



GMS 7

User Guide

(October 2018)

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People

GMS 7 has the ability to search the entrant database through the *Person lookup/data entry* tool on the main page of the program. It is here that you can search for entrants with partial or full information, enter new entrants to the database and search for or edit entrant information.

Finding a Person in GMS

Click on tab *Person lookup/data entry* from the main page of GMS. There are four options given in this tool that utilize the same database; however each option searches the database in a different way.

Find people by personal data – name, date of birth, address, phone number, e-mail, etc.

- This option has the most search fields available for finding an entrant in the database.

Find people using advanced criteria

- This option utilizes filters to assist in finding an entrant. These filters include Groups, People Types and allow for additional filters to be added.

Enter Name, address and phone changes

- This option brings you to the same screen as the *Find people by personal data* option.

Mark bad phone numbers/e-mail addresses

- This option is a way to lookup entrants by phone# or e-mail only.

When entering new entrants into GMS or looking for an entrant, the best tool to use is *Find people by personal data* option.

Find people by personal data – name, date of birth, address, phone number, e-mail, etc.

Click on this option from the main page of GMS. Enter the information you know into one or more of the search fields. Click *Search* when complete.



GMS will generate a list of people based on the information you have entered into the search fields. There are three possibilities that will occur with this search: many names will be listed, only your entrant will be listed, or no one will be listed and you will need to *Create a new person* or redo your search.*

**Note: when looking for an entrant, sometimes less is more. If you are entering an entrant's first and last name and are unable to find them, try just their last name or part of their last name. Sometimes a name is entered wrong in the system or spelt incorrectly on the form you have. Following this will open the search up to more profiles.*

If you find the entrant you were looking for in the list provided by this search just click on the name. It will open up the profile and now you can view and edit the information.

If you do not find the entrant you were looking for in the list provided by the search either try another search* or you will now need to *Create a new person*.

**Note: check to make sure before you select Search that you are spelling the entrant's name correctly and that there are either no filters or that the filters used are correct. For example if the Gender filter is set on Female, you will not be able to find any Male profiles of the name you are entering.*

Creating a New Person in GMS

If you have searched and did not find the person you were looking for, then click on *Create a new person* under the **Tools** section to the left of the search area. You can also do this by clicking on the *Create a new person button* to the lower left of the search area.

GMS 6 > Person lookup
You are logged in as sobxvol; [change password](#)

Person lookup: Personal information

Groups: (no filter) People types: Coaching Staff - COST, Chaperone - CHPN, Head of Delegation

Family name: Stephens First/given: Middle:

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

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

[Search](#)

Matc...	Name	DOB	Gender	Person type	All groups
5	STEPHENS, BEATRICE		Female	Chaperone - CHPN	Special Needs Life Eagles
5	Stephens, Cozea		Male	Head of Delegation - HDDL	Bachman Park And Rec
5	Stephens, David		Male	Chaperone - CHPN	Plano ISD
5	Stephens, Gary		Male	Chaperone - CHPN	Space Center Rockets
5	Stephens, Glenn		Male	Coaching Staff - COST	Fort Worth Titans
5	Stephens, Joann		Female	Coaching Staff - COST	Fort Worth Titans
5	Stephens, Sarah		Female	Head of Delegation - HDDL	Texas Foundation Hope
5	Stephenson, Linda		Female	Chaperone - CHPN	Mary's House
5	Stephenson, Tami		Female	Chaperone - CHPN	Mary's House

Filter by name:

[Create new person](#)

9 people found

A smaller screen will appear. Complete the fields for your new entrant.*

*Note: you must always select a Group before creating a new person. GMS will not let you continue until you have done this (see section on How to Add a New Group if needed).

Create new person

Person type: Athlete Group: _____

Gender: Unknown Date of birth: _____

Primary name [Undo changes](#)

First/given name: _____ Middle name: _____ Last/family name: garcia Suffix: (Jr, III, etc.) _____

Phonetic name

First/given name: _____ Middle name: _____ Last/family name: _____ Suffix: (Jr, III, etc.) _____

Don't check for duplicates

Ignore capitalization rules

Continue Cancel

After you click *Continue*, GMS will check for possible duplicates.*

**Note: it is important that you check to make sure your entrant is not already in the system. Double-check the names on this list to reduce the amount of duplicates in the database.*

Possible duplicates

Name	DOB	All pe...
Harker, Sidney		Staff

1 possible matches

Create new person Cancel

If your entrant is on the list, click on that entrant and the profile will open for editing.

If your entrant is not listed then click on *Create a new person*. You will see the screen below. You can now edit information inside the profile you created.

Creating a New Person Protocols

In GMS to guarantee the accuracy of names and information, reduce duplicate entries and to ensure your reports and labels are esthetically appealing, it is important to adhere to the following procedures when you *Create a new person*:

Check the database to see if this person already exists in GMS: Before entering a new profile, follow the directions in the *Finding a Person in the Database* section. If a single entrant or a list of entrants is the result of a search and one or more of these profiles have similar information as your entrant, it is important to investigate this further. Pay close attention as you look to see if this entrant is already in the system.* It is important that multiple profiles of a person are not created, this will ensure the accuracy of our counts and profiles.

**Note: An example of what to look for when checking is: there is a profile with the same name as your entrant and same gender. Your entrant has a date of birth of 7/01/2002 and the profile already in the system has a date of birth of 7/10/2002. There is a very good chance that this is the same person. Check with the coach or head of delegation to make sure the birthdate is correct on the form. Also check to see if the person you are entering would be in the same delegation as the current profile in GMS. If they are in the same delegation, it is almost a guarantee it is same person.*

Do not capitalize an entrant's entire name: when creating a new person in GMS do not enter their name entirely in capital letters. Only capitalize the first letter of their first, middle and last names. No

part of their profile should be written entirely in capital letters. If you notice a name in the system that is entirely capitalized please assist in changing that name within the entrant’s profile.

Entering Unified partners: when entering an entrant’s **Person type** it is important to identify them correctly to ensure the accuracy of their role and our numbers as a program. List someone who is participating in Unified sports and that is not an athlete as a *Unified Partner*. Do not list this entrant as an *Athlete* if they do not have a medical on file and are not an athlete in our program.

Entering YAP participants: if you are entering a YAP participant and the roster you were given does not provide you with a participant’s last name, then enter their last name as follows – “Letter_School”. For example, if you are given the name Kate L. from Kromrey Elementary School. You would enter this student’s last name as “L_Kromrey”. Utilize the underscore between the last name initial and the school name.

Medicals have expiration dates: when entering a new medical or when looking at a medical already entered in GMS, they need to have an expiration date. When you enter the medical *Signature date* GMS does not automatically populate the *Expiration date*. See the section titled **Athlete Medical** to learn how to do this correctly. If you notice medicals while in GMS that currently do not have an *Expiration date*, please assist by editing the **Person Profile**.

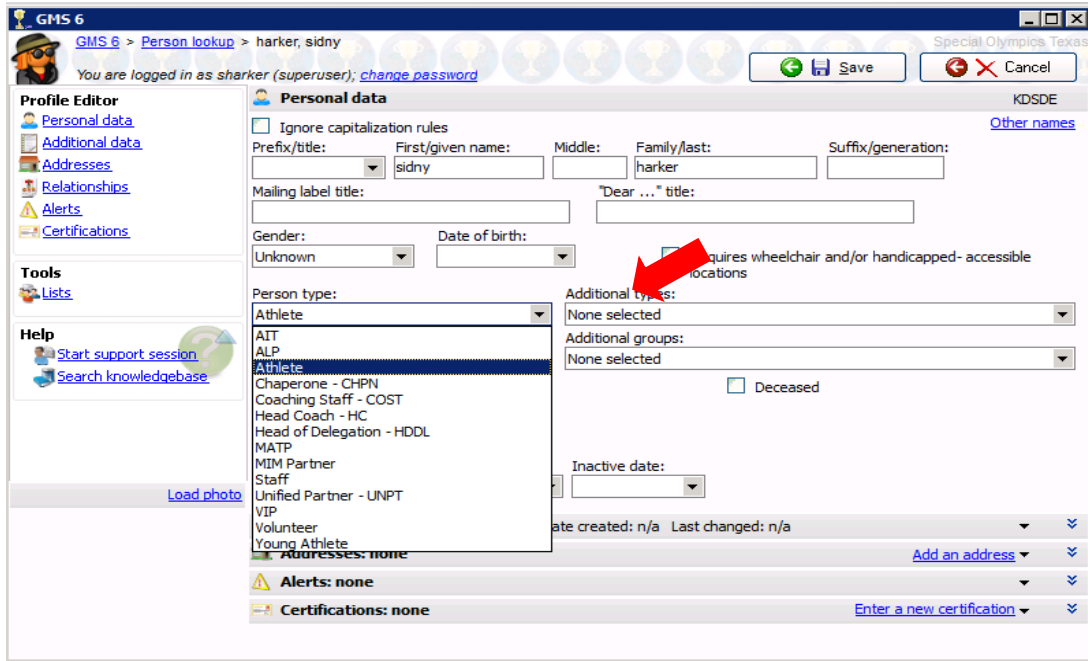
Indicating a Person Type (or Role)

When entering a new entrant or when updating a profile, it is important that their **Person Type** is correctly identified. **When entering a new entrant into GMS**, setting a *Person Type* will occur during entry into the *Create a new person* screen that pops up after the initial search.

The screenshot shows a window titled "Create new person" with a blue header and a close button. On the left is a placeholder icon of a person with a blue plus sign. The main area contains a "Person type:" dropdown menu with a list of roles: Athlete, Unified Partner - UNPT, Coaching Staff - COST, AIT, Volunteer, Staff, Chaperone - CHPN, Head of Delegation - HDDL, VIP, MIM Partner, ALP, Head Coach - HC, MATP, and Young Athlete. To the right of the dropdown is a "Group:" dropdown set to "01" and a "Date of birth:" dropdown. Below these are two sets of text input fields for "Middle name:", "Last/family name:", and "Suffix: (Jr, III., etc.)". The first "Last/family name" field contains the text "harker". A blue "Undo changes" link is located to the right of the first set of fields. At the bottom left are two checkboxes: "Don't check for duplicates" and "Ignore capitalization rules". At the bottom right are "Continue" and "Cancel" buttons.

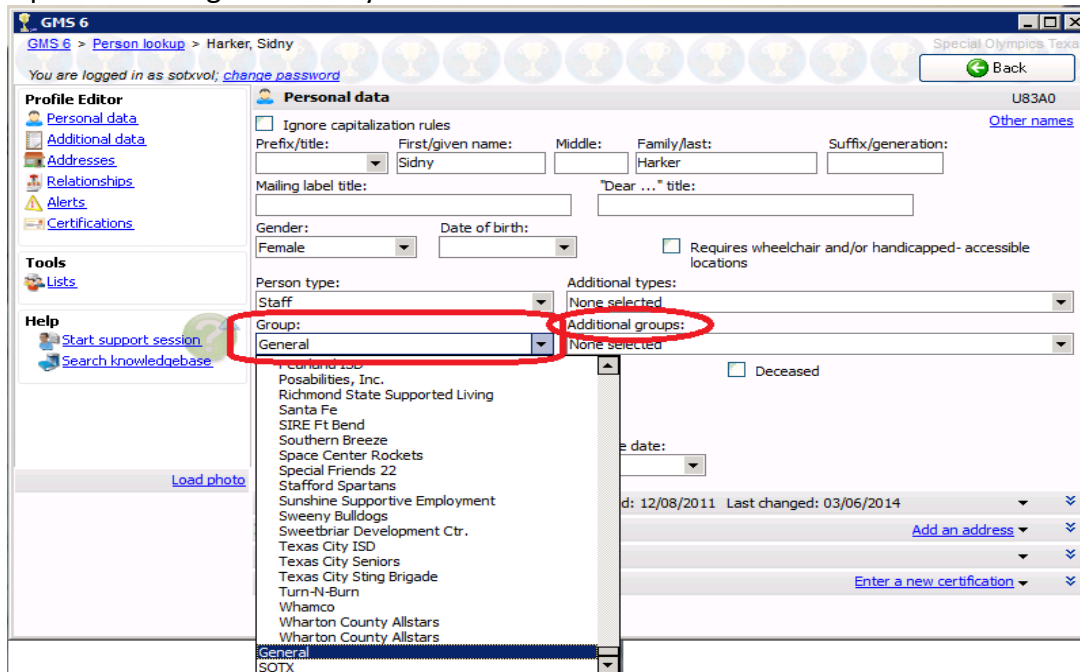
When an entrant is already in GMS, you can change this within their profile. Select from the dropdown menu under the *Person Type* category in their **Personal data** section. **Note: there is an Additional Type option to the right of this dropdown. It is here that you can add another type to an entrant’s profile. For example: an athlete finished the Athlete Leadership Program (ALP). Here you can*

identify that they have completed that program by identifying them as an ALP as well as an athlete (see below).



Changing/Adding a Delegation to a Person's Profile

Within the **Personal data** section of a Person's Profile, use the dropdown titled *Group* to select the Delegation/Group that this person belongs to. If they belong to more than one Delegation/Group, use the *Additional groups* dropdown add a second Delegation/Group. This is where you would also change a person's Delegation if they move.



Adding Contact Information to a Person's Profile

Once you have located or created a person, you then have the capability to edit/update any information in the **Profile Editor**.

The screenshot shows the 'Profile Editor' window for a person named Sidney Harker. The interface is divided into several sections:

- Profile Editor:** A sidebar on the left with links for Personal data, Additional data, Addresses, Relationships, Alerts, and Certifications.
- Tools:** A section with a link for Lists.
- Help:** A section with links for Start support session and Search knowledgebase.
- Personal data:** The main editing area, containing fields for Prefix/title, First/given name (Sidny), Middle, Family/last (Harker), and Suffix/generation. It also includes fields for Mailing label title and Dear ...* title, a Gender dropdown (Female), Date of birth, and checkboxes for Archived, Banned, and Deceased. There are also dropdowns for Person type (Staff), Additional types (None selected), Group (General), and Additional groups (None selected). A Status dropdown is set to Active, with Date started, Date active, and Inactive date fields.
- Additional data:** A section showing Date created (12/08/2011) and Last changed (03/06/2014).
- Addresses: 1:** A section with an 'Add an address' link.
- Alerts: none:** A section with an 'Enter a new certification' link.
- Certifications: none:** A section with an 'Enter a new certification' link.

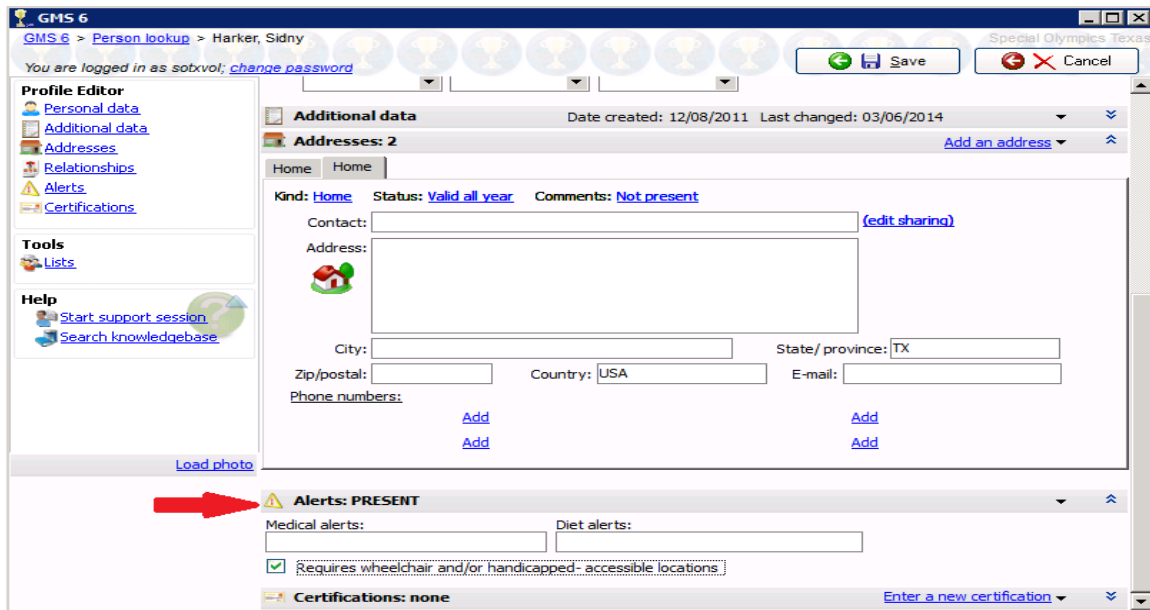
An address can be added by clicking on the *Add an address tab*. Once you click on this it will give you an option to select the “type” of address you want to add. In the sample below a *Home* address has been selected. You will be able to add multiple addresses in this section.

The screenshot shows the 'Profile Editor' window with the 'Add an address' dialog box open. The dialog box is titled 'Addresses: 2' and has a 'Save' button and a 'Cancel' button. It contains the following fields:

- Kind:** Home (selected)
- Status:** Valid all year
- Comments:** Not present
- Contact:** A text input field with an '(edit sharing)' link.
- Address:** A large text input field with a house icon.
- City:** A text input field.
- State/province:** TX
- Zip/postal:** A text input field.
- Country:** USA
- E-mail:** A text input field.
- Phone numbers:** Two 'Add' buttons.

Adding Alerts to a Person's Profile

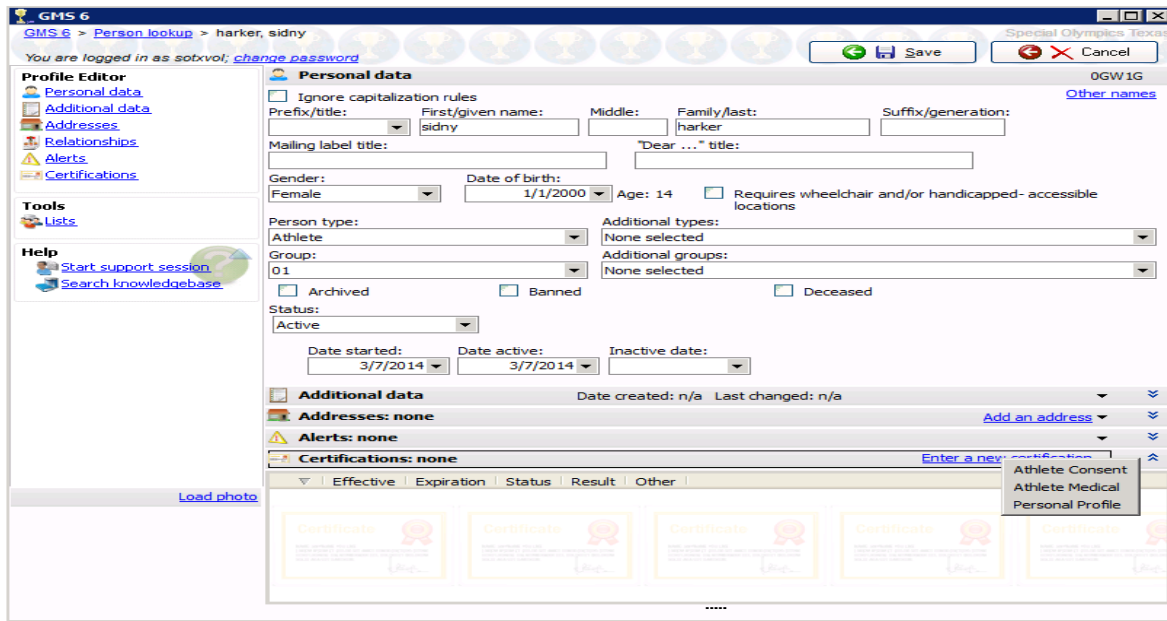
The *Alerts* tab can be used to add certain medical issues to a person's profile. These include diet and medical alerts as well as wheelchair information. This is important information that may be used for practices or competitions.



The screenshot shows the GMS 6 software interface for editing a person's profile. The left sidebar contains navigation options: Profile Editor (Personal data, Additional data, Addresses, Relationships, Alerts, Certifications), Tools (Lists), and Help (Start support session, Search knowledgebase). The main area displays the 'Alerts' tab for 'Harker, Sidney'. A red arrow points to the 'Alerts: PRESENT' status. Below this, there are input fields for 'Medical alerts:' and 'Diet alerts:'. A checkbox labeled 'Requires wheelchair and/or handicapped-accessible locations' is checked. At the bottom, there is a link for 'Enter a new certification'.

Adding Medicals & Consent Forms to a Person's Profile

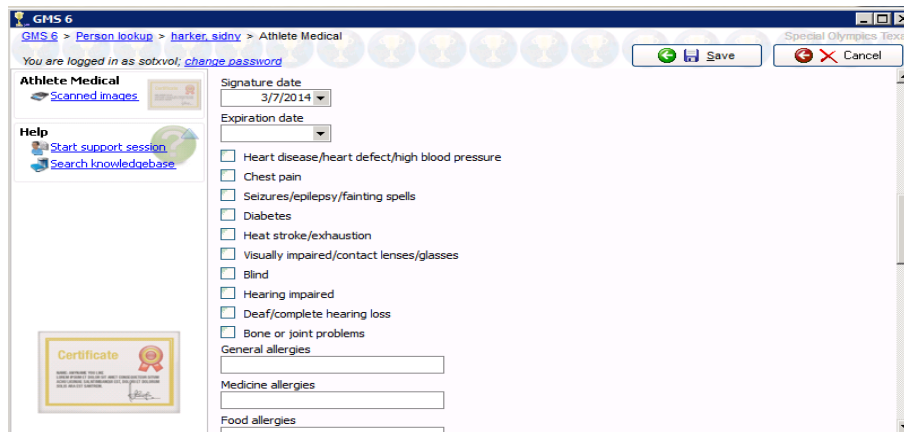
Click on the certifications tab and click on the link for *Enter a new certification*, select *Athlete Medical* for a new medical or *Athlete Consent* to add a consent.



