

GMS 7

Games Registration

# GMS7 Registration

GMS 7

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**Warnings**  
SOMI Training

**GMS 7.5.2 (build #146)**  
[Online videos](#)  
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**Special tools**  
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Person lookup/data entry

**Games: 34**

Applicant screening

Reports

GMS Transfer

User tools

Administrator tools

Setup

The main screen that will appear when you open GMS 7. If you left click on the “Games” tab (the red highlighted box) a drop down selection will appear of all of the games shown in the next screenshot.

GMS 7

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Person lookup/data entry

Games: 34 [Create new games](#)

Games groups: (no filter)

| Games   | Start ...  | Games group | ... |
|---|------------|-------------|-----|
| 2017 World Winter Games                                 | 03/14/2017 |             |     |
| 2016 Fall Games   | 09/23/2016 |             |     |
| 2016 SW Region Flag Football Tournament                 | 09/16/2016 | State Games |     |
| 2016 Project Unify at State Summer Games                | 06/02/2016 |             |     |
| 2016 State Summer Games                                 | 06/02/2016 |             |     |
| 2016 SW Spring Games                                    | 05/07/2016 |             |     |
| 2nd Annual Southeast Regional Powerlifting Invitational | 04/09/2016 |             |     |
| 2016 State Basketball Finals                            | 03/18/2016 |             |     |
| 2016 District Basketball                                | 03/05/2016 |             |     |
| 2016 Unified Basketball                                 | 02/27/2016 |             |     |
| 2016 State Winter Games                                 | 02/02/2016 |             |     |
| 2016 SE Regional Basketball - Milford                   | 01/30/2016 |             |     |
| 2015 State Poly Hockey & Unified Bowling Finals         | 11/21/2015 |             |     |
| 2015 SW Regional Poly Hockey                            | 10/31/2015 |             |     |
| 2015 Fall Games   | 09/25/2015 |             |     |
| LA 2015 World Games                                     | 07/25/2015 |             |     |
| 2015 State Summer Games                                 | 07/20/2015 |             |     |

Applicant screening

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When this screen appears select the games you would like to register for.

**2016 Fall Games**

- [People](#)
- [Delegations](#)
- [Events](#)
- [Reports](#)
- [User tools](#)
- [Timing systems](#)
- [Setup](#)

**Help**

- [About this tool](#)

**People**

Tool

- Register people using the Registration Wizard**
- See all people in 2016 Fall Games
- Find people in 2016 Fall Games

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Delegations: 91

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Events

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Reports

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User tools

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Timing systems

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Setup

When a game is selected this is the home screen that appears. Under the “People” tab select, “Register people using the Registration Wizard” left click to begin registering athletes.



This screen that will appear when the option to “Register people in the Registration Wizard” is selected. To continue select the “Next>” button, in the lower right hand corner

**Registration Wizard**

**Lookup method**

- Quick
- Personal information
- Address, phone, e-mail
- See everyone in system
- People on lists

**Tools**

- Create a new person
- Clear criteria
- Save

**Person lookup: Personal information**

Groups: (no filter) People types: (no filter)

Family name: First/given: Middle:

Gender: (no filter) Date of birth: Short ID:

Exclude: Deceased, Status: Inactive, Status: Rejected, Status:

