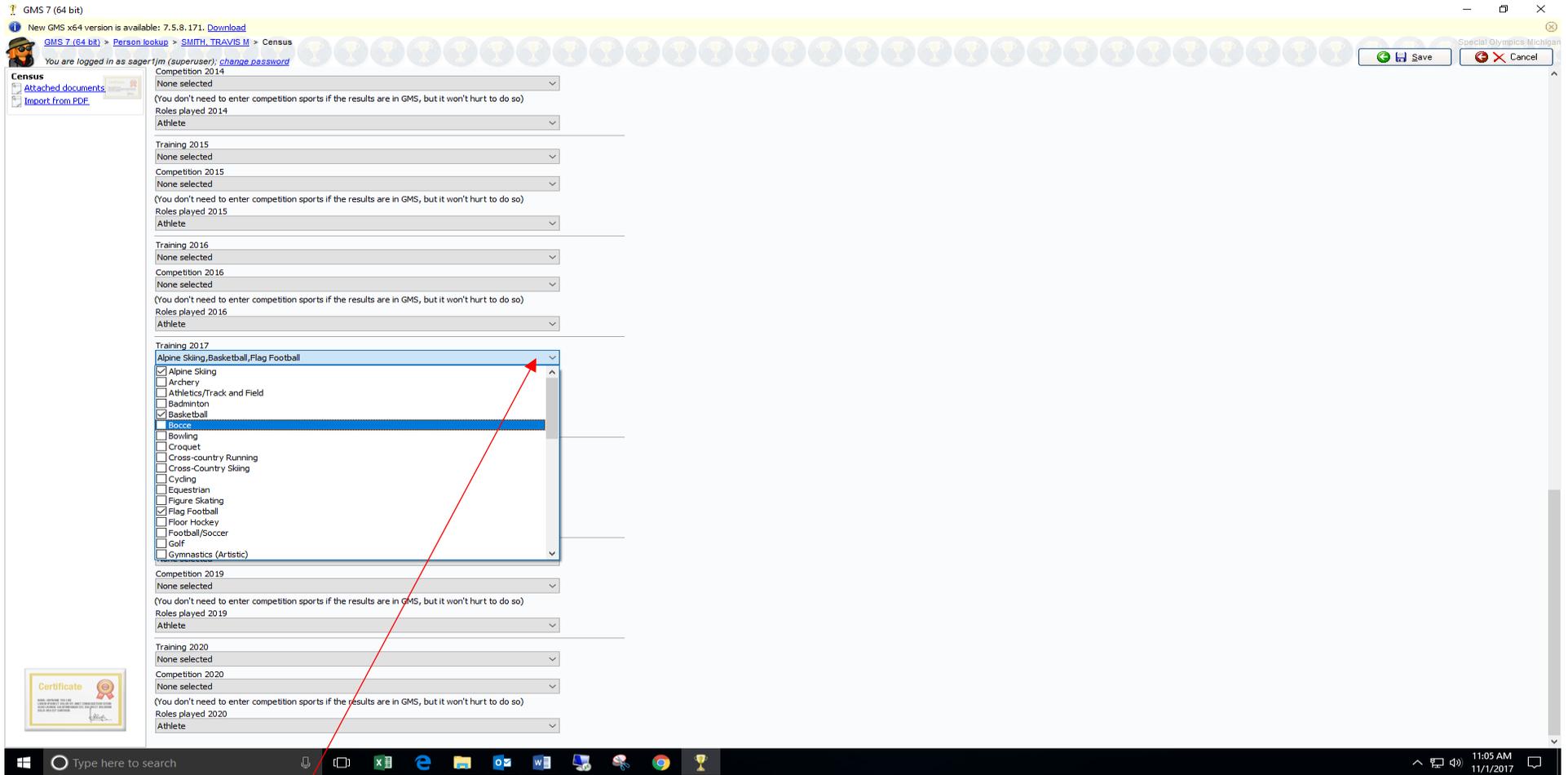
The main content area is titled "Census" and contains a list of years from 2014 to 2020. Each year has a "Training" dropdown menu (all set to "None selected") and a "Competition" dropdown menu (all set to "None selected"). Below each competition dropdown is a note: "(You don't need to enter competition sports if the results are in GMS, but it won't hurt to do so)". Underneath each note is a "Roles played" dropdown menu, all of which are set to "Athlete".

The "Training 2017" dropdown menu is highlighted with a blue border, and a red arrow points to the "None selected" option. In the bottom-left corner, there is a "Certificate" icon with a gold seal.

The Windows taskbar is visible at the bottom, showing the search bar and several application icons.

This screen will appear, select the year you want to enter (i.e. 2017)

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When you click on Training 2017 a drop down box will appear, select the sports they have trained in and they will appear on the right hand portion of the census “Trained but not competed”

If your game is not set up in GMS you need to complete this portion, or if you train and do not attend an invitational, regional or state event that is set up in GMS.

Any competition that is registered through GMS will appear on your census already.