The screenshot shows the GMS 6 software interface for editing a person's profile, now on the 'Certifications' tab. The left sidebar is the same as in the previous screenshot. The main area displays the 'Certifications' tab for 'Harker, Sidney'. The 'Personal data' section is visible, showing fields for name, gender, date of birth, and person type (Athlete). Below this, there are sections for 'Additional data', 'Addresses: none', 'Alerts: none', and 'Certifications: none'. A dropdown menu is open, showing options: 'Athlete Consent', 'Athlete Medical', and 'Personal Profile'. At the bottom, there are several 'Certificate' icons.

Athlete Medical

Fill out the blank fields that correspond to the SOTX Athlete Medical Form.

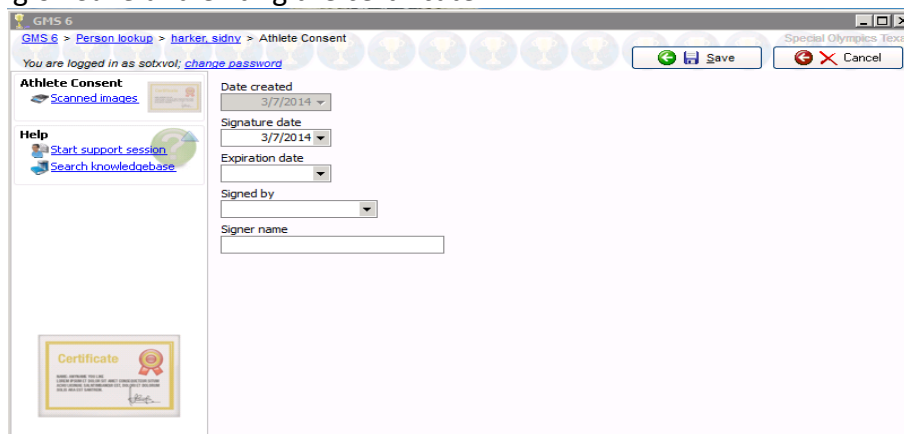


The form will automatically populate the *Signature date*. Change the *Signature date* to the date on the *Medical Form* that it was signed. **VERY IMPORTANT: Once the *Signature date* is set you will need to enter the *Expiration Date*, GMS sometimes does not automatically do this. The *Expiration date* is 3 years from the *Signature date*.** When all information is entered in the *Athlete Medical* section click on *Save*.

Athlete Consent

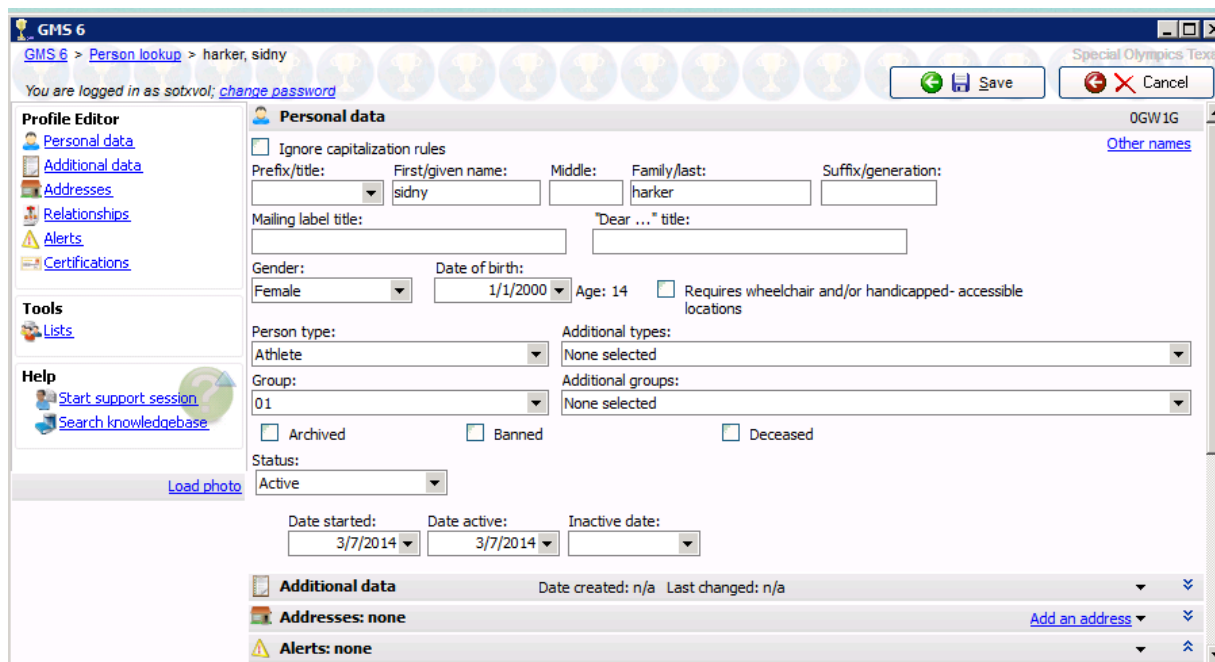
From the *Certificates* section in the **Person Profile** select *Enter a new certificate* and then click on *Athlete Consent*.

The form will automatically populate the *Date created* and *Signature date* (which can be changed). Change the *Signature date* to the date on the *Consent portion of the form* (sometimes it is the same as the *Medical form*) that it was signed. **VERY IMPORTANT: Once the *Signature date* is set you will need to enter the *Expiration Date*, GMS sometimes does not automatically do this. The *Expiration date* is 3 years from the *Signature date*.** Then select from the dropdown menu who the form was *Sign by* before clicking on *Save* and exiting the certificate.



Saving a Person Profile

When all information is entered into a Person's Profile click *Save* in the upper right-hand corner of the screen. All information will be saved for this Person Profile. If you decide to not save your changes or new person click on the *Cancel* option in the upper right-hand part of the screen. GMS will pop up a small screen confirming your decision.



The screenshot shows the GMS 6 Profile Editor interface. The browser address bar indicates the user is logged in as 'sobxvol' and is viewing the profile for 'harker, sidny'. The interface includes a navigation menu on the left with options like 'Personal data', 'Addresses', and 'Alerts'. The main area is titled 'Personal data' and contains various input fields and checkboxes. The 'Personal data' section includes fields for 'Prefix/title', 'First/given name' (sidny), 'Middle', 'Family/last' (harker), and 'Suffix/generation'. There are also fields for 'Mailing label title' and 'Dear ... title'. The 'Gender' is set to 'Female' and the 'Date of birth' is '1/1/2000', resulting in an 'Age: 14'. A checkbox for 'Requires wheelchair and/or handicapped-accessible locations' is present. The 'Person type' is 'Athlete' and 'Additional types' is 'None selected'. The 'Group' is '01' and 'Additional groups' is 'None selected'. There are checkboxes for 'Archived', 'Banned', and 'Deceased'. The 'Status' is 'Active'. The 'Date started' is '3/7/2014' and the 'Date active' is '3/7/2014'. The 'Inactive date' is empty. Below the 'Personal data' section, there are sections for 'Additional data', 'Addresses: none', and 'Alerts: none'. The 'Additional data' section shows 'Date created: n/a' and 'Last changed: n/a'. The 'Addresses' section has an 'Add an address' link. The 'Alerts' section has an up arrow icon. In the top right corner, there are 'Save' and 'Cancel' buttons. The user's name 'OGW 1G' and a link to 'Other names' are also visible.

Adding a New Group (or Delegation) to GMS

Each Person Profile must be assigned to a Group in GMS. A Group is the same as a Delegation. **Volunteers and Area staff do not have the permission in GMS to add a new group.**

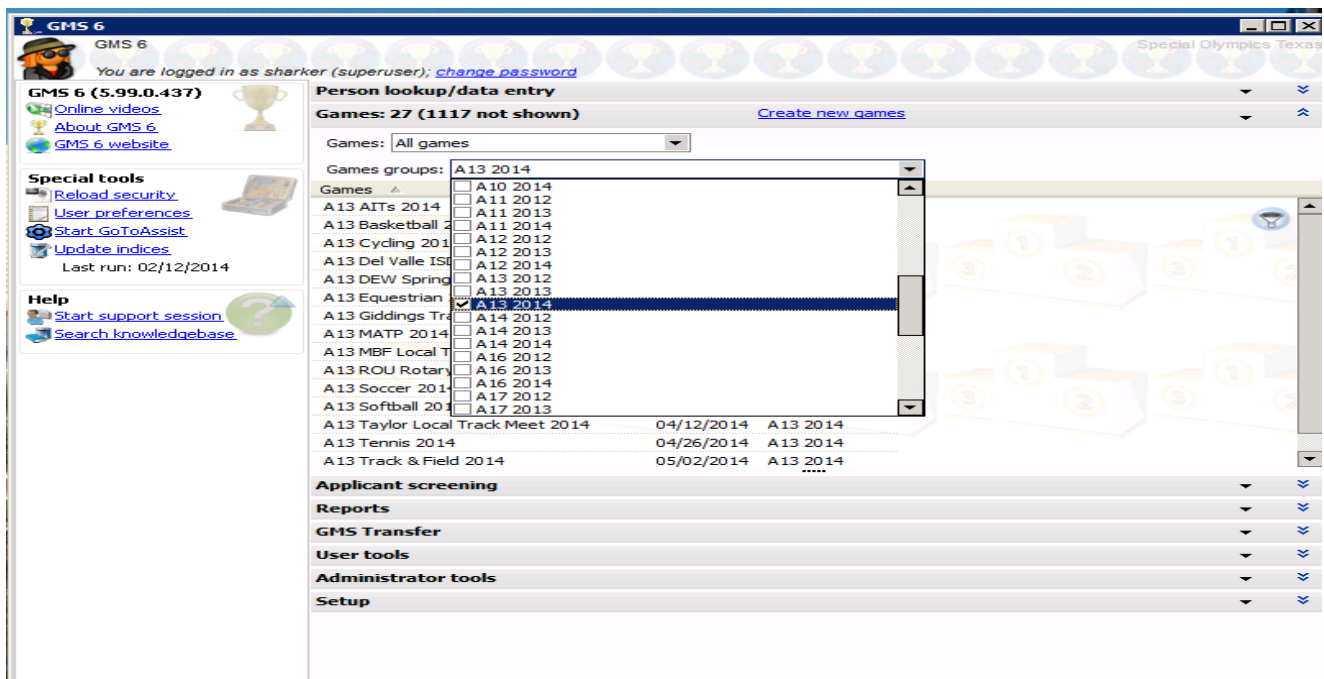
If you are entering a new Person or updating a Person's Profile and need **to create a new Group (Delegation) contact the Director of Games Management** at the Chapter Office. Include the Request for New Delegation Form found on page D-6 in the Sports Information Guide (SIG). This form should also be sent to the Director of Volunteers at the Chapter Office.

Games

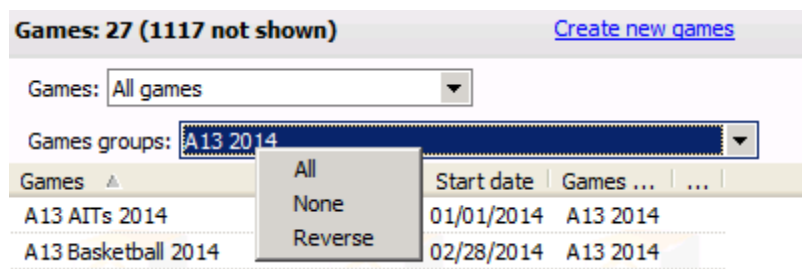
GMS 7 is a registration software where Games (or events) are created to assist with the management of a sport competition. Each Area (including the Chapter Office) uses this software as a way to organize their event as well as to report numbers for their Area's participation in a sport.

Finding Already Created Games

Click on tab *Games* from the main page of GMS. Use the dropdown next to the **Games groups** option under this tab to find the Area/Office and year of the event in which you are looking for. Once you select the box next to that area and year, click somewhere off of the box to get rid of the dropdown options. GMS will then populate a list of only those events assigned to that area and year.

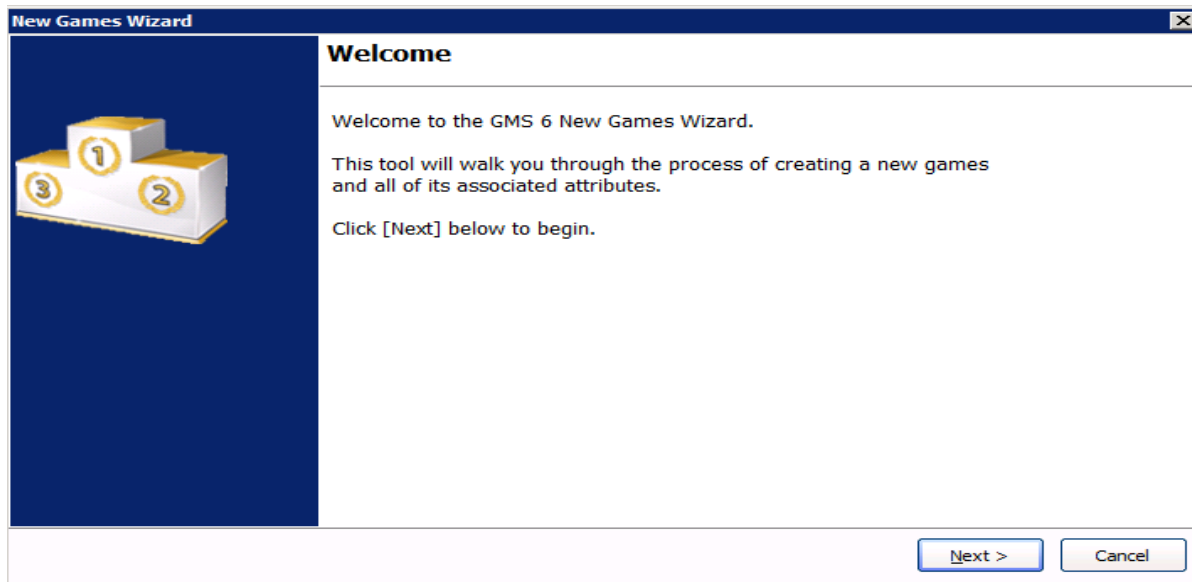


**Note: Right click on the dropdown menu to select "All" (select all events) or "None" (to clear any events that have already been clicked on), to assist you in finding your Games.*

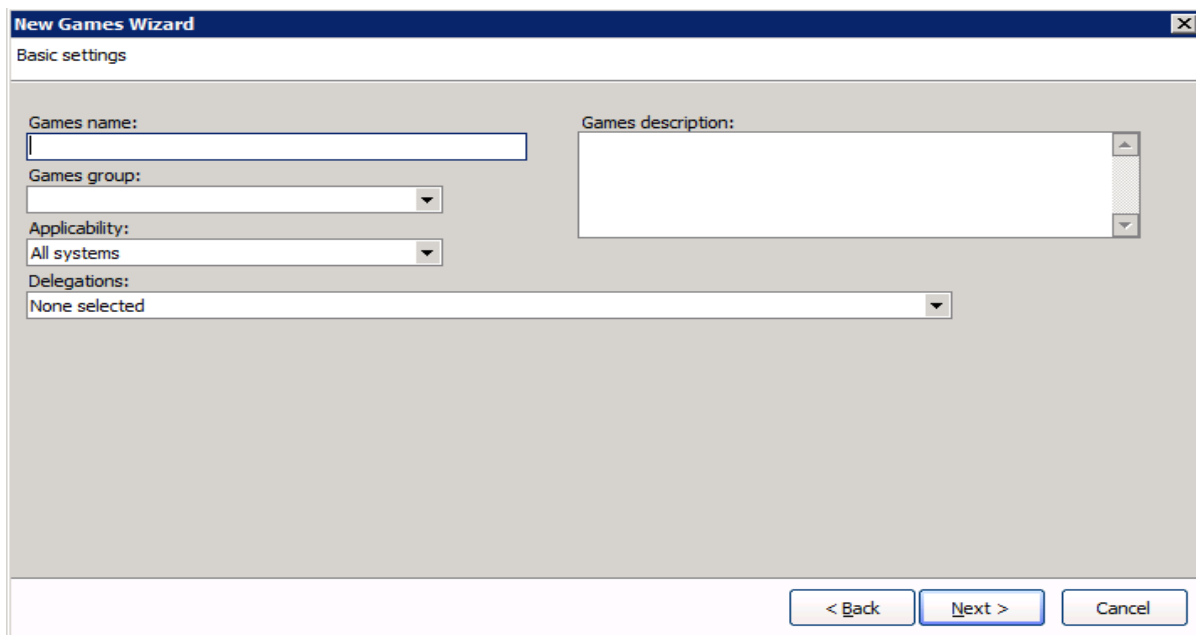


Creating New Games (Event)

Click on tab *Games* from the main page of GMS. On that same tab click on *Create new games* to start the New Games Wizard (see below). Press *Next* to start the Wizard.



You should reach this screen below. Be sure to fill out the *Games name* - enter the Games name in this format: **A# Name Year**. An example is: A13 Longhorn Basketball Local 2014. Also select the Games group you would like to associate this Games with (referencing our example, it would go into the group "A13 2014"). Leave Applicability and Delegations alone (unless you would like to select the participating delegations here). Once this is complete select *Next*.

The image shows the "New Games Wizard" window at the "Basic settings" step. The window title is "New Games Wizard" with a close button. The "Basic settings" section contains several input fields: "Games name:" with a text box; "Games description:" with a larger text area; "Games group:" with a dropdown menu; "Applicability:" with a dropdown menu set to "All systems"; and "Delegations:" with a dropdown menu set to "None selected". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

The screen below will appear. In this list, select the sports and events within each sport that participants will be competing in. Once all is selected press *Next*. **Note: When selecting the box next to a sport, it will automatically select all events within that sport. If there are only certain events within a sport needed, click on the “+” sign next to a sport and a dropdown of all events will appear. This is where you would only select events instead of the entire sport.*

New Games Wizard

Events

Event	Selected
+ <input type="checkbox"/> Aquatics/Swimming	
+ <input type="checkbox"/> Athletics/Track and Field	
+ <input type="checkbox"/> Badminton	
+ <input type="checkbox"/> Basketball	
- <input type="checkbox"/> Bocce	
<input type="checkbox"/> BC Bocce Doubles	
<input type="checkbox"/> BC Bocce Singles	
<input type="checkbox"/> BC Bocce Team	
<input type="checkbox"/> BC Bocce Unified Doubles	
<input type="checkbox"/> BC Bocce Unified Team	
+ <input type="checkbox"/> Bowling	
+ <input type="checkbox"/> Cross-Country Skiing	
+ <input type="checkbox"/> Cycling	
+ <input type="checkbox"/> Equestrian	
+ <input type="checkbox"/> Figure Skating	
+ <input type="checkbox"/> Flag Football	
+ <input type="checkbox"/> Floor Hockey	

The screen below will appear next. This screen is where Roles and Dates of the Games are identified. **Fill out by using the dropdown menus:** Roles allowed in games (these are the roles used in data entry), Games start date, Games end date, and Effective date for calculating ages (same as first day of competition). **Leave set as:** How many time may the same person be in the games (Only once), and **Default honest/maximum effort** threshold (“0” or zero). Click *Next* when complete.

New Games Wizard

Roles and dates

Roles allowed in games:
Athlete, Coaching Staff - COST, Unified Partner - UNPT

Roles allowed in event:
None selected

How many times may the same person be in this games:
Only once

Games start date: [dropdown] Games end date: [dropdown] Effective date for calculating ages: [dropdown]

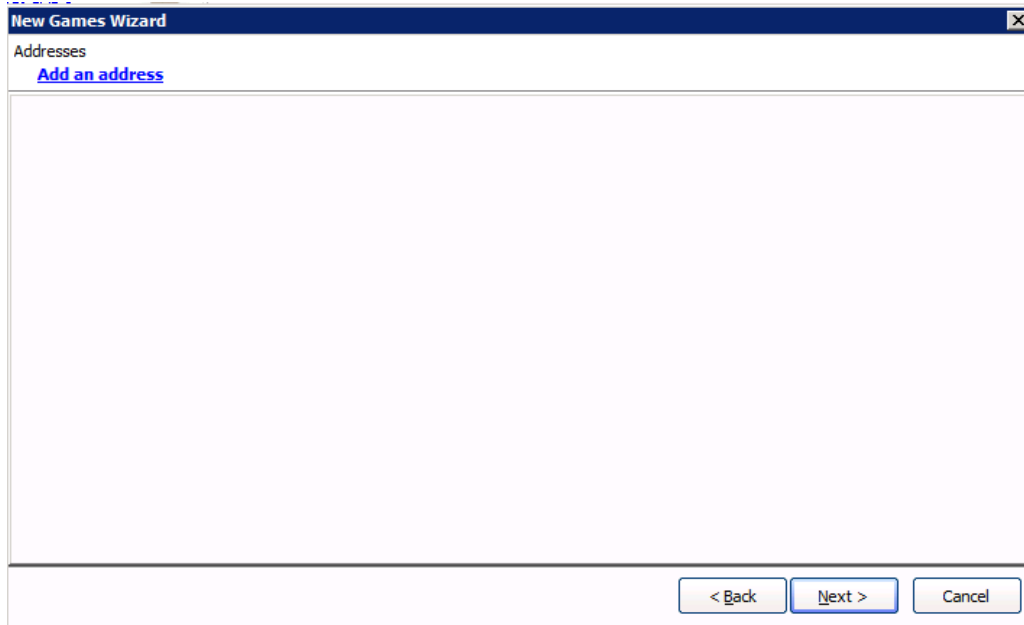
Primary location: [dropdown]

Default honest/maximum effort threshold:
0

Games owners: User, Guest Games team members: None selected

< Back Next > Cancel

The next screen allows an address for the location of the Games. If known, add the address, if not click *Next*.