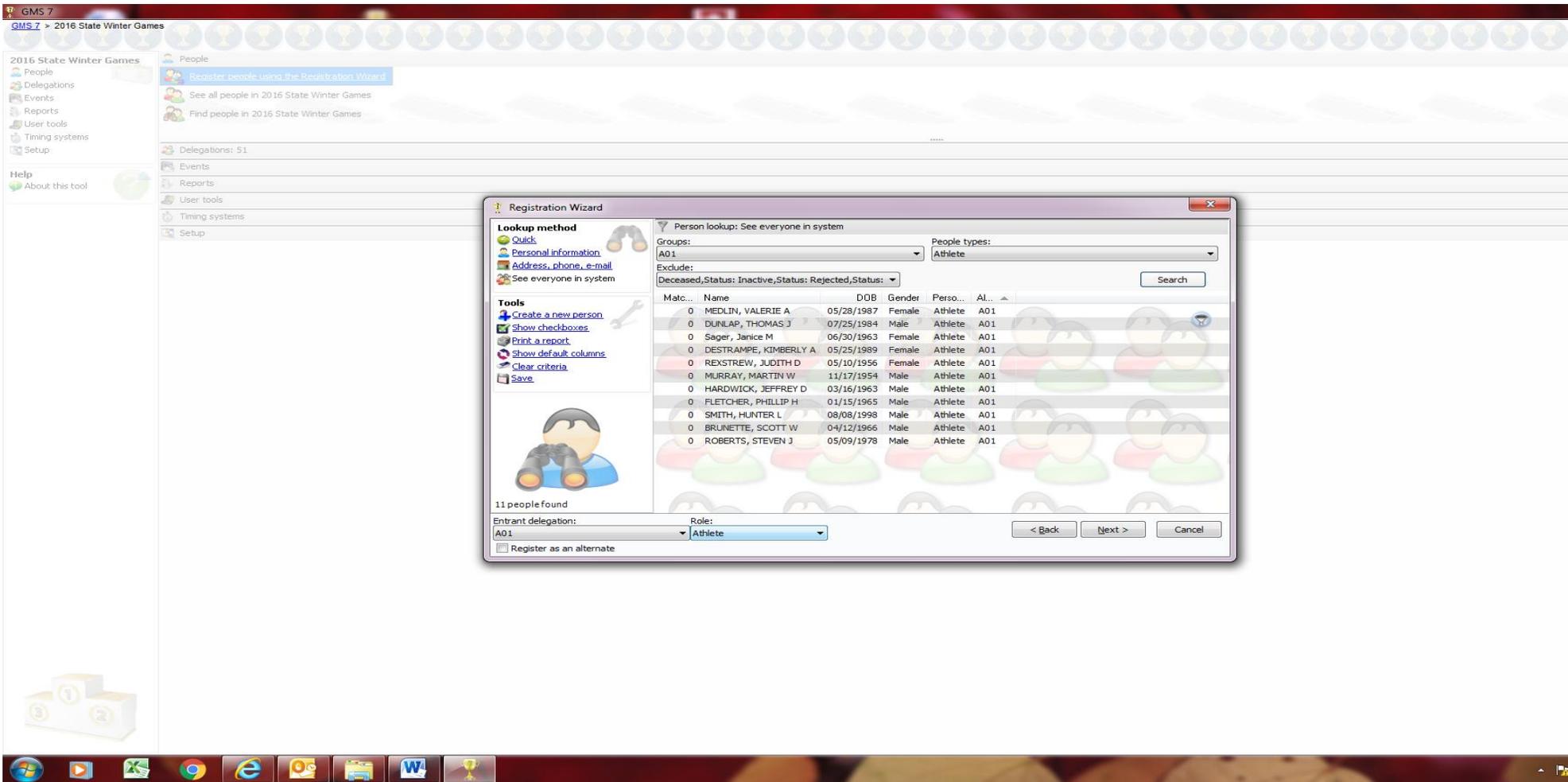
Search

Entrant delegation: A02 Role: Athlete

Register as an alternate

< Back Next > Cancel

1. At the top of the page under groups, use the down arrow to select your area, to the right of groups select the people type to register. On the left hand side click on “see everyone in system” left click the “search” button on right hand side.
2. Your area and the type of person you are adding will appear in lower right hand corner. This is the time to mark as an alternate.



All of your athletes will appear. Left click on the athlete to register

Registration Wizard

Edit person

**Profile Editor**

- [Personal data](#)
- [Additional data](#)
- [Addresses](#)
- [Relationships](#)
- [Alerts](#)
- [Certifications](#)
- [Personal Best](#)
- [Background checks](#)
- [Training](#)

**Tools**

- [Lists](#)

[Load photo](#)

**Personal data** G2ARG [Other names](#)

Ignore capitalization rules

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

Mailing label title:  "Dear ..." title:

Credential name:

Gender:  Date of birth:

Requires wheelchair and/or handicapped- accessible locations

Person type:  Additional types:

Group:  Additional groups:

Archived  Banned  Deceased

Status:  Weight:

Date started:  Date active:  Inactive date:

Additional data

< Back Next > Cancel

The personal data screen will appear when “Next>” is selected. Review the Medical Codes, Birthdate and Gender. When you have concluded that the information on this page is correct left click on the “Next>” button.