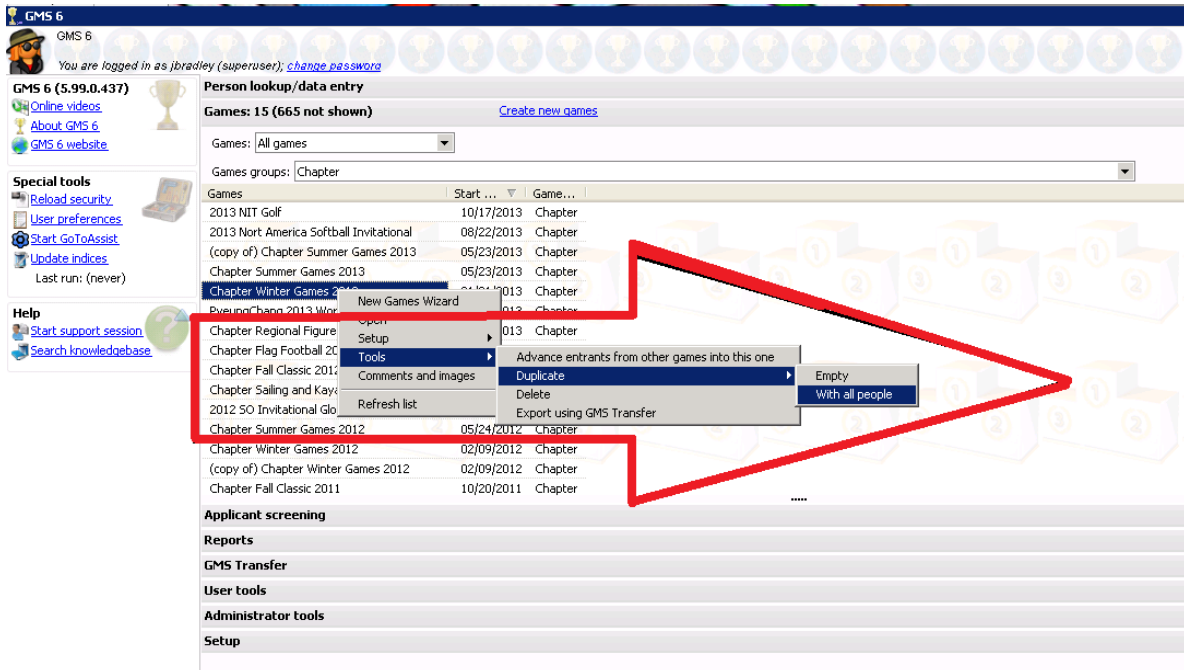
The next and last page of the New Games Wizard lets you know the Games have been defined. At this point you can either go *Back* and edit information or select *Finish*. The new Games will show under the **Games** tab on the main page of GMS6 and can be found under the **Games group** assigned to it.

Creating New Games by Duplicating With & Without People

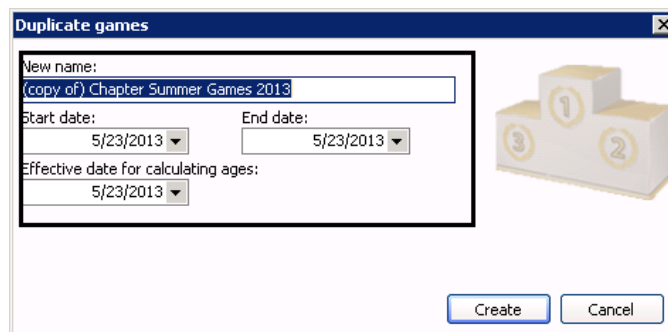
Copying a Games has two options: 1) duplicating qualifying/final results along with the entrants (duplicate with all people) or 2) duplicating empty (duplicate without people).

Option 1: Duplicate with All People (Copying with People)

Right click on the Games that you would like to copy. Select “Tools”, then “Duplicate” then “with all people”. This will copy the entire games with all delegations, people (with qualifying or final scores, gives you an option) and events.



A pop-up will appear (see below). **Fill out all of the fields:** **Rename your new Games** (an example: Chapter Summer Games 2014, updating the year on the event name), **Start date**, **End date** and **Effective date for calculating ages**.

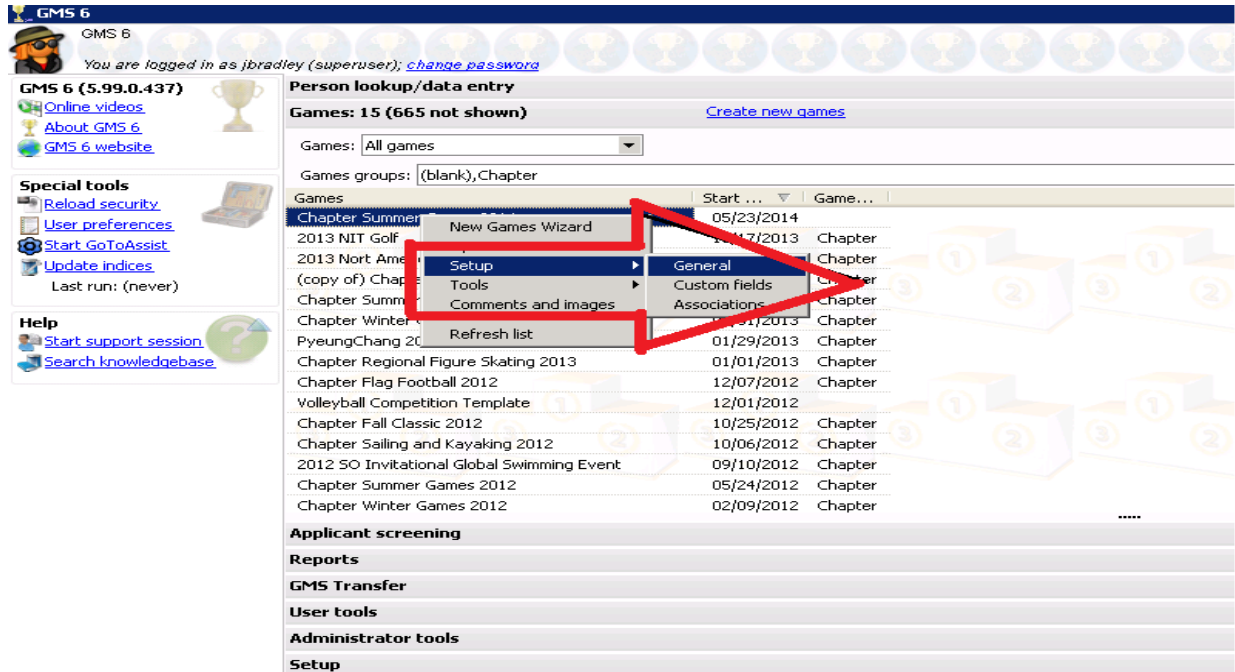


Click *Create* when you are done, the process may take a few minutes depending on the size of the games you are duplicating. **It is important to make sure your new Games saved in the correct Games group** (*instructions continue on the next page*).

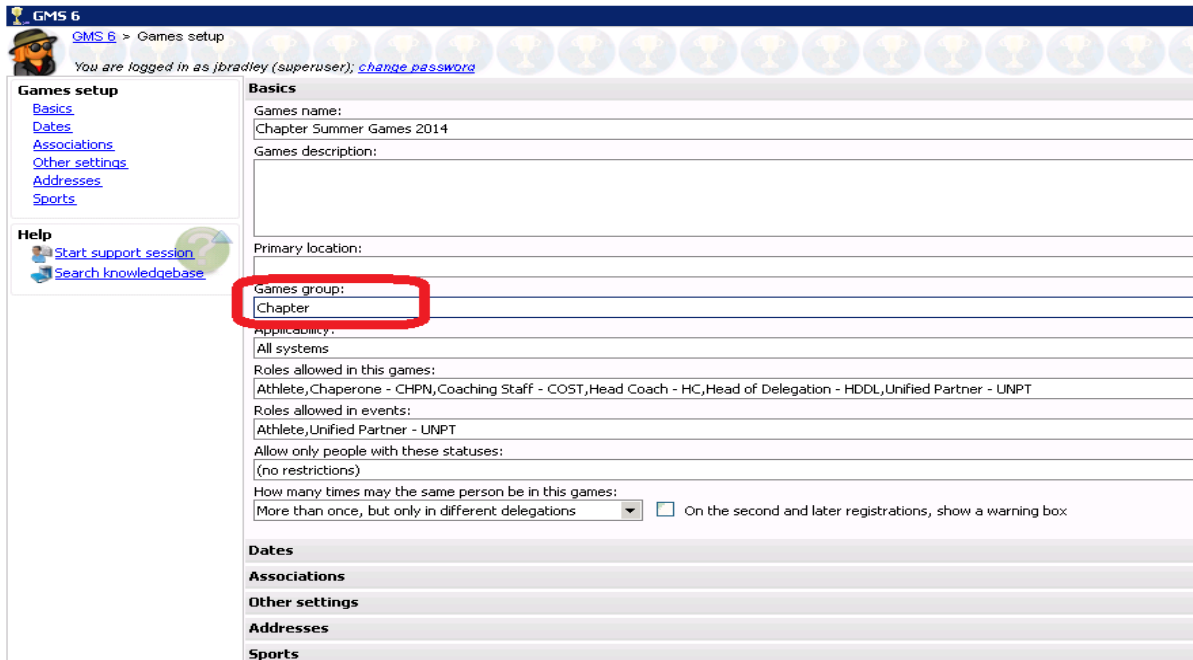
Saving New Games in the Correct Games Group

Under the **Games** tab, expand your **Games groups** to include **Blank**. The newly created report will appear in **Games group** called **Blank**. You can find this **Blank** group by selecting it from the dropdown menu.

Next: *Right click* on your new games and select “Setup” and then “General”.

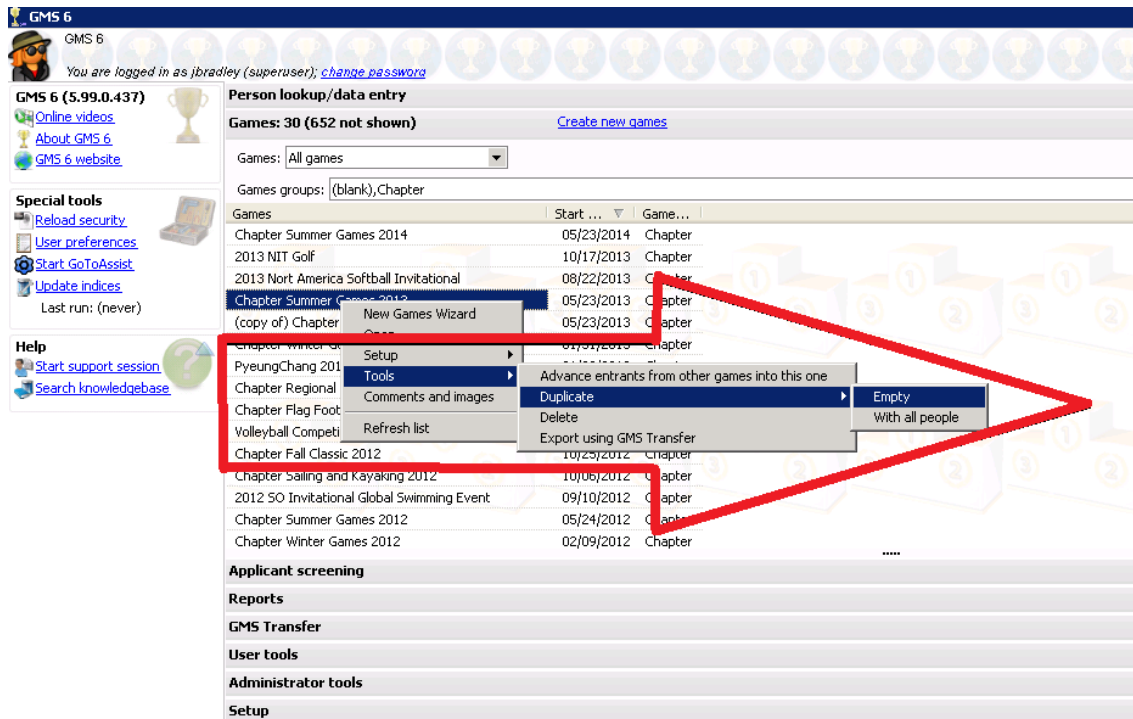


Change the **Games group** if applicable (example 2013 to 2014), or re-select the same **Games group** and click the *Back* button. Your games will now appear in the correct **Games group**.



Option 2: Duplicate Empty (Copying without People)

Right click on the Games that you would like to copy. Select “Tools”, then “Duplicate” then “Empty”. This will copy the entire games without people, delegations or results.



A pop-up will appear (see below). **Fill out all of the fields: Rename your new Games** (an example: Chapter Summer Games 2014, updating the year on the event name), **Start date, End date** and **Effective date for calculating ages**.



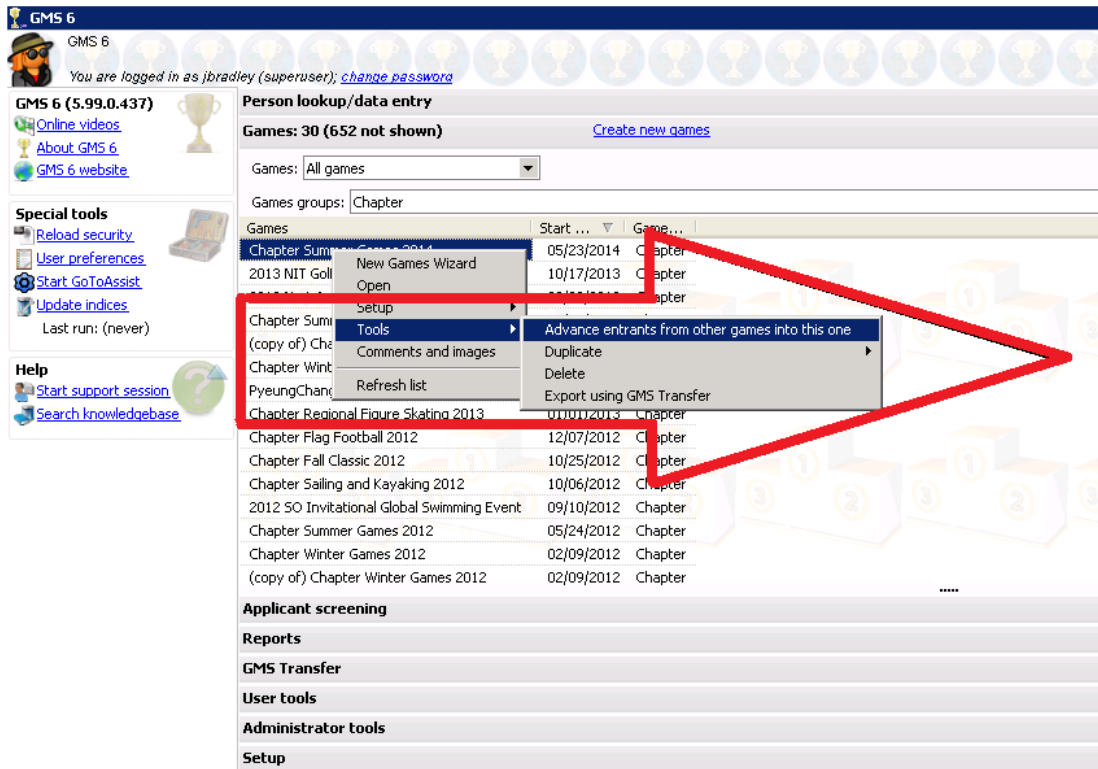
The image shows a 'Duplicate games' dialog box. It has a title bar with the text 'Duplicate games' and a close button. The main area contains a 'New name:' text box with the text '(copy of) Chapter Summer Games 2013'. Below this are two date dropdown menus: 'Start date:' and 'End date:', both set to '5/23/2013'. Below those is an 'Effective date for calculating ages:' dropdown menu, also set to '5/23/2013'. To the right of the text boxes is an illustration of three trophies. At the bottom of the dialog are two buttons: 'Create' and 'Cancel'.

Click *Create* when you are done, the process may take a few minutes depending on the size of the games you are duplicating. **It is important to make sure your new Games saved in the correct Games group** (follow the instructions about this in this user guide).

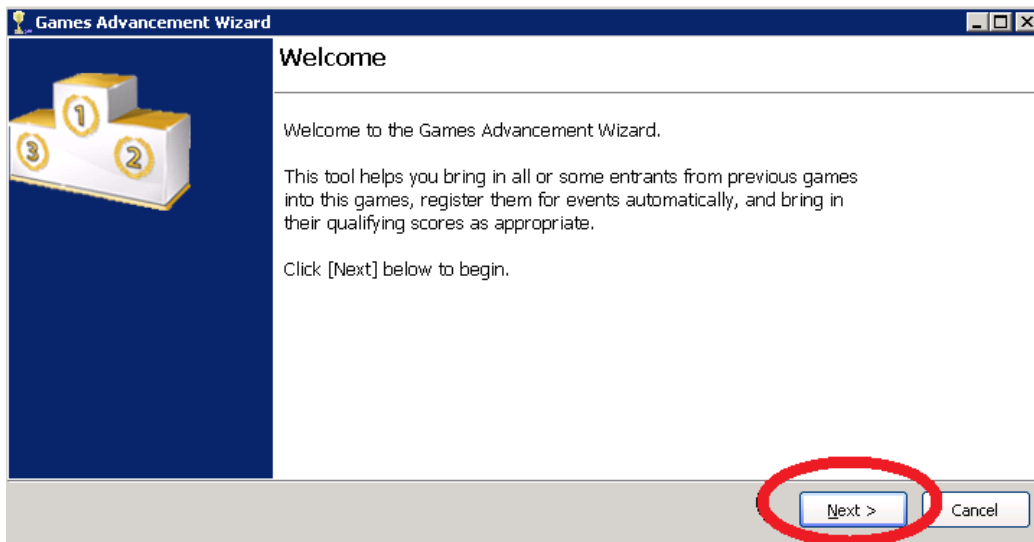
Advancing Entrants into Other Games

If athletes compete in an event and are advancing to another, there is an option to advance these entrants from one Games (based on place or scores) into another Games. For example this can be used advancing athletes from a local to an area competition.

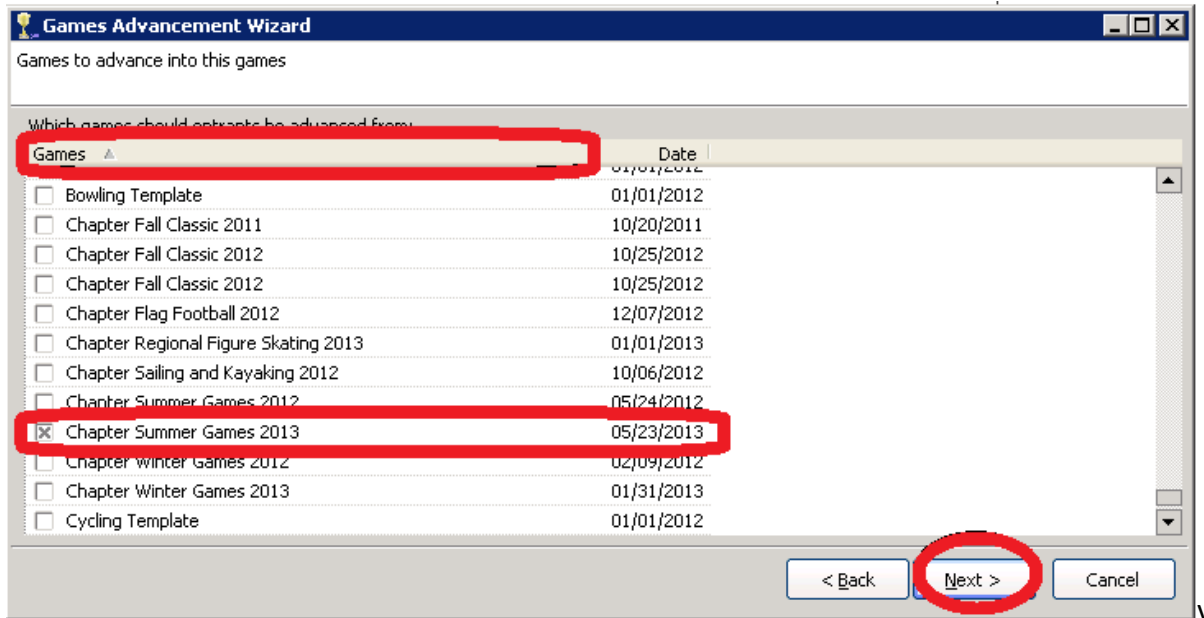
Right click on the **Games** you want to advance athletes into. Then select “Tools”, then “Advance entrants from other games into this one”.



Click *Next*, this is just the introduction page to the Games Advancement Wizard.

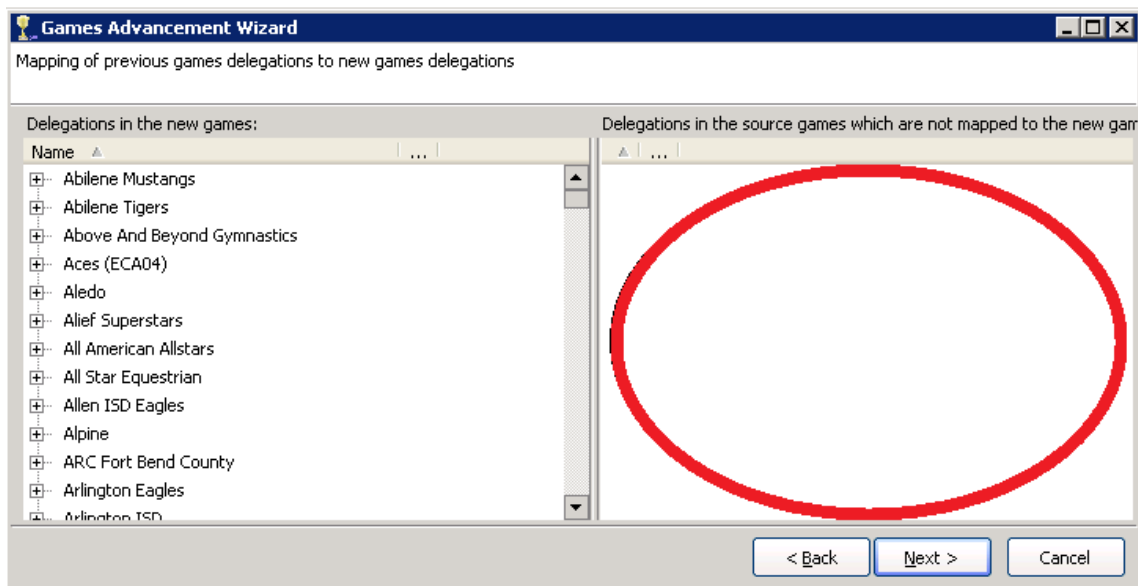


Select the games that you are advancing athletes from to your new games (hint: click on *Games* tab to sort by *alpha/area*). Click *Next*.



The next screen (see below) lists on the left side the delegations that are in the new games (the games you are advancing athletes into). It then lists on the right side those delegations in the source games (the games you are moving athletes from) which are not currently in your new games. Click *Next*.

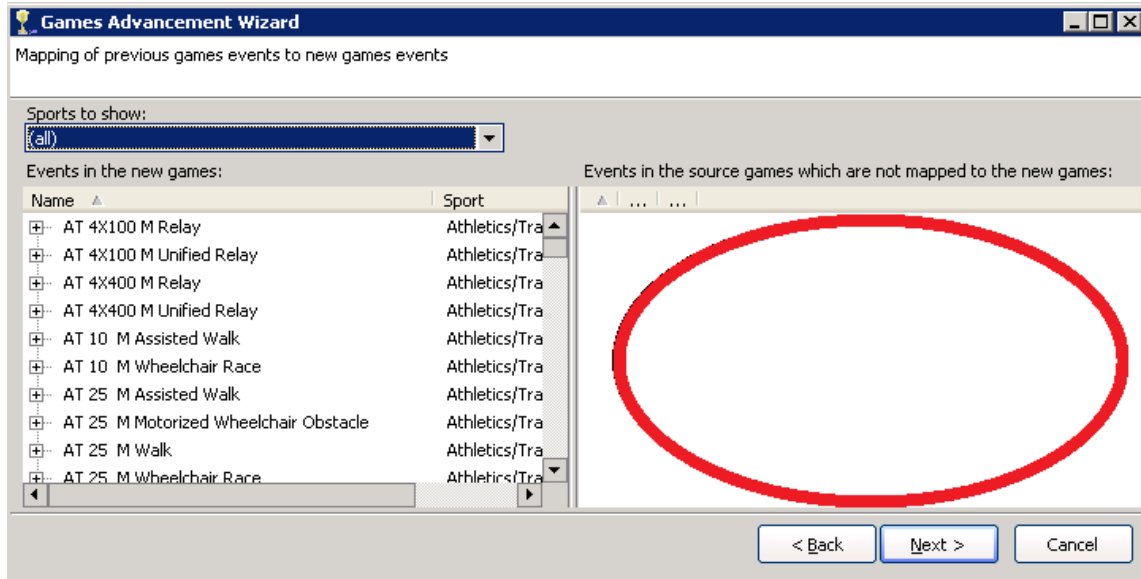
**Note: if there are delegations in the right side column, those athletes are not advanced into your new games if you continue in the Wizard. If you need those athletes also brought into the new games, back out of the Wizard, add those delegations in the new games, and then restart the Wizard again.*



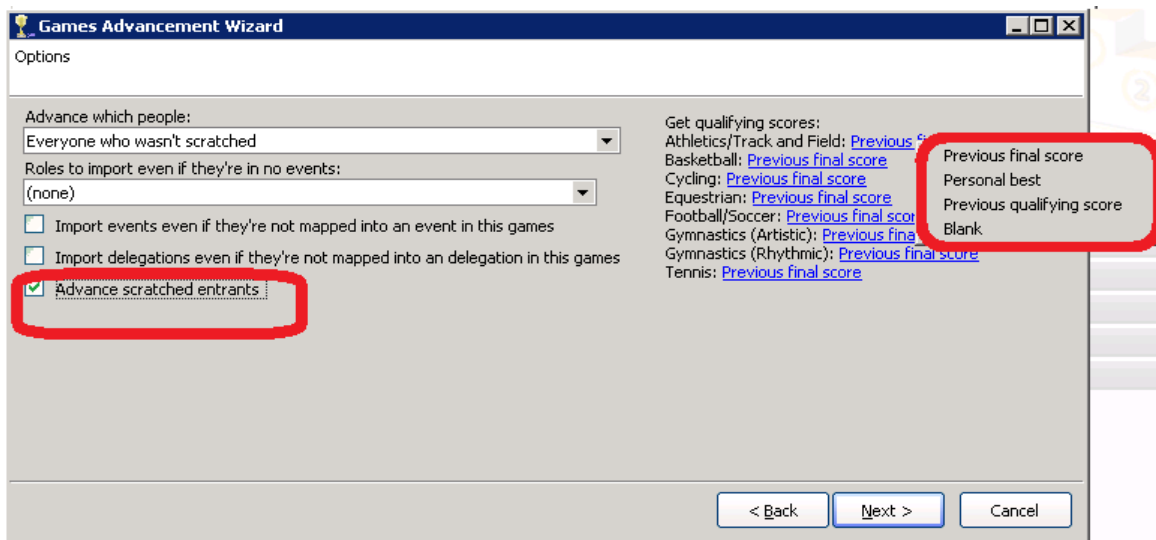
The next screen lists on the left side those events that are in the new games and bringing information in from the games you are advancing. The right side shows the events that are not in the current new

games that are in the old. If you press *Next*, the events in the right column will not advance to the new games. If those are not needed or the area is empty like the example below, press *Next*.

**Note: if there are sports in the right side column, those events will not be advanced into your new games if you continue in the Wizard. If you need those events also brought into the new games, back out of the Wizard, add those events in the new games, and then restart the Wizard again.*



This next screen has options for advancing - If you would like to advance entrants who may have been scratched in source games then check the box **Advance scratched entrants**. Also, choose the scores you would like to advance for athlete's events by clicking on the blue score field and selecting an option from the list. Click *Next*.

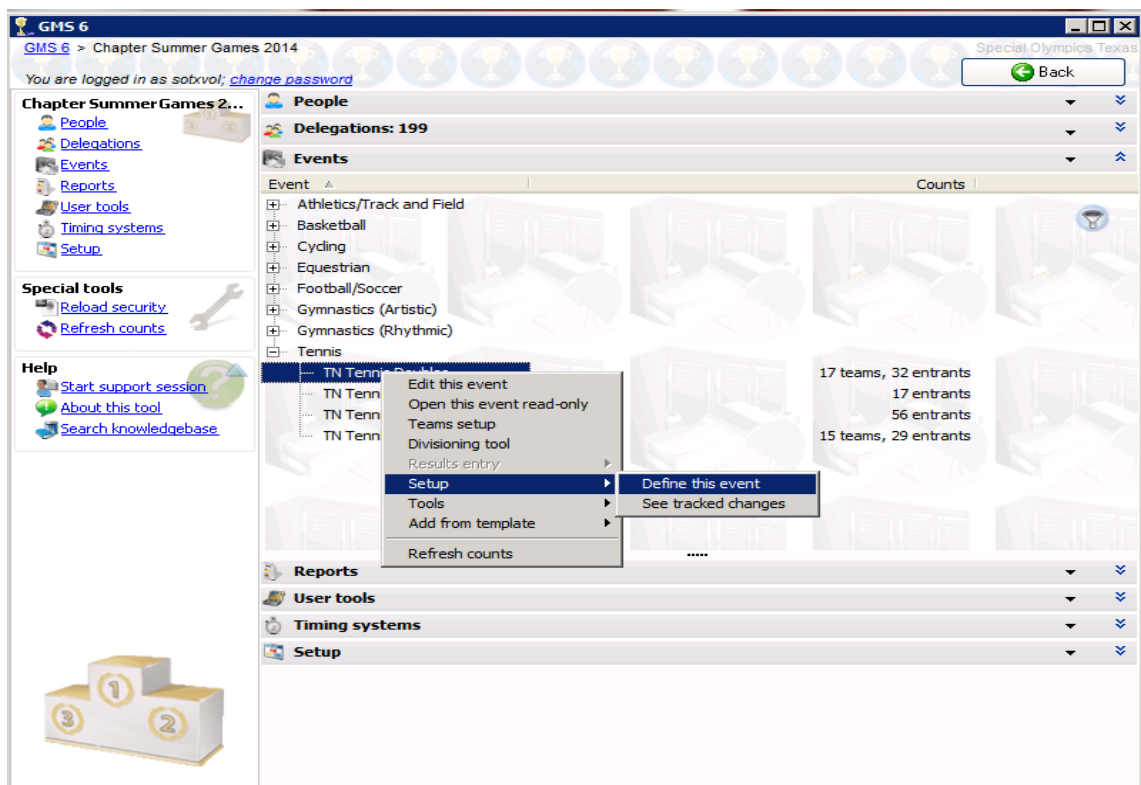


When options are decided, click *Next*. Then click *Finish* to complete the Wizard.

Games Setup: Defining Events

Within a Games there can be multiple sports with multiple events. These sports and events were selected during the New Games Wizard or Duplication processes. In order to define and edit these events, the following steps must occur.

To define your event you must be in your Games. Click on the **Events** tab and then open up the Sport and *Right Click* on the Event you want to define. Select “Setup” and then “Define this event”.



“Define this event” will enable you to customize the event for your competition. First section of **Event Definition** is the **Basics**. Listed below is an overview of the fields within this section:

Event Name: Do not change the event name.

Sport: Do not change the sport.

Event Code: Do not change the event code.

Event Type: Choose the correct type for your event: individual, individual bracketed, team, or team bracketed.

Event Features: Select the features this event will use, by clicking on the box next to each feature (this is where you can add Levels and/or Lanes).

Number of Rounds: Most events will either be 1 (final), or 2 (prelim, final), rounds can also be renamed.

(Continues on next page)

Awards Given: The default here is awards 1-3 and ribbons for all other places.

Place Assignment Rules: The default here is to skip places on ties (keep it as that).

Age Groups: The default here is for our standard age groups, but you can delete and add age groups by clicking on this field (3 dots at the end of the field.)

Date for Calculating Ages: The default here is what you set during New Games Wizard.

Event Number: Use if you have event numbers.

Scoreboard Name: Use if you have a scoreboard name.

The screenshot shows the GMS 6 software interface for defining an event. The window title is 'GMS 6' and the breadcrumb is 'GMS 6 > Chapter Summer Games 2014 > TN Tennis Doubles definition'. The user is logged in as 'sotxvol'. The interface is divided into several sections:

- Event definition:** Includes links for 'Basics', 'Score setup', 'Teams', 'Scheduling', and 'Exclusions'.
- Tools:** Includes links for 'Check setup', 'Save to a file', and 'Make into template event'.
- Help:** Includes links for 'Start support session' and 'Search knowledgebase'.
- Basics:** The main configuration area with the following fields:
 - Event name: TN Tennis Doubles
 - Sport: Tennis
 - Event code: TNDBLE
 - Event type: Team bracketed event
 - Event features: Capitalize division names, Uses levels
 - Number of rounds (including final): 1
 - Levels: Level 2 - Red, Level 3 - Orange, Level 4 - Green, Level 5 - Yellow
 - Awards given: Medals for 1st through 3rd places, ribbons for all o
 - Place assignment rules: Don't skip places on ties
 - Age groups: 8-15, 16-21, 22+
 - Date for calculating ages: 05/22/2013
 - Event #: 0
 - Scoreboard name: (empty)
 - Applicable locations: (no filter)
 - Score setup:
 - Score type: Points
 - Name for total score: Final
 - Display decimals: 2
 - Calculate decimals: 2
 - Higher scores are better:
 - Qualifying scores are not required:
 - Define valid score range:
 - Honest/maximum effort:

Next you will need to define **Score setup** under **Event Definition**. Listed below is an overview of the fields within this section:

Score Type: Select score type (time, points, distance, weight, etc.)

Name for Total Score: The default here is final.

Display Decimals & Calculate Decimals: The default for both is 2 decimal places.

Qualifying Scores are Not Required: Check or Uncheck.

Define Valid Score Range: If you check this, then you can set a limits for score ranges.

Honest Effort: Default is set during New Games Wizard, but you can change this to be specific for this event.

Number of laps & Total Distance: The default here is zero. You do not need to fill this in for the event.

(Continues on next page)

Next you will need to define **Scheduling**. Listed below is an overview of the fields within this section:

**Note: Automatically transition status from “finished-unofficial” to “finished – official” and after how many minutes. These two can be left at the default, which is checked and 30 minutes.*

Schedule Entrants: The default here is that entrants in the same division (heat), get the same schedule.

Pre-Competition Required Arrival: You can change and modify this if you would like the athletes to show up to the event prior to their scheduled time.

Lastly define **Exclusions**. Listed below is an overview of the fields within this section:

Genders Allowed: The default is set at both.

Roles Allowed: The default is set at athlete, for certain events you may need to add unified partner.

Entrants in this event may also be in (sports events): You can select if athletes in this event can also be in other sports or events here, or leave at the default which is none.

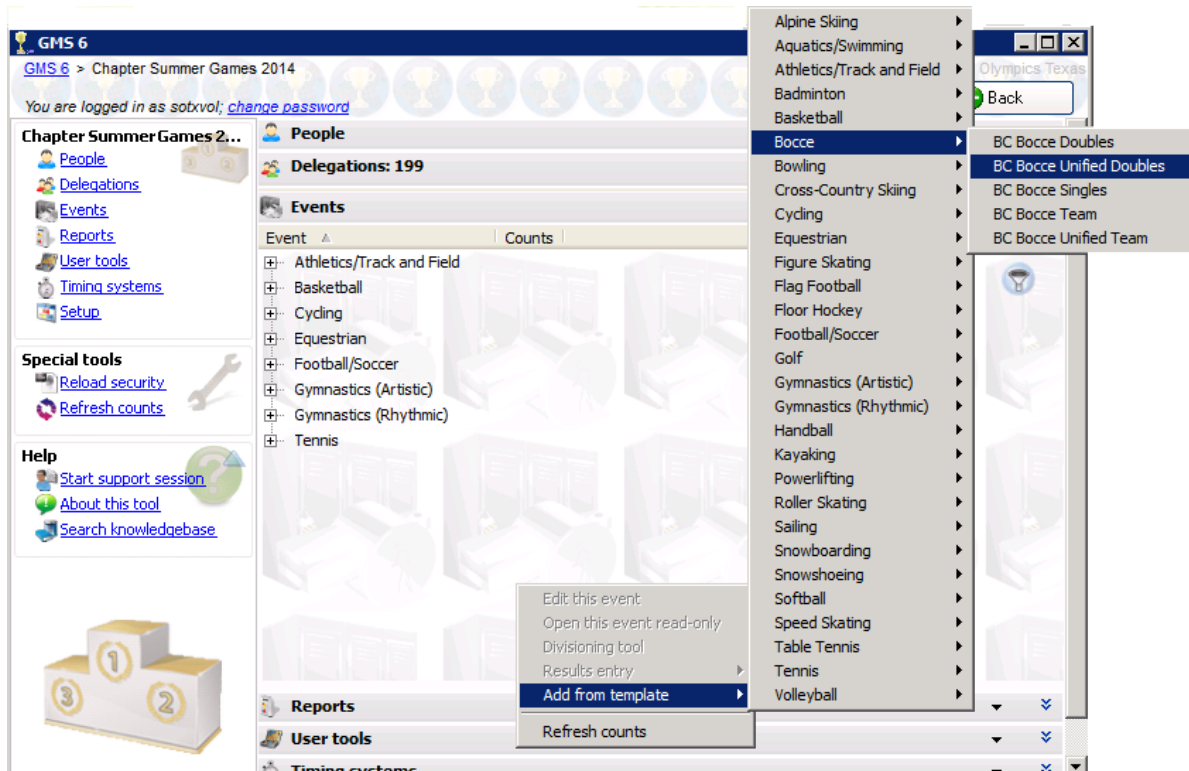
All aspects of the event have now been defined. You will be able to make changes at any time. Click on *Save* if changes were made or *Back* to get back to the main page of the Games.

Games Setup: Adding & Deleting Events

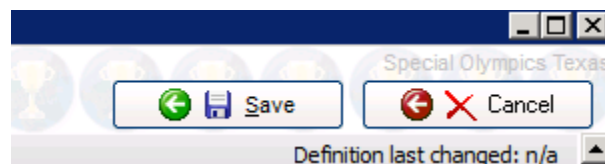
Once a Games is setup and an event either needs to be added or deleted, there are steps in GMS to do both of these actions.

Adding an Event

From within your Games, click on the **Events** tab. *Right click* anywhere within the area under the Events Tab, then select “Add from template” then the sport you want to add an event from, and then the event.

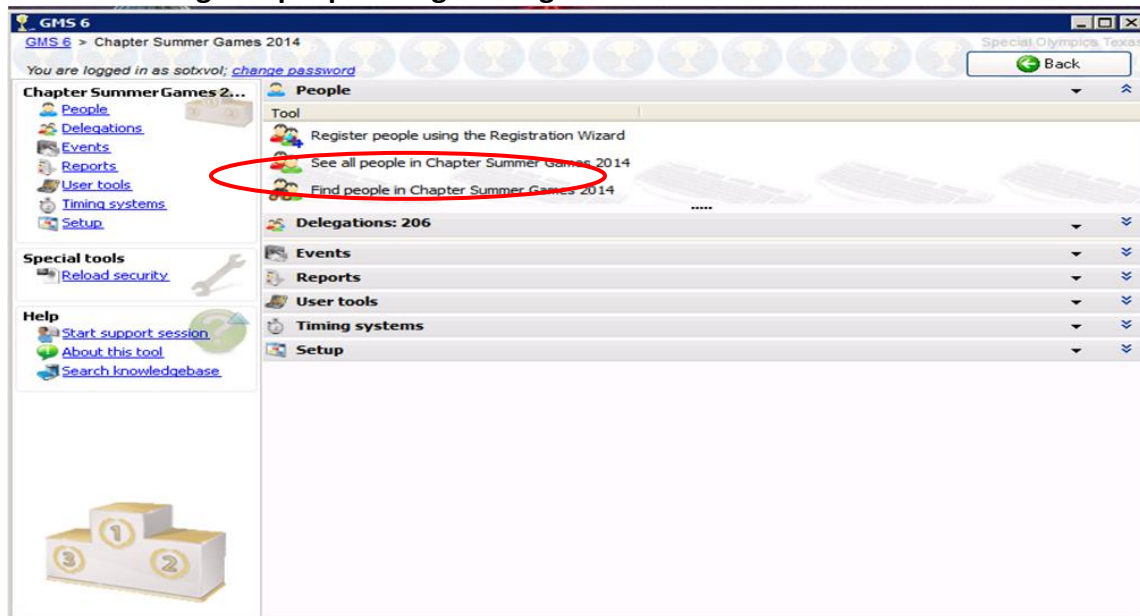


Once you have selected the event you want added it will bring you to the Event Definition page of that event. Here you can define this event (*see instructions in the Games Setup: Define Events section of this User Guide*). Click *Save* to add the event or *Cancel* to cancel the event from being added.