The event screen will appear. Left click on down arrow of the “Sport” tab highlighted in blue and select the sport, some examples are shown in the blue box at the top left hand side of the screen. Left click on the “Events” tab. The events will appear for the sport you have selected. If need to select a level, add it to the right at this time. Add the appropriate number of events for your sport

If Team sport add team names at this time.

The screenshot shows the 'Registration Wizard' window with the following details:

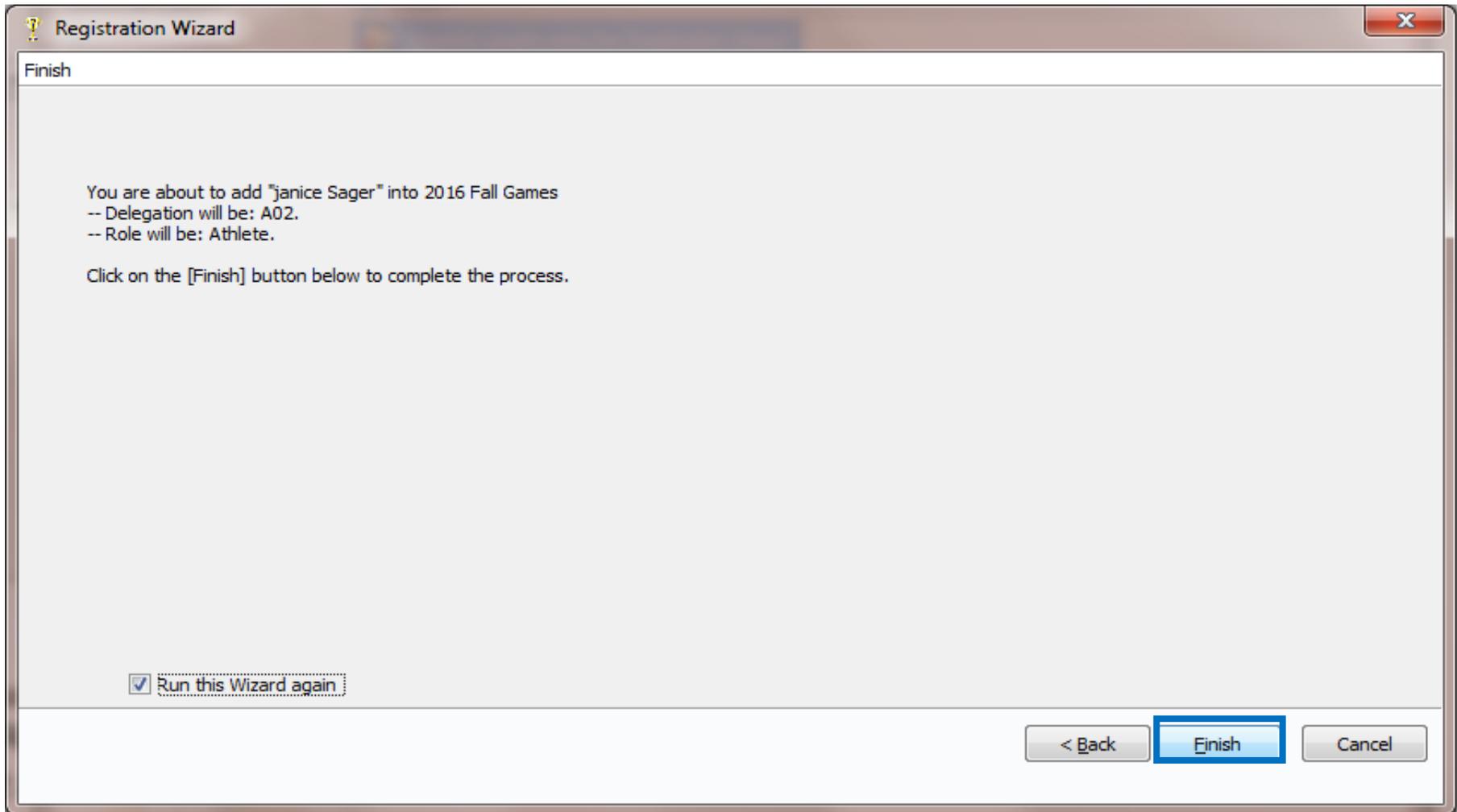
- Events Section:**
  - Sport:** Football/Soccer
  - Bib #:** 0
  - Buttons:** [Add another event](#), [Verify values](#)
- Event 1 (SCINSC):**
  - Event:** Soccer Skills (highlighted in a red box)
  - Qualifying:** 0.00 (highlighted in a red box)
  - Buttons:** [Remove](#)
- Event 2 (SCTM11):**
  - Event:** Soccer Team 11/side (highlighted in a blue box)
  - Team:** (empty dropdown, highlighted in a blue box)
  - Buttons:** [Remove](#)
- Event 3:**
  - Event:** (empty dropdown)
  - Team:** (dropdown menu open, highlighted in a green box)
  - Buttons:** [Remove](#)