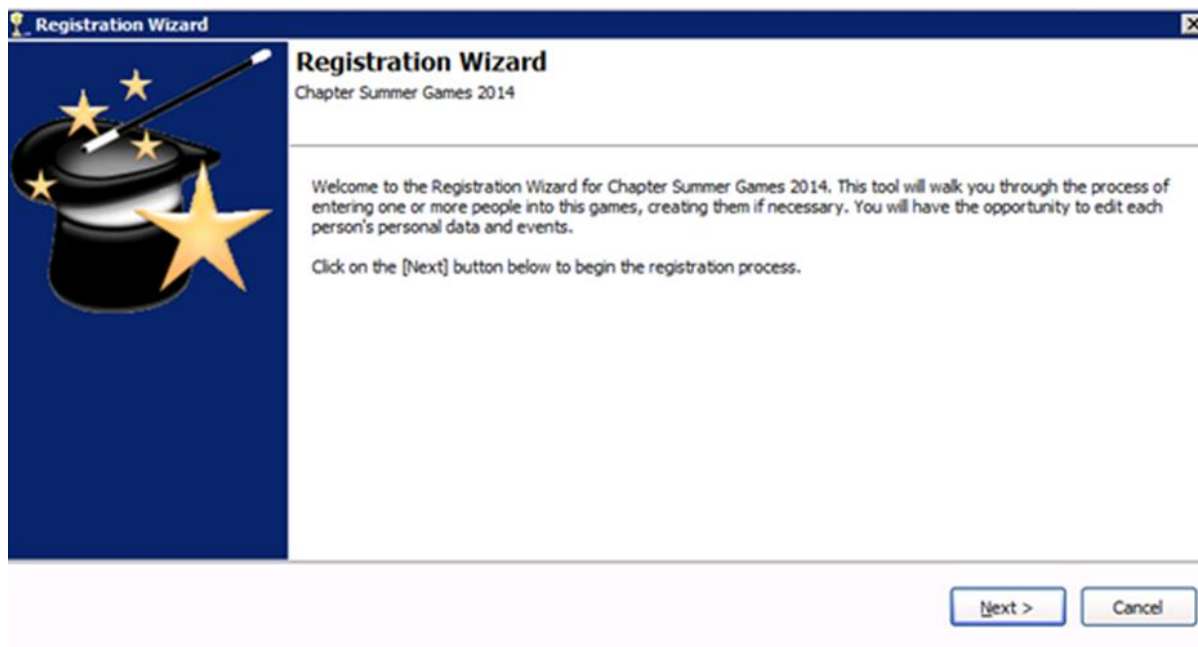


Games Setup: Registering People

In order to register people within a Games, go into your Games and then select the **People** tab. Under this tab click on **Register people using the Registration Wizard**.

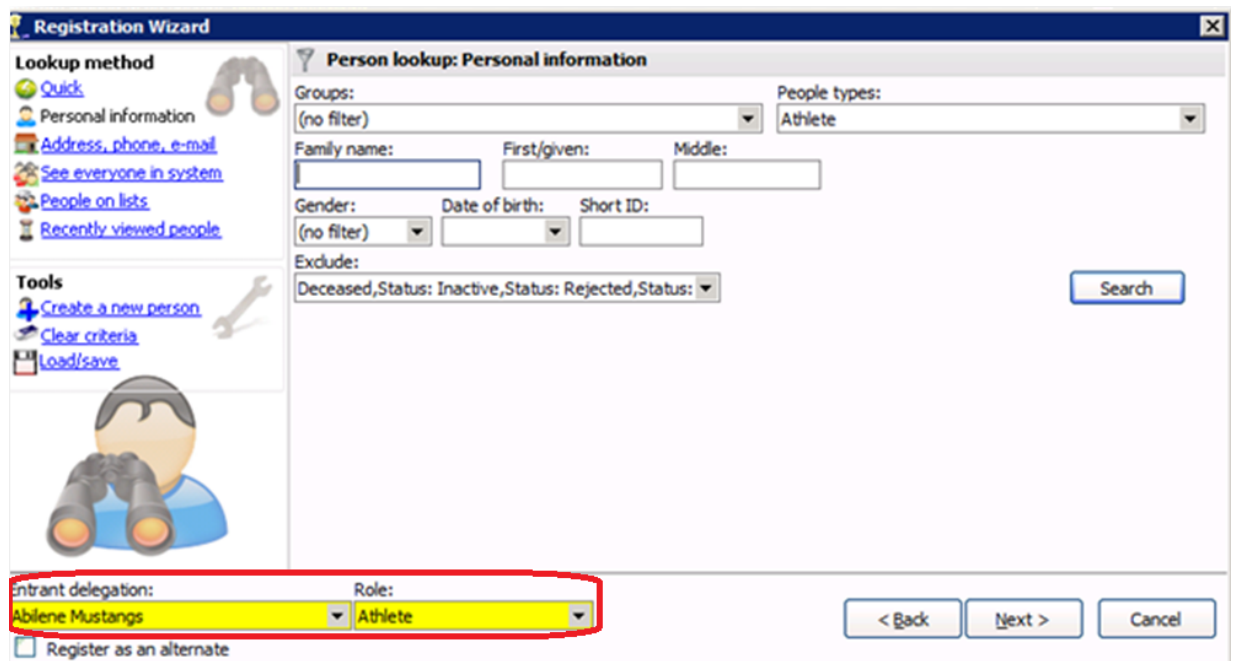


The Registration Wizard will pop-up (see below). Press *Next*.



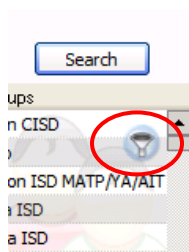
A **Person lookup: Personal Information** screen will pop-up next (see below). This is where you search the database to see if your entrant is already in GMS. There are several filters that can assist in your search on this page, make sure if you are searching for an Athlete, you have that as your **People Type**. If you want to be more specific use any of the filters to assist including **Gender** and **Date of birth**. Then enter your registrant's last name under the **Family name**. Select **Search** to find if this entrant is already in the system.

Also make sure the **Entrant Delegation** and the **Role** at the bottom (circled) are set for the Delegation you want to enter this person in for the Games and that their Role is also correct.



** Hint: Sometimes registrations have incorrect spellings or nicknames, so working with a partial last name or just some of the information may help in your search. By shortening names the search becomes wider.*

Once you click on **Search**, a list will populate of possible people to enter. If you see your person, click on their name. If you do not see their name use the **searchlight** (circled below) on the right side of the screen.



*The searchlight opens up to a field where you can type more information about your person. Once you find that person click on their name. *Hint: You can double-check that you have the right person by comparing their*

If your search does not bring up the person that you would like to register, you must Create a new person (see the section on *Creating a New Person in this User Guide*).

After clicking on the person you want to enter, the screen below will show. Just click *Next*. This section is where you would edit the **Personal data** of an individual including Athlete Medical information.

The screenshot shows the 'Registration Wizard' window titled 'Edit person'. On the left is a 'Profile Editor' sidebar with links for Personal data, Additional data, Addresses, Relationships, Alerts, Past games, and Certifications. Below that are 'Tools' (Lists) and 'Help' (Load photo). The main area is the 'Personal data' form, which includes an 'Ignore capitalization rules' checkbox, a name field (Prefix/title, First/given name: Abril, Middle, Family/last: Garcia, Suffix/generation), mailing labels, gender (Female), date of birth (04/20/1994), age (19), and a checkbox for wheelchair accessibility. It also has fields for person type (Athlete), additional types, group (ARL ISD Lamar Vikings), and additional groups. Status is set to Active, with date started and date active (04/08/2011) fields. At the bottom, it shows 'Additional data' (Date created: 12/22/2011, Last changed: 10/10/2012) and 'Addresses: 3'. A red circle highlights the 'Next >' button.

The next screen that will appear is where you will enter the **Event Code** (*Continues on next page*).

The screenshot shows the 'Registration Wizard' window titled 'Events'. At the top, there are fields for 'Sport' (a dropdown menu) and 'Bib #' (0). There are links for 'Add another event' and 'Verify values'. Below are three rows, each with 'Event code:' and 'Event:' dropdown menus. To the right of each row is a 'Remove' link. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted.

This is the screen where you enter an entrant into an event. Enter the **Event Code** in the field for it or select from the drop down list under **Event** (the Event Code can be found in the SOTX Sports Information Guide, pages N-4 to N-6).

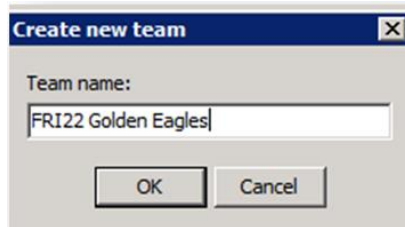
Click off of that field. If you entered the **Event Code** manually the **Event** name will populate to the right of where you entered the **Event Code**. If this does not populate, try selecting the event from the dropdown menu. If it is an individual event, enter the **Qualifying** time/score in the appropriate box (see the example below).

The screenshot shows the 'Registration Wizard' window. At the top, the 'Sport' is set to 'Athletics/Track and Field' and 'Bib #' is '0'. There are links for 'Add another event' and 'Verify values'. The main section is titled 'Events' and contains three rows. The first row is populated: 'Event code:' is 'AT100W', 'Event:' is 'AT 100 M Walk', and 'Qualifying:' is '00:00.00'. There are 'Remove' links to the right of each row. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

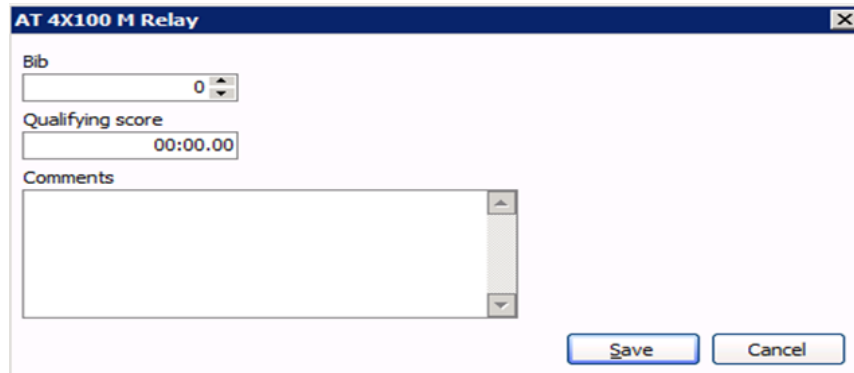
If it is a team event (see below), you will need to either *create new team* or choose from the list one that was already created (*Continues on next page*).

The screenshot shows the 'Registration Wizard' window. At the top, the 'Sport' is set to 'Athletics/Track and Field' and 'Bib #' is '0'. There are links for 'Add another event' and 'Verify values'. The main section is titled 'Events' and contains three rows. The first row is populated: 'Event code:' is 'AT4X100M', 'Event:' is 'AT 4X100 M Relay', and 'Team:' is a dropdown menu with a tooltip that reads '(default team for AT 4X100 M Relay) (create new team)'. There are 'Remove' links to the right of each row. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

To create a new team - click on "create new team" from the **Team** dropdown menu. The window seen below will pop-up. Enter the team name with the Delegation abbreviation first, see the example below. Make sure to use their team name, not "team B" or "team 1". Press *OK* when done.

A screenshot of a dialog box titled "Create new team". It has a blue header bar with a close button (X) on the right. Below the header, the text "Team name:" is followed by a text input field containing "FRI22 Golden Eagles". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

The next screen will ask for the Qualifying score. This is where you would only enter the entire team's time. **Do not enter this individual's Qualifying score**, that is not what this screen is asking for. Then press *Save* when done, you will return to the Events page.

A screenshot of a dialog box titled "AT 4X100 M Relay". It has a blue header bar with a close button (X) on the right. Below the header, there are three sections: "Bib" with a spinner box showing "0", "Qualifying score" with a text input field showing "00:00.00", and "Comments" with a large empty text area. At the bottom right, there are two buttons: "Save" and "Cancel".

Add more events if needed. Utilize the same process above to do this. Once all events are entered press *Next*.

The final screen will appear confirming what action you are taking. Double-check here that this entrant is being entered into the correct Delegation, are in the correct Role and that it is the correct Person.

If you need to change something click on *Back* until you hit the **Person lookup: Personal information**. Unfortunately you will have to re-enter their events, however it is important they are entered correctly here as well.

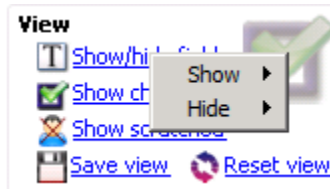
If everything is correct, press *Finish*.

It will bring you back to the **Person lookup: Personal information** page of the **Registration Wizard** where you can continue to enter people into the Games.

Corrections within an Event

In order to add lane number or change a time from within an Event, go into your Games and then **Events**. Click and open up the event where you want to make a change or add information.

From within the event, under **View** use the *Show/Hide fields* to add or remove the fields to the right side of the screen.



Once you find the field and cell you want to change, just click on it and start typing. Then press Save, this will allow you to make changes to an already entered item or add a division, lane, etc.

GMS 6
GMS 6 > (GMS Training) A04 Regional Bocce 2013 > BC Bocce Singles
Special Olympics Texas
You are logged in as sotxvol; [change password](#) [Back](#)

View
[Show/hide fields](#)
[Show checks](#)
[Show scratched](#)
[Save view](#) [Reset view](#)

Tools
[Divisioning](#)
[Scheduling tool](#)
[Bracketing/tournaments](#)
[Results entry](#)
[Import scores](#)
[Export records to Excel](#)
[Save changes](#)

Reports
[Heat sheets](#)
[Results](#)
[Advanced/custom](#)

Sorting
[Add sort](#)

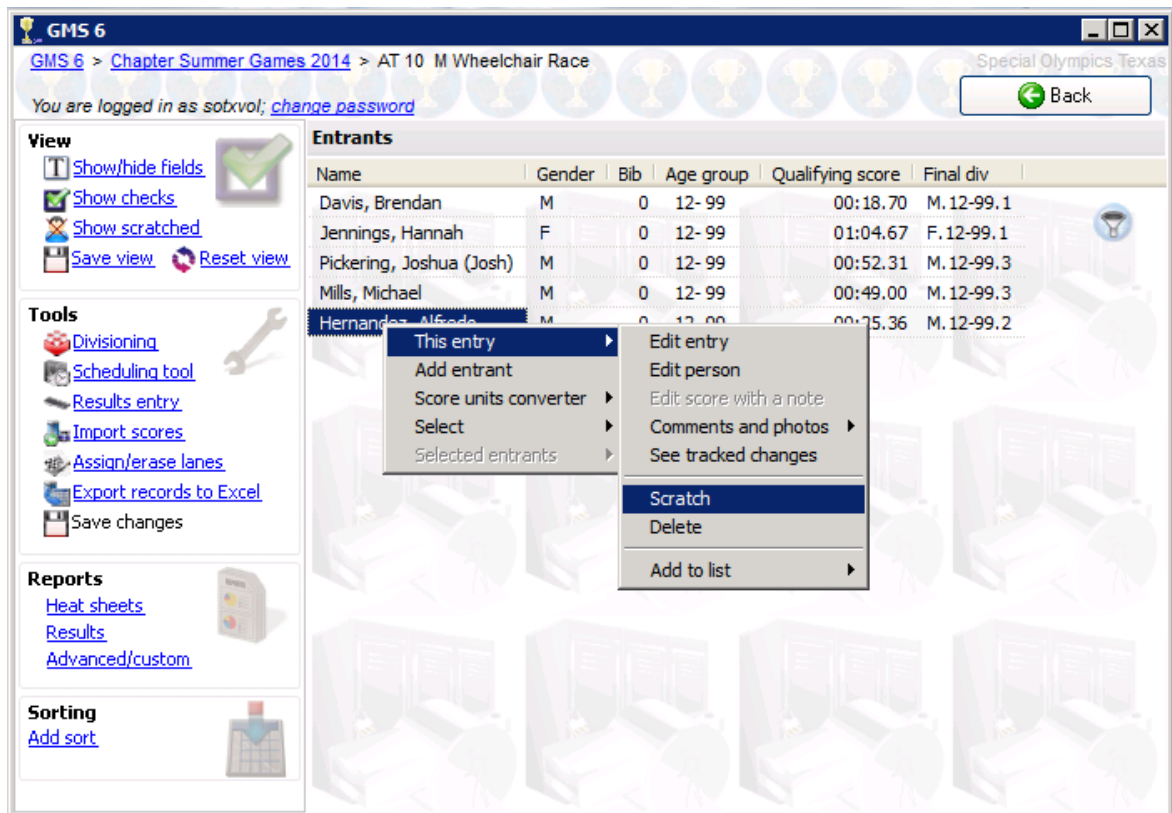
Name	Gender	Bib	Age group	Qualifying score	Final div	Final score	Place
Hill, Benji	M	0	30+	1450.00	M5	0.00	
Ellis, Desmond	M	0	16- 21	1390.00	M4	0.00	
Toles, Luann	F	0	30+	1352.00	F2	0.00	
Richey, Kristina	F	0	22- 29	2117.00	F1	0.00	
Ripley, Caitlin	F	0	16- 21	870.00	F1	0.00	
Upchurch, Brynn	F	0	22- 29	1944.00	F1	0.00	
Hightower, Daniel	M	0	16- 21	0.00	M1	0.00	
Jackson-Lewis, Demorne	F	0	12- 15	0.00	F1	0.00	
Molloy, Juliette	F	0	16- 21	0.00	F1	0.00	
Gordon, Nicole	F	0	30+	2153.00	F2	0.00	
Embry, Nicole	F	0	30+	1423.62	F2	0.00	
Fletcher, Kendrick	M	0	22- 29	915.00	M1	0.00	
Robertson, Beth	F	0	30+	457.00	F2	0.00	
Garcia, Cameron	M	0	16- 21	1152.00	M4	0.00	
Kolb, Erik	M	0	30+	635.00	M2	0.00	
Hardin, Kenneth	M	0	30+	465.00	M2	0.00	
Rowe, Ryan	M	0	16- 21	726.00	M3	0.00	
Moeller, Braydon	M	0	16- 21	999.00	M5	0.00	
Crumb, Charles	M	0	30+	579.00	M2	0.00	
Humphrey, Danny	M	0	30+	653.00	M5	0.00	

Scratching an Entrant from an Event

If an entrant needs to be removed from one event yet needs to stay in the Games (for example: athletes can be entered into more than one event in athletics) this needs to be done within the Event within the Games.

Open the **Event** that this entrant is registered for within the Games they are registered to participate in. From within the Event you want to scratch them from, right click on the name of the entrant. Select *This entry* and then select *Scratch*.

This will scratch the entrant from this event, however will not scratch them from the Games entirely.



Unscratching an Entrant from an Event

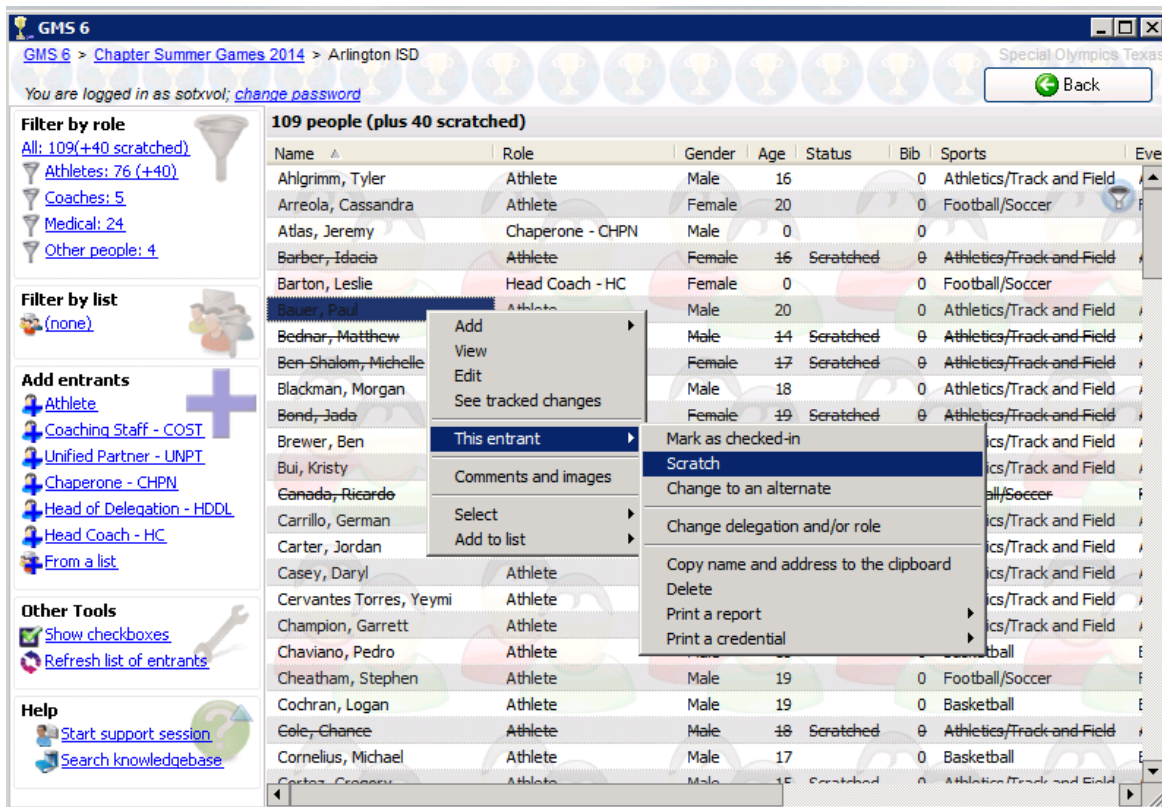
If an entrant needs to be unscratched from an Event – go into the Event which should be unscratched from within the Games. Find the name of the entrant and right click on that name. Select *This entrant* and then *Unscratch*. This will unscratch this entrant and re-register them into this event.

Scratching an Entrant from a Games

If an entrant is registered and is no longer participating in a Games, instead of deleting the entrant, there is the option to scratch them. This keeps them in the Games in case they were scratched by accident and need to be put back into the Games.

From within the Games go to the **Delegations** section and open the entrant's delegation by clicking on it. Find the name of the entrant on the list (continues on next page).

Right click on the name of the entrant you want to scratch entirely from the Games. Select *This entrant* and then *Scratch*. This will scratch all of the events this entrant is registered for as well.

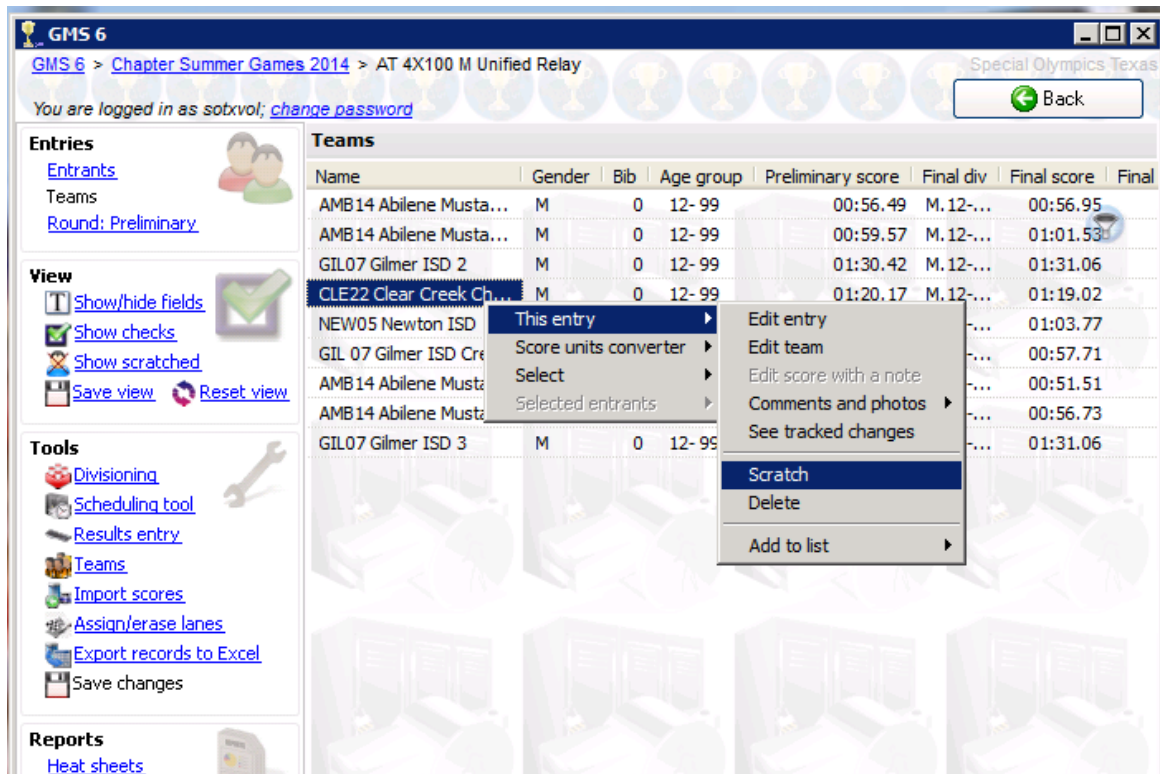


Unscratching an Entrant from a Games

If an entrant needs to be unscratched from a Games – go into the Delegation of that entrant within the Games. Find the name of the entrant and right click on that name. Select *This entrant* and then *Unscratch*. This will unscratch this entrant and re-register them into the Games and into all of their events.

Scratching a Team/Relay from an Event

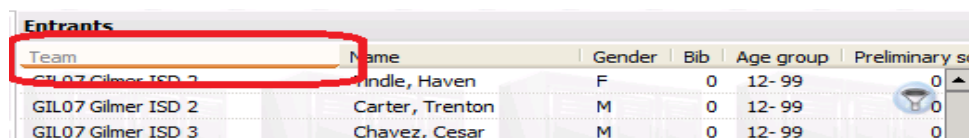
If a team or relay team will not be competing, however their entrants are also participating in another event, only scratch the team from the event. From within the Event within the Games you want to scratch the team right click on the team name. Then select *This entry* and then *Scratch*.



In order to ensure Teams are listed and not Entrants, from under the **Entries** section on the left-hand side, click on *Teams*. This will only show team names.



This will scratch the team from the event, however will not scratch the entrants from the event. Next under the **Entries** tool on the left-hand side click on *Entrants*. Sort the names the names that need to be scratched by clicking on the Team column (see below). This sorts entrants according to their team name. Now scratch each entrant. *Save*. This will scratch the entire team from the event.



Heating/Divisioning an Event

Once entrants are registered into their events using the **Registration Wizard**, they now need to be assigned a Heat/Division. This is completed by the following steps.

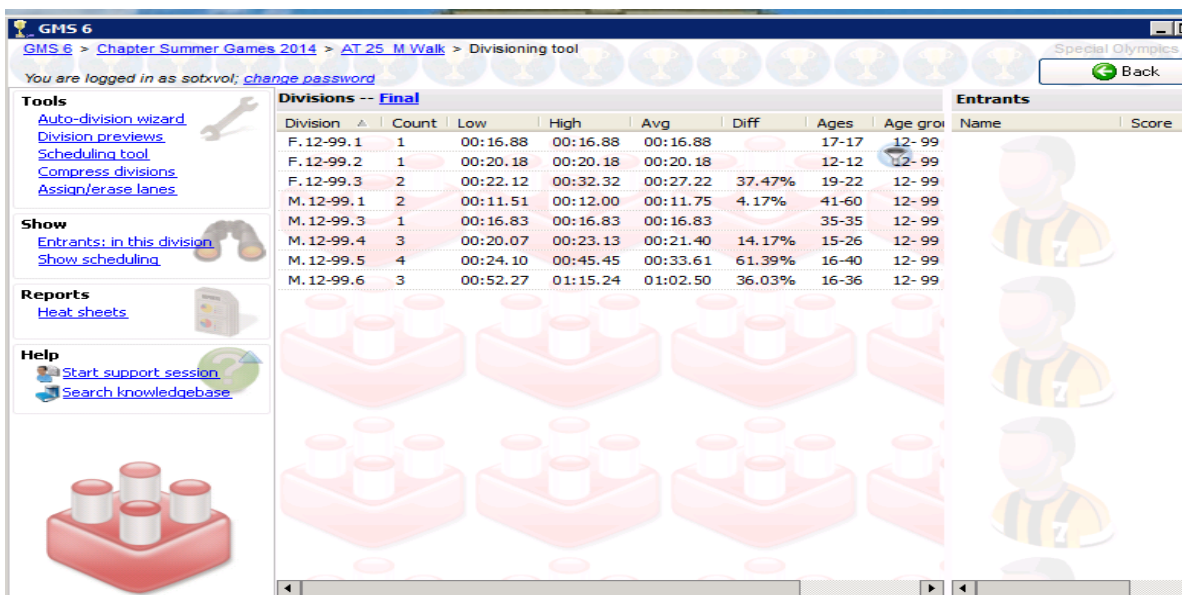
Go into the Games and then into the Event you are ready to heat (events can be found under the **Events** tab within the Games). Once within the event select the **Divisioning** option under the **Tools** section on the left.



The screenshot shows the GMS 6 software interface for the 'Chapter Summer Games 2014' event 'AT 25 M Walk'. The 'Tools' section on the left has 'Divisioning' highlighted with a red circle. The main area displays a table of entrants with columns for Name, Gender, Bib, Age group, Qualifying score, and Comments.

Name	Gender	Bib	Age group	Qualifying score	Comments
Chambers, David	M	0	12-99	00:11.51	
Odom, Kevin	M	0	12-99	00:45.45	
Stolz, Michael	M	0	12-99	00:12.00	
Randall, Herman	M	0	12-99	00:16.83	
Young, Michael	M	0	12-99	00:24.10	
Hardison, Brock	M	0	12-99	01:15.24	
Galvan, Diana	F	0	12-99	00:32.32	
Tijerina, Ryan	M	0	12-99	00:36.74	
Hull-Leyva, Amanda	F	0	12-99	00:16.88	
Galindo, Alec Paul	M	0	12-99	00:20.07	
Castle, Clayton	M	0	12-99	01:00.00	
Harvey, Mark	M	0	12-99	00:23.13	
McWhirter, Carter	M	0	12-99	00:28.15	
Terrell, Chelby	F	0	12-99	00:20.18	
Maxey, Sierra	F	0	12-99	00:22.12	
Ortega, Ramiro	M	0	12-99	00:21.00	
Jones, Alexander	M	0	12-99	00:52.27	

After selecting this option the **Divisioning Tool** will open (see below).



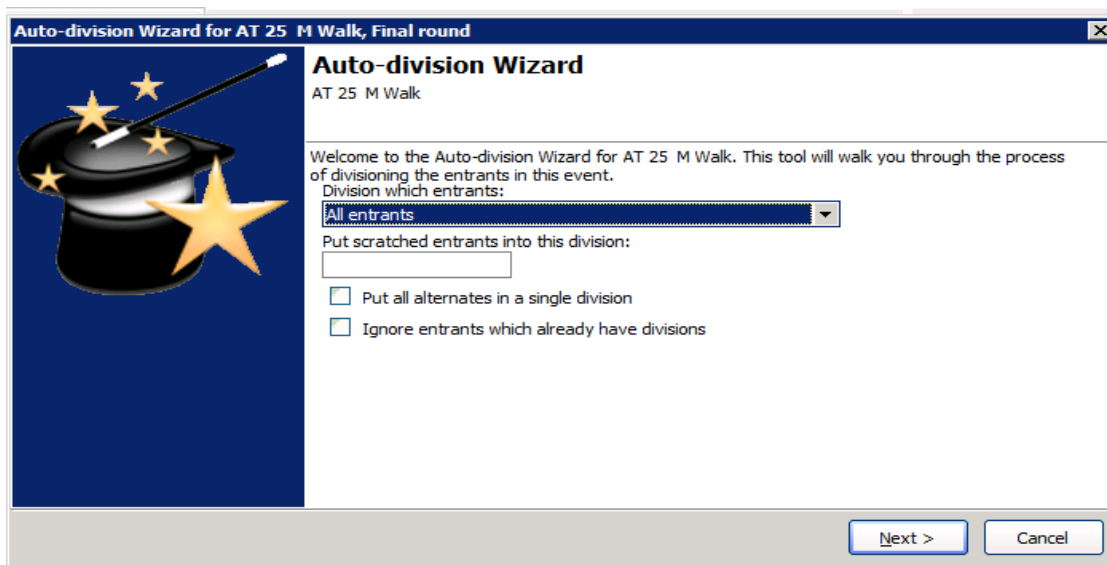
The screenshot shows the 'Divisioning Tool' window in GMS 6. The 'Divisions -- Final' table is visible, showing columns for Division, Count, Low, High, Avg, Diff, Ages, and Age group. The 'Entrants' section on the right shows a list of entrants with their names and scores.

Division	Count	Low	High	Avg	Diff	Ages	Age group
F. 12-99.1	1	00:16.88	00:16.88	00:16.88		17-17	12-99
F. 12-99.2	1	00:20.18	00:20.18	00:20.18		12-12	12-99
F. 12-99.3	2	00:22.12	00:32.32	00:27.22	37.47%	19-22	12-99
M. 12-99.1	2	00:11.51	00:12.00	00:11.75	4.17%	41-60	12-99
M. 12-99.3	1	00:16.83	00:16.83	00:16.83		35-35	12-99
M. 12-99.4	3	00:20.07	00:23.13	00:21.40	14.17%	15-26	12-99
M. 12-99.5	4	00:24.10	00:45.45	00:33.61	61.39%	16-40	12-99
M. 12-99.6	3	00:52.27	01:15.24	01:02.50	36.03%	16-36	12-99

Before you start, make sure you select the right round (preliminary or final) by right clicking on round (located under *Entries* on the left). Once your round is set, select the **Auto-division wizard** under the **Tools** section on the left.



The screen below will appear for the Auto-division Wizard. Leave the default of “All entrants” and click *Next*. **Note: If you would like to put all the scratched entrants into one division you can assign the name for that division on this page.*



The screen on the next page will appear next. Fill in the fields listed:

Maximum entrants per division: 8 is the default, set to what you will need at your event.

Score field to use: Qualifying score is the default.

Maximum percentage difference between entrant scores in a division: this will range depending on the needs of the tournament. Anywhere from 10%-15% is usually used.

New division for each gender: only select this if you heat by gender along with qualifying score.

New division for each age group: only select this if you heat by age group along with qualifying score.

The screenshot shows a dialog box titled "Auto-division Wizard for AT 25 M Walk, Final round" with a sub-header "AT 25 M Walk" and "Options". The options include: "Maximum entrants per division:" with a spinner box set to 4; "Score field to use:" with a dropdown menu set to "Qualifying score"; "Maximum percentage difference between entrant scores in a division:" with a spinner box set to 10; and two checked checkboxes: "New division for each gender" and "New division for each age group". At the bottom are buttons for "< Back", "Next >", and "Cancel".

Click *Next* when finished. It will bring you to the screen below.

The screenshot shows the same dialog box but in the "Division sorting and naming" tab. It includes: "Starting division number:" with a spinner box set to 1; three checkboxes: "Put your own prefix on these divisions" (unchecked), "Prefix division names with gender code (e.g. 'M01', 'F23')" (checked), and "Use 'C' for mixed-gender divisions" (unchecked); "Prefix division names with age groups" (checked); "Separator to put between each prefix:" with a dropdown menu set to "Period/decimal ('.')"; "Sort divisions:" with three links: "Sort #1: Gender", "Sort #2: Age group", and "Sort #3: Score", plus an "Add sort" link; and a 3D illustration of a red and white mechanical device. At the bottom are buttons for "< Back", "Next >", and "Cancel".

Fill in the fields listed:

Starting division number: unless you are creating unique division numbers for an entire Games, leave this as the default of 1.

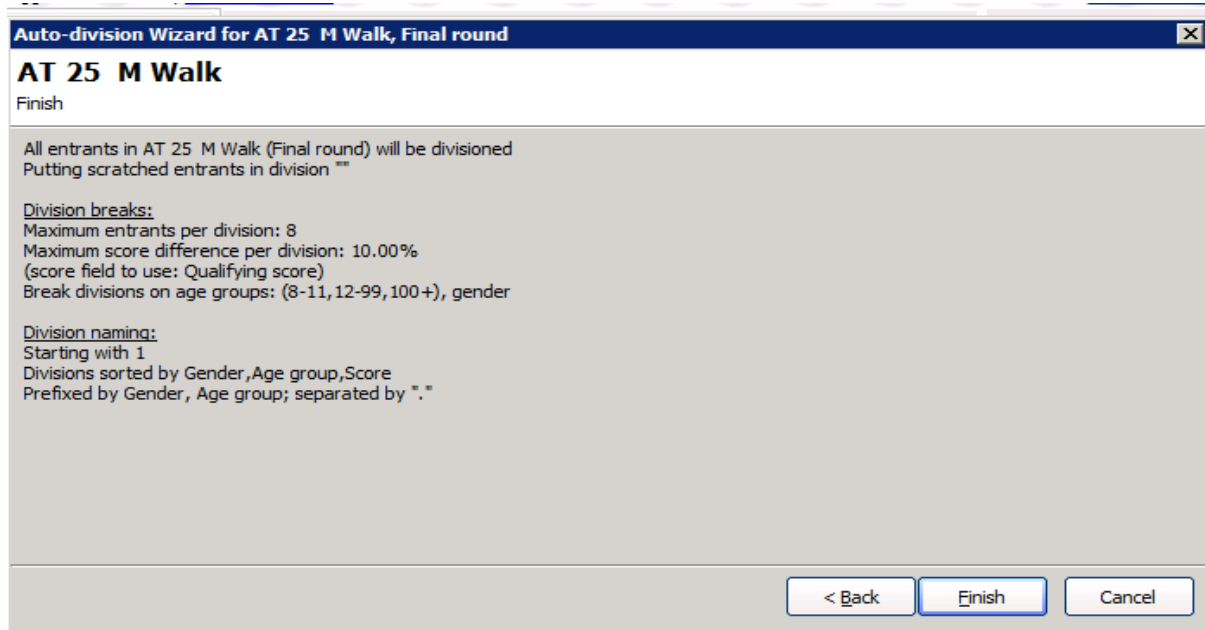
Prefix division names with gender code: only select this if you asked that each heat/division is sorted by gender along with qualifying scores.

Prefix division names with age groups: only select this if you asked that each heat/division is sorted by age group along with qualifying scores.

Sort divisions: make sure this matches the heating structure you have asked for in the previous screen and is something you want as GMS creates heats/divisions for you.

(Continues on next page)

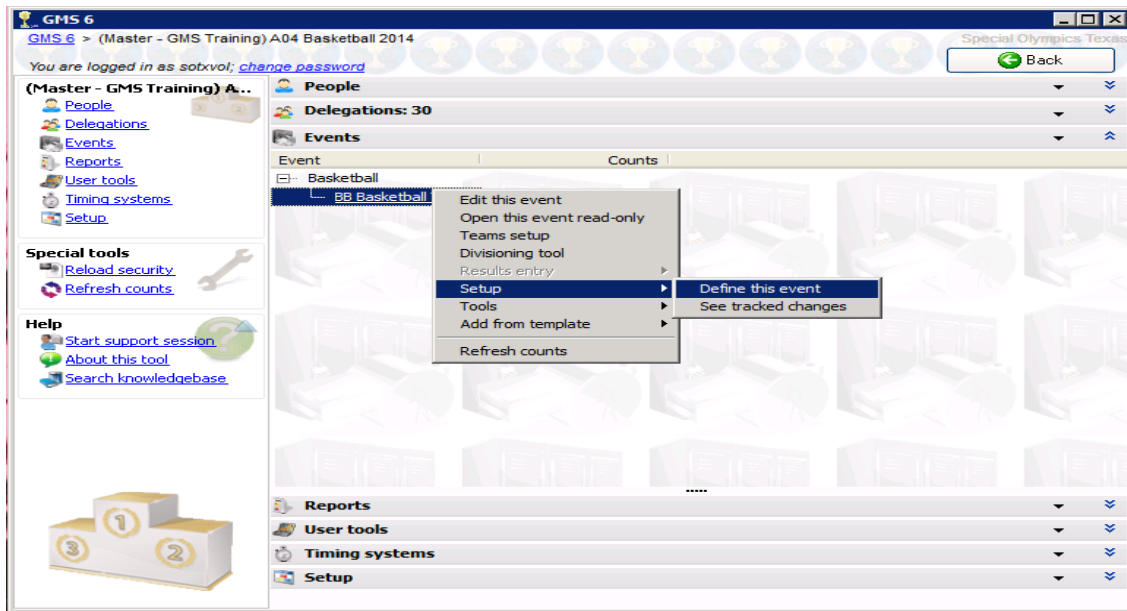
Click *Next* when finished. It will bring you to the screen below. This screen confirms what you have asked for the heating structure to look like. Press *Finish* if it is correct, or *Back* to correct any information.



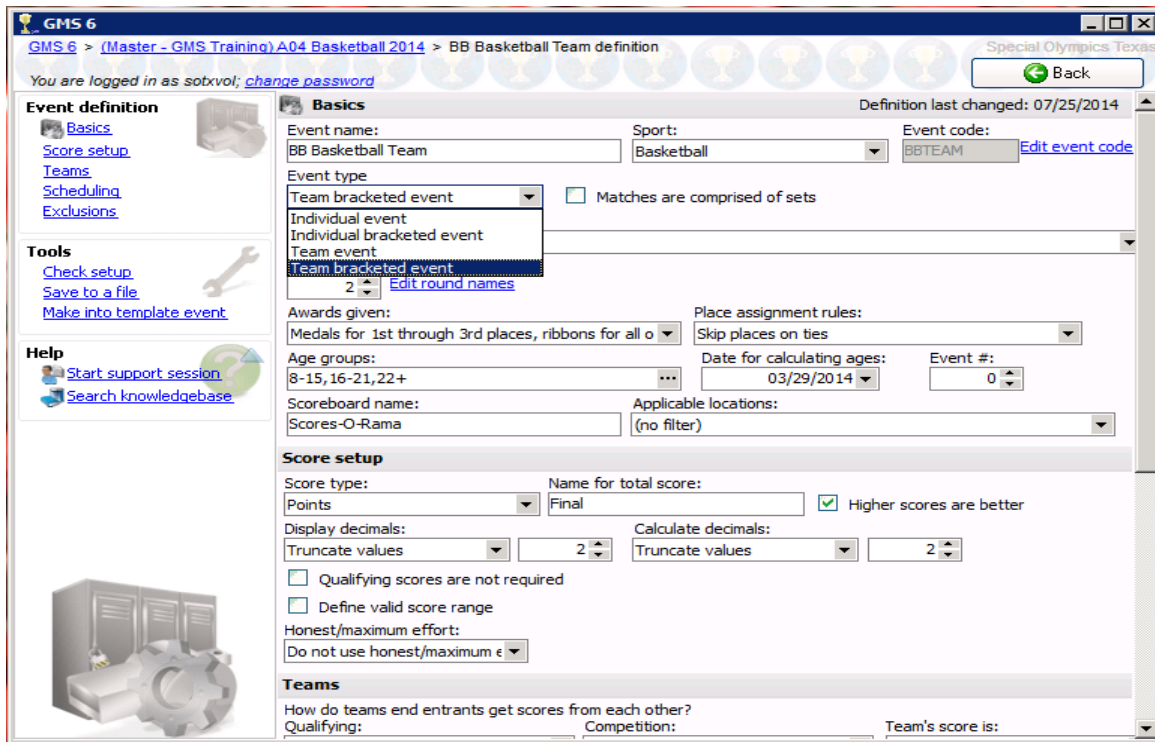
After selecting *Finish* you will be returned to the **Divisioning Tool** screen where your entrants are now divided/heated. Press *Save* and back out the event to save your heats/divisions.