**Team Selection Menu (Green Box):**

- Team: (dropdown)
- (default team for Soccer Team
- A9 Orange Crush
- A9 Orange Tiger's
- (create new team)

**Navigation Buttons:** [< Back](#), [Next >](#), [Cancel](#)

When you click on an individual sport an option to add a qualifying score will appear as shown in the red box. If you add a team sport an option to choose the team will also appear shown in blue. You can also add a new team as shown in the green when you left click on the "Team" drop down window. When you are finished adding qualifying score and team left click on the "Next>" button.



This is the final screen that will add that entrant into the selected events.

If you are adding more athletes, coaches etc.... leave the box checked "Run the Wizard again" in the lower left hand corner

To finalize adding the entrant push the "Finish" button highlighted in blue.

If you forget to add athlete as an alternate: Select the game, in the games “Select people” then “See all People” left click on athlete to make an alternate. About half way down the page under “Games info” select by left clicking on alternate.

The screenshot displays the GMS 7 software interface for editing a person's profile. The browser address bar shows the path: GMS 7 > 2016 State Winter Games > A01 > SMITH, HUNTER L > SMITH, HUNTER L. The page title is "Person is open in read-only mode" with the ID "BY158".

The interface is divided into several sections:

- Profile Editor:** A sidebar on the left with tabs for Personal data, Games information, Events, Additional data, Addresses, Relationships, Alerts, Custom fields, Past games, Certifications, Personal Best, Background checks, and Training.
- Personal data:** Fields for Prefix/title, First/given name (HUNTER), Middle (L), Family/last (SMITH), Suffix/generation, Mailing label title, Dear... title, Credential name, Gender (Male), Date of birth (08/08/1998), Age (17), and a checkbox for "Requires wheelchair and/or handicapped-accessible locations".
- Person type:** Athlete (selected), with "Additional types" and "Additional groups" both set to "None selected".
- Status:** Active (selected), with "Date started", "Date active", and "Inactive date" dropdowns. A "Weight" field is set to "0.00 kgs (0.00 pounds)".
- Games information:** Delegation: A01, Role: Athlete. Includes checkboxes for "Scratched", "Alternate" (checked), and "Checked-in". Fields for "Bib #:" (312) and "Sport:" (snowshoeing) are also present.
- Events:** A table with columns: Sport, Event, Queuing, Bib, Status. One entry is visible: Snowshoeing, Snowshoe - 50M, 0 min, 25.12 sec, 312.
- Additional data:** Date created: 08/17/2009, Last changed: 01/04/2016.
- Addresses:** 2
- Alerts:** PRESENT
- Custom fields:** (empty)
- Past games:** 1 events in 1 games
- Certifications:** 2
- Personal Best:** (empty)
- Background checks:** none

The Windows taskbar at the bottom shows the system tray with the time 3:09 PM and date 10/27/2016.