Bracketing

There are a couple steps required prior to bracketing. First the **Event type** should be *Team bracketed event*. From within your Games, right click on the event you want to bracket in from under the **Events** section. Select *Setup* and then *Define this event*.

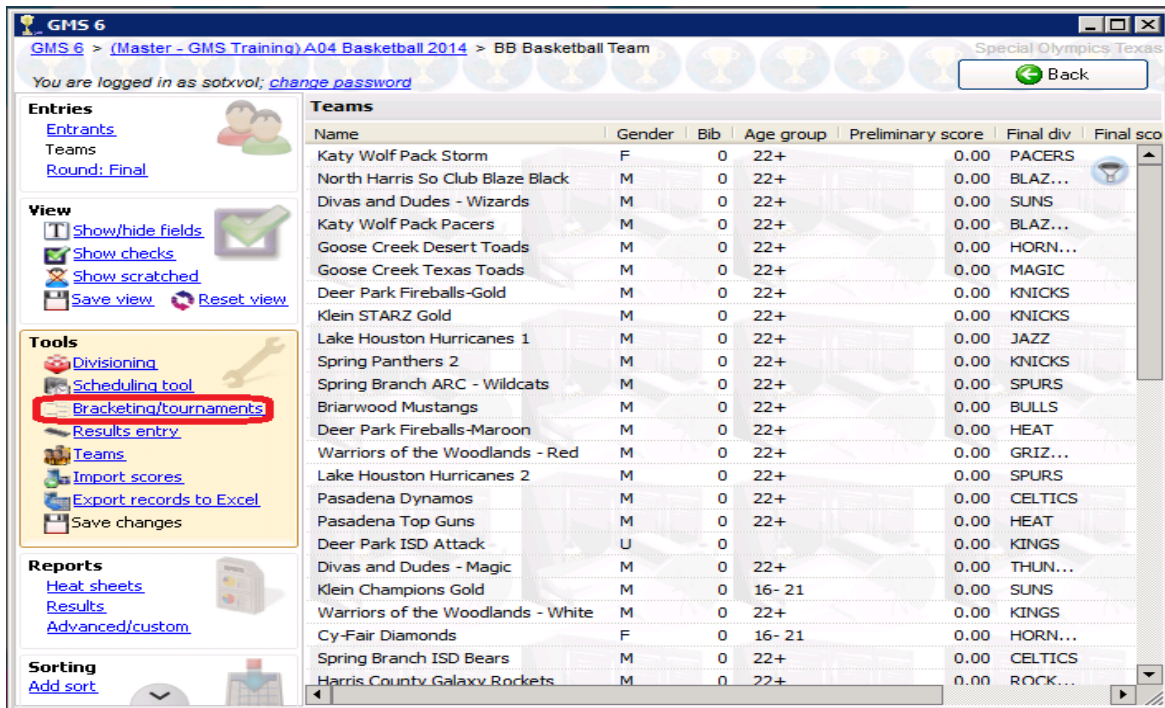


You will be brought to the screen below. Under **Basics** and **Event type** select *Team bracketed event*. Then press *Save*.

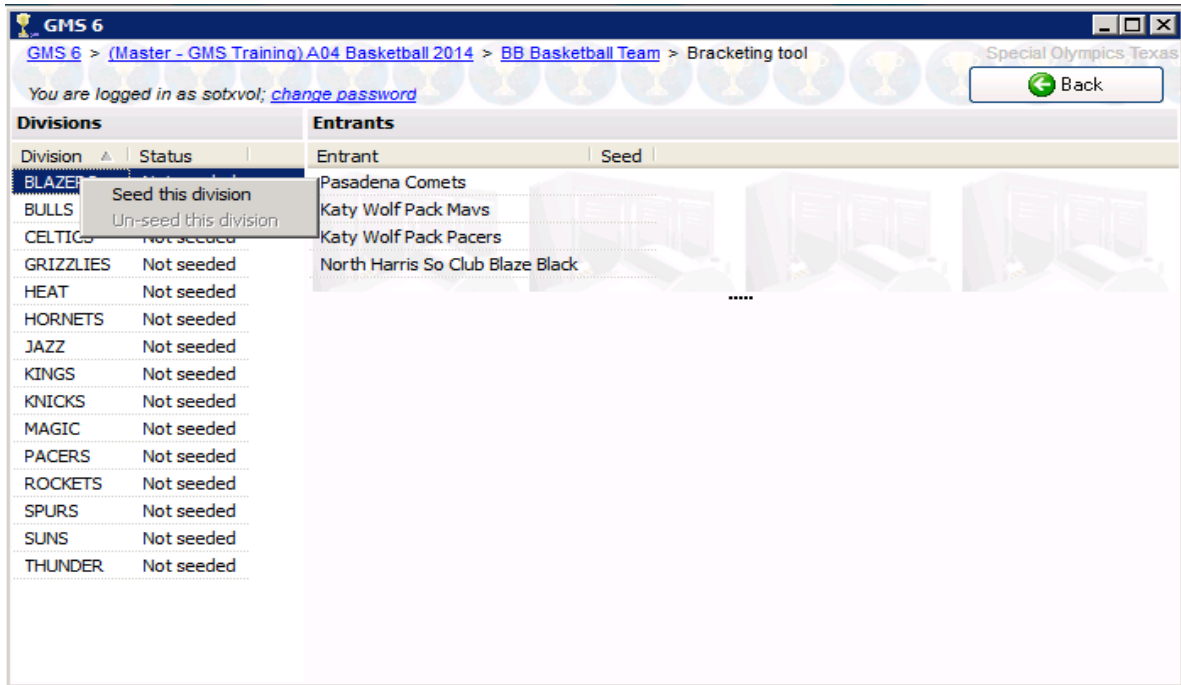


The second step before bracketing is that you must heat/division your teams. See the section on Heating/Division an Event for instructions on how to do this.

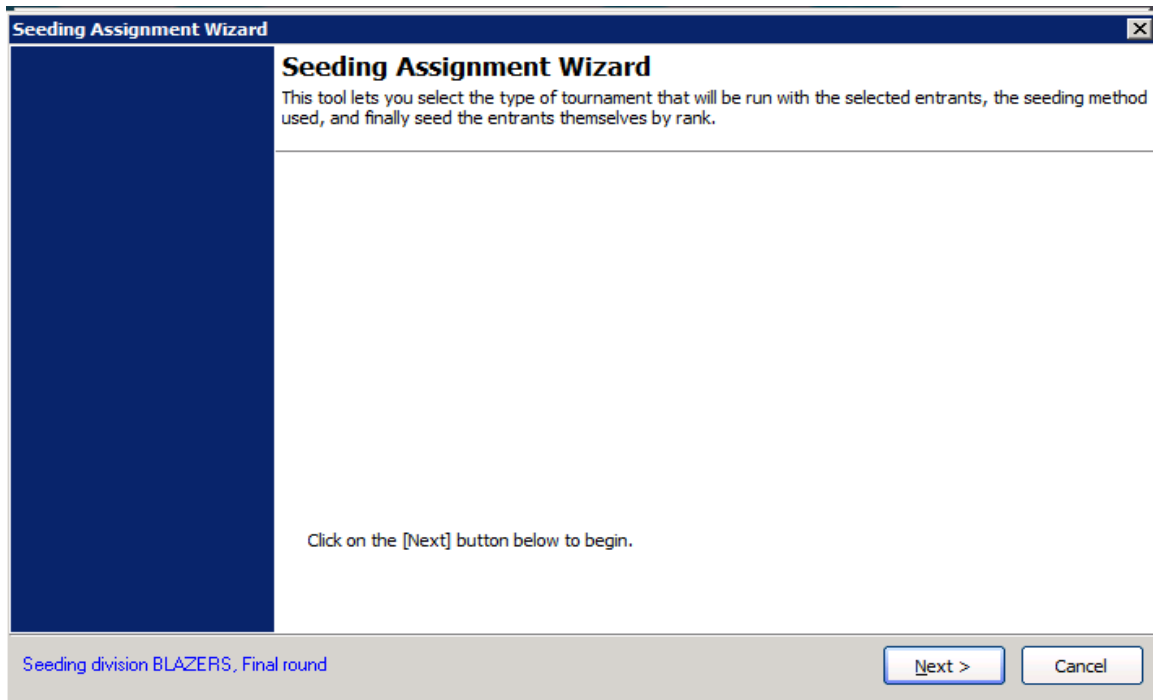
Once you have done both those steps – go into the event you want to bracket. Under **Tools** select the *Bracketing/tournaments* option (see below).



The screen below will appear. Right click on a division and select *Seed the division*.



The **Seeding Assignment Wizard** will appear. Press *Next* to start.



On this screen select from the **Competition type** what type of bracket you want. For example: a *Round robin*. **Points per match** will populate for any round robin selection. If this happens – always set as seen below (win – 2, tie – 1, loss – 0). Press *Next*.

The screenshot shows a window titled "Seeding Assignment Wizard" with a close button (X) in the top right corner. Below the title bar is the section "Setup" with the instruction "Define the properties for this tournament".

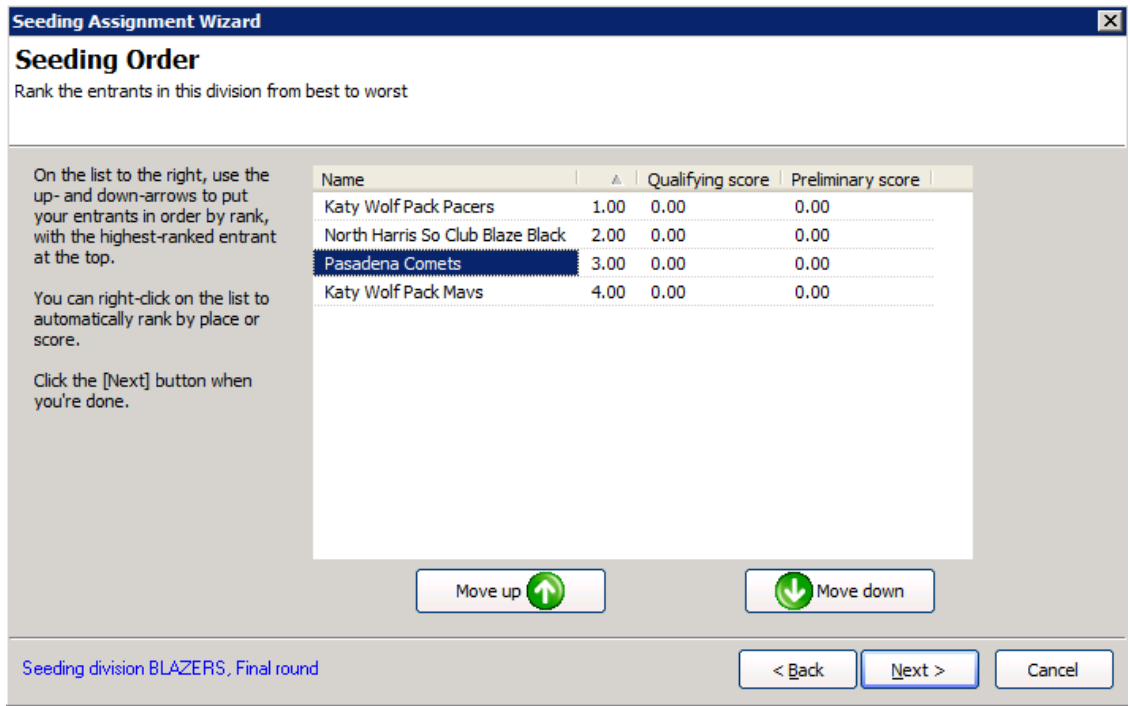
The main area contains a "Competition type:" label above a dropdown menu. The selected option is "Round robin (4 competitors) (6 matches)".

Below this, under the heading "Points per match", there are three spinners:

- "Points for each win:" with a value of 2.
- "Points for each tie:" with a value of 1.
- "Points for each loss:" with a value of 0.

At the bottom left, it says "Seeding division BLAZERS, Final round". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

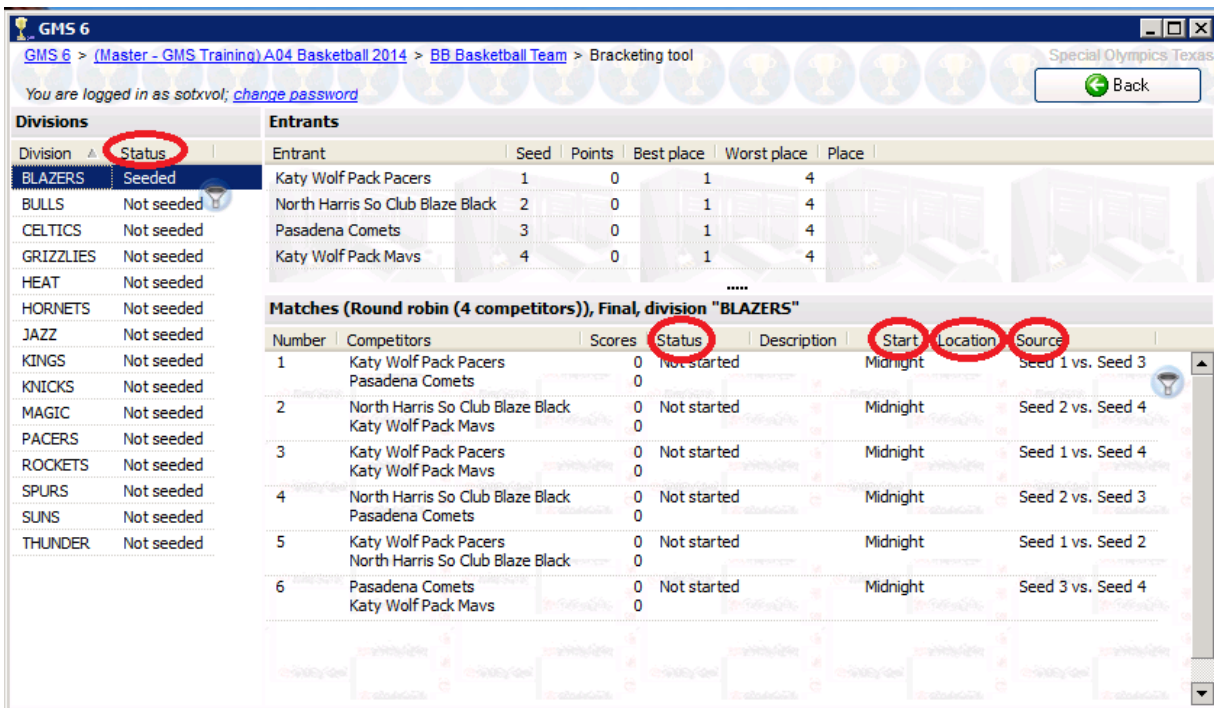
Seeding Order will appear. The numbers to the right of the teams' names are their ranking. Move a team up or down by selecting the team, the arrows will then appear, and move the team with those. This is usually important when seeding in a double-elimination bracket.



Press *Next*, and then *Finish* to exit the Seeding Assignment Wizard. Below will appear (continues on next page).



Below is an explanation of actions you can take on this page:



Divisions – Status: This is where you will see which division is seeded and which is not. To review information about that division click on the division name. To seed the division, right click on the division name and select *Seed this division*.

Matches – Status: This will change when results are entered or manually by clicking on it. This lets you know the status of the game listed.

Matches – Start: This is where you can enter the start times of each games, when running bracket reports the start time will then be listed next to each game.

Matches – Location: Locations must first be setup to use this (examples include field or court numbers). See the Scheduling section for how to setup locations in GMS.

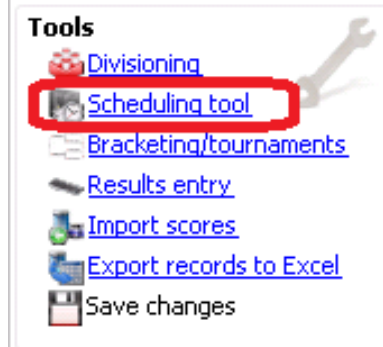
Matches – Source: This shows you have seeding has affected the matches used.

Anytime you click on any of the information under Matches the screen below will appear where information can be updated and saved. **Note: scores should only be entered as win – 2, tie – 1, loss – 0...GMS needs to be told who won, lost and if there was a tie, it cannot come to that conclusion itself based on scores from a game.*

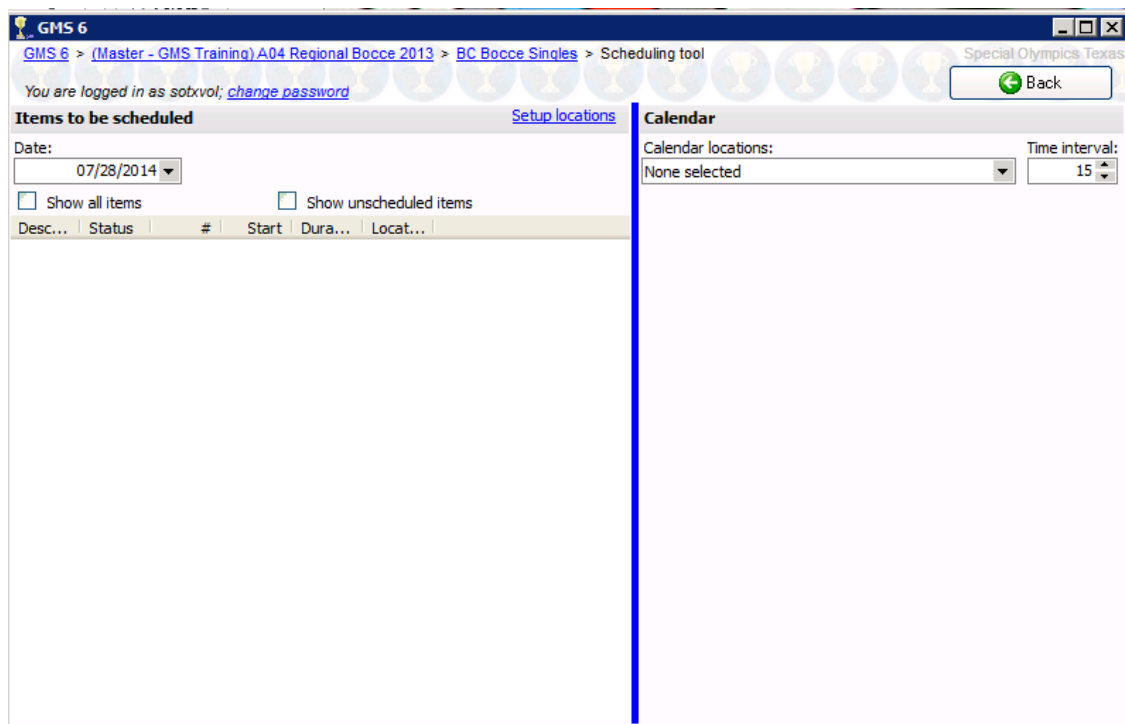
Scheduling

Divisions/heats must be bracketed and locations must be setup before beginning to schedule. To bracket, see the section on Bracketing. To setup locations and the schedule, go into the event of the Games you want to schedule from under the **Events** section on the home page of your Games.

From within the event, select *Scheduling tool* from under the **Tools** section on the left-hand side.

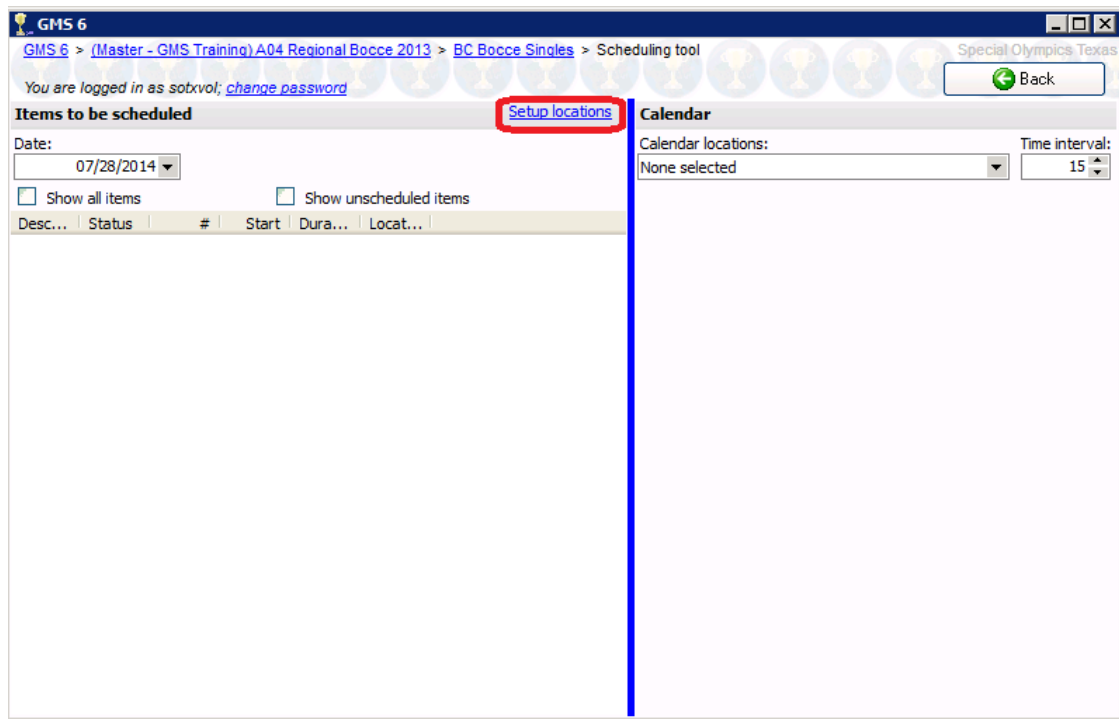


The screen below will now appear. From this screen you will have the ability to setup locations as well as schedule the event you selected.



Setting up Locations

From within the **Scheduling tool** select *Setup locations*.

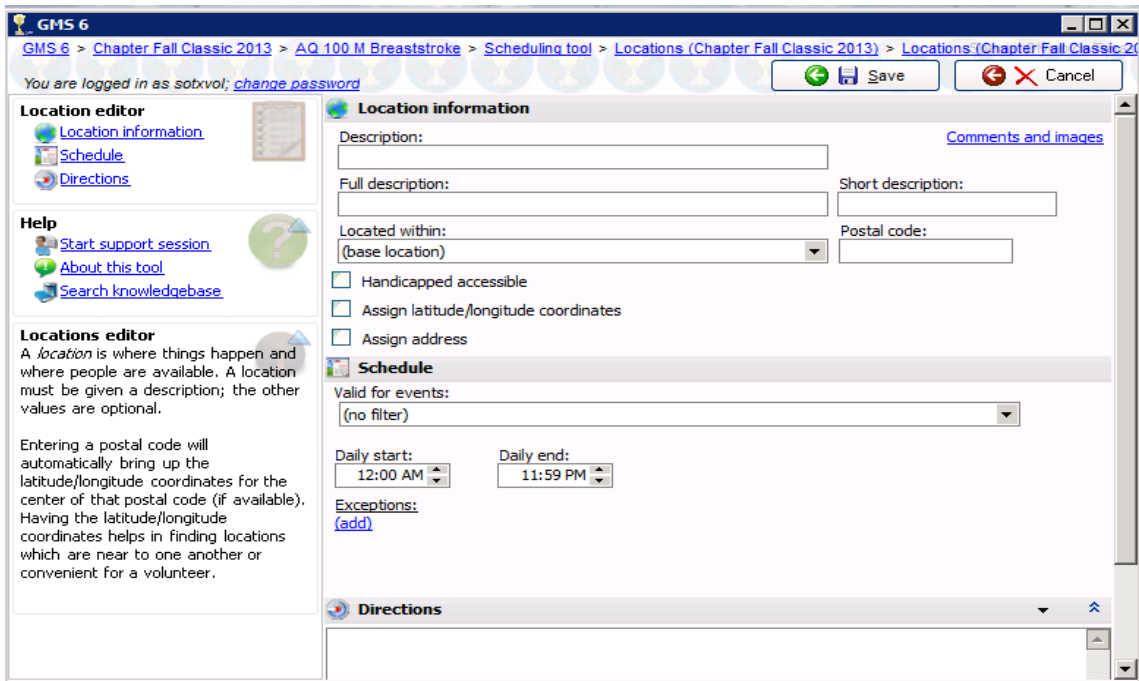


Depending on if you duplicated these games, the next screen will look like this below. Under **Add** on the left-hand side, select *Add location*. You may already have locations listed.



The screen below will appear. In the **Location Information** section – fill out the *Description*.

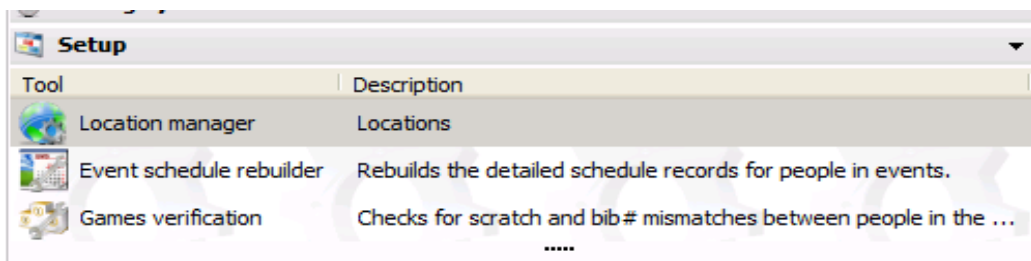
Then under **Schedule** section, select which events a location will be hosting. (For example: Pool for Aquatics and Field #1 for Bocce, etc. – especially useful for Games with multiple locations and sports). Also make sure to add the *Daily start* and *Daily end* times. Press *Save* when complete with one location.



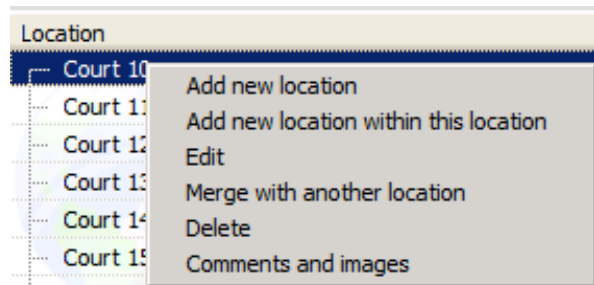
Continue this process until all locations have been added. Select Save when complete. You will be brought back to the Scheduling screen and are ready to schedule.

Editing Locations

To edit or delete a location, from the home page of your Games to the **Setup** section. Then select the tool – **Location Manager**.

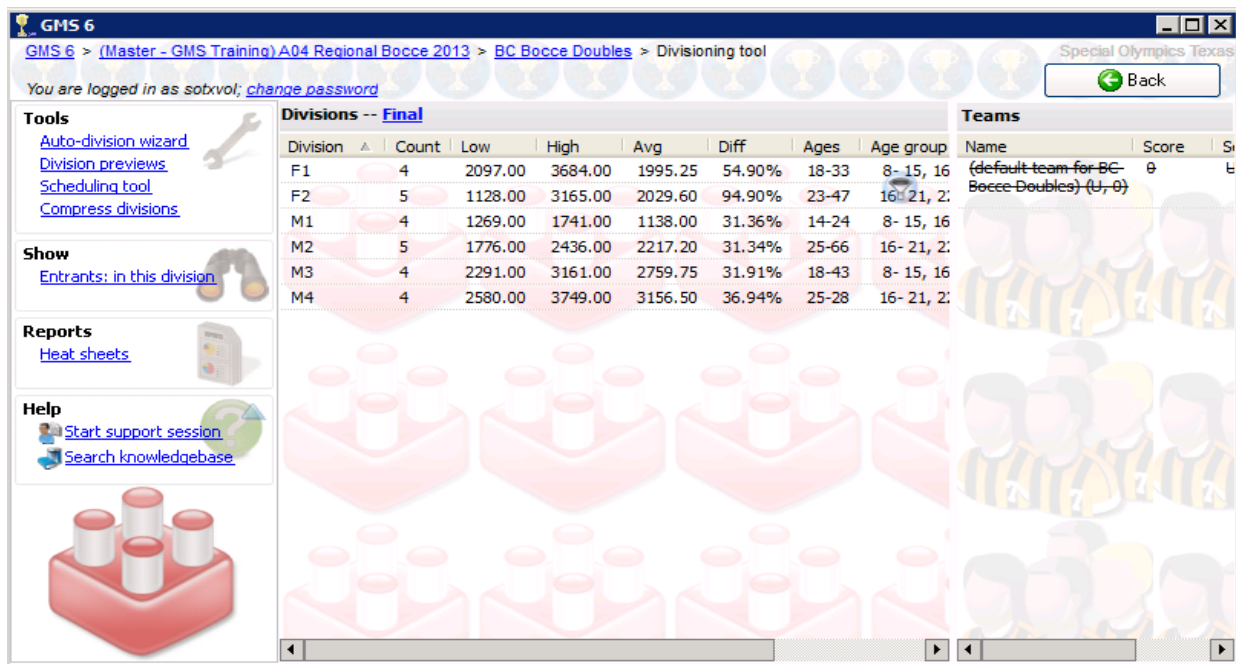


Within this tool, right click on a location to make any of the edits needed (see image to the right for options).



Bulk Scheduling

Once bracketing is complete and locations are set, from within the event, under **Tools** select the *Divisioning* tool on the left-hand side of the screen. You will then be brought to the page below.



To schedule bulk events – select all divisions by holding down the shift key while selecting the top item (keep holding down the shift key) and then selecting the bottom item. Then right click on the highlighted section and select *Bulk scheduling*. (Continues on next page)



The screen below will appear. Make sure that you fill out all appropriate fields; **start date and time**, time between divisions, duration, location, status (if applicable), and color (if desired).

**Note: Check start time (default is current time), because it will change every time you click to open bulk scheduling.*

Division Schedule Assigner
BC Bocce Doubles Final

Set start date/time
Start date: 07/31/2014 Start time: 08:00:00 Time between starts: 00:45:00 # divisions per interval: 1

Set duration
00:45:00

Set event number

Set location
Court 1

Set status

Set color
Red

Save Cancel

Click *Save* when done. Then select the *Scheduling* tool located under the **Tools** section on the left-hand side. You should know see the *Items to be scheduled* screen. You should know see the scheduled information you just entered. **Note: the schedule can expand by dragging the line separating the schedule from the list to the left.*

Items to be scheduled

Description	Status
AT 100: M Run w divisions and schedule, Pr...	Not sta... 1
AT 100: M Run w divisions and schedule, Pr...	Not sta... 2
AT 100: M Run w divisions and schedule, Pr...	Not sta... 3
AT 100: M Run w divisions and schedule, Pr...	Not sta... 4
AT 100: M Run w divisions and schedule, Pr...	Not sta... 5
AT 100: M Run w divisions and schedule, Pr...	Not sta... 6
AT 100: M Run w divisions and schedule, Pr...	Not sta... 7
AT 100: M Run w divisions and schedule, Pr...	Not sta... 8
AT 100: M Run w divisions and schedule, Pr...	Not sta... 9
AT 100: M Run w divisions and schedule, Pr...	Not sta... 10
AT 100: M Run w divisions and schedule, Pr...	Not sta... 11
AT 100: M Run w divisions and schedule, Pr...	Not sta... 12
AT 100: M Run w divisions and schedule, Pr...	Not sta... 13
AT 100: M Run w divisions and schedule, Pr...	Not sta... 14
AT 100: M Run w divisions and schedule, Pr...	Not sta... 15
AT 100: M Run w divisions and schedule, Pr...	Not sta... 16
AT 100: M Run w divisions and schedule, Pr...	Not sta... 17
AT 100: M Run w divisions and schedule, Pr...	Not sta... 18
AT 100: M Run w divisions and schedule, Pr...	Not sta... 19
AT 100: M Run w divisions and schedule, Pr...	Not sta... 20
AT 100: M Run w divisions and schedule, Pr...	Not sta... 47
AT 100: M Run w divisions and schedule, Pr...	Not sta... 48
AT 100: M Run w divisions and schedule, Pr...	Not sta... 49
AT 100: M Run w divisions and schedule, Pr...	Not sta... 50
AT 100: M Run w divisions and schedule, Pr...	Not sta... 51
AT 100: M Run w divisions and schedule, Pr...	Not sta... 52
AT 100: M Run w divisions and schedule, Pr...	Not sta... 53
AT 100: M Run w divisions and schedule, Pr...	Not sta... 54
AT 100: M Run w divisions and schedule, Pr...	Not sta... 55
AT 100: M Run w divisions and schedule, Pr...	Not sta... 56
AT 100: M Run w divisions and schedule, Pr...	Not sta... 57

Calendar

Calendar locations: ABM University ABM Track Time Interval: 5

12/10/2011

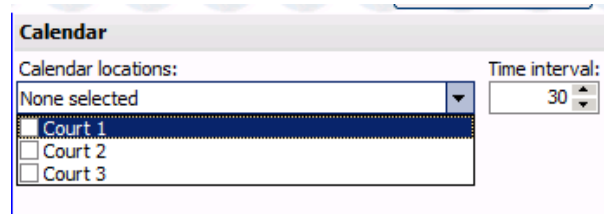
ASB Track

Export to Excel Save all changes

Or you can export the schedule to excel by clicking on the link at the top of the page, *Export grid to Excel*.

Individual Division Scheduling

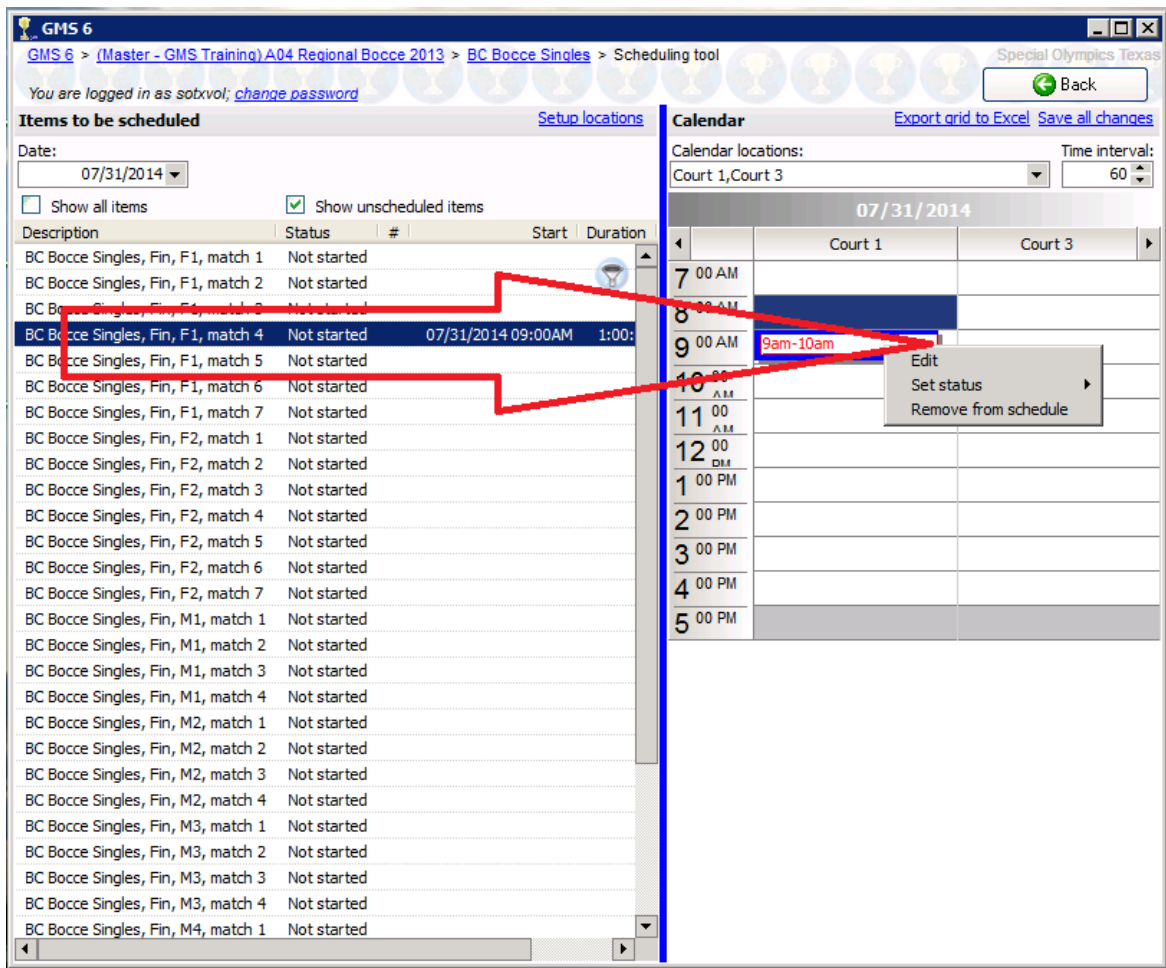
Go into the event from within your Games. Select the *Scheduling tool* under **Tools** on the left-hand side. You will be brought to the screen below. *Note: Some events cannot be bulk scheduled; example is a bracketed event like basketball.*



The screenshot shows a window titled "Calendar". On the left, under "Calendar locations:", there is a dropdown menu showing "None selected". Below this is a list of three items: "Court 1" (which is highlighted in blue), "Court 2", and "Court 3", each with an unchecked checkbox to its left. To the right of the dropdown is a "Time interval:" field with a numeric input set to "30" and up/down arrow buttons.

Check the box *Show unscheduled items*, and select the *Calendar location* for the event you are scheduling. Right click on each game or division (depending on sport) to *Edit* the schedule of that game/division.

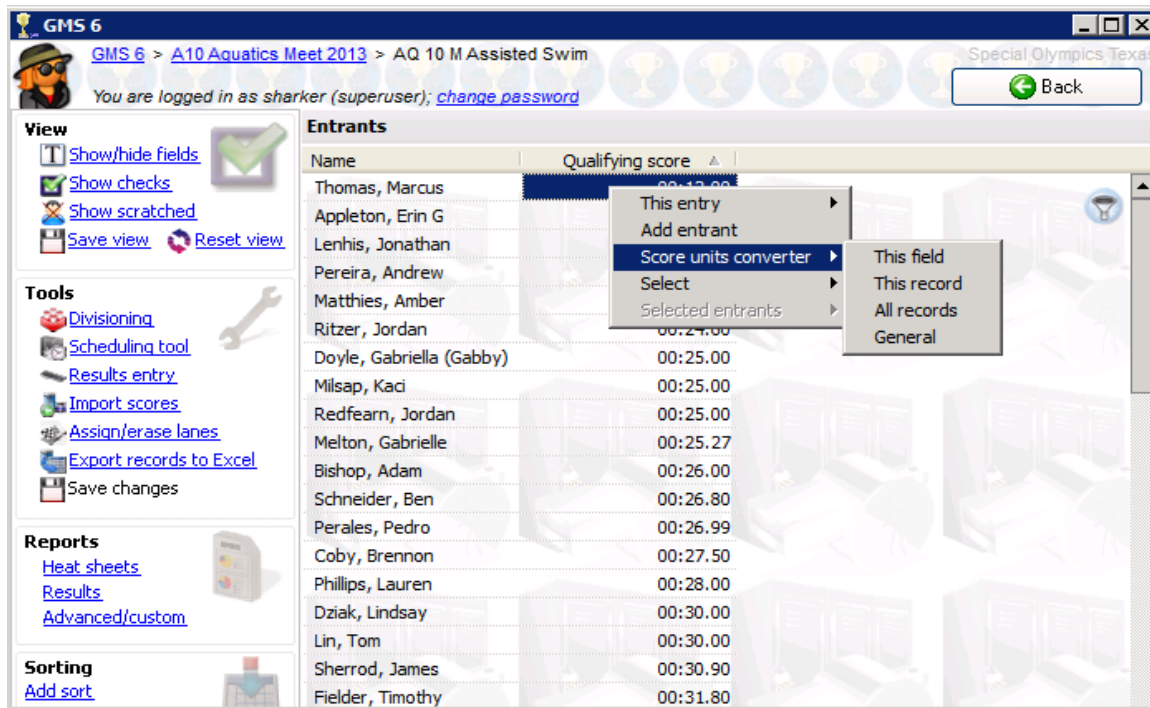
Or drag the game or division onto the calendar to assign a time and date. Use *Time interval* to set the length of the game/division. You can right click on the time on the schedule to *Edit* the game/division as well. Back out and Save when done.



Score Units Converter

Generally seen in Aquatics, there may be a need to convert scores from one unit of measure to another. There is a tool to assist in this called the Score Units Converter. To access this from within your Games, select the **Event** from under the **Events** section where times need to be changed.

Once inside the event, right click on any time or score under the column where the conversion is needed (below the conversion needed is the *Qualifying Scores*). Select *Score units converter*, you are given a few options:



This field: Selecting this will allow you to convert all currently entered Qualifying scores within the event you are in. This is the way to change an entire event from one unit of measure to another. However if any scores are added or changed you will have to manually convert those changed scores, it will not automatically do it for you.

This record: Selecting this will allow you to convert only that Qualifying score which you clicked on.

All records: Selecting this will allow you to convert all currently entered scores (Qualifying and Final) within the event you are in. However if any scores are added or changed you will have to manually convert those changed scores, it will not automatically do it for you.

General: Only use if applying a formula to one score. **Note: there is also an option to enter a formula of your own within the Score Unit Converter. Just click the checkbox option on the Score Unit Converter popup.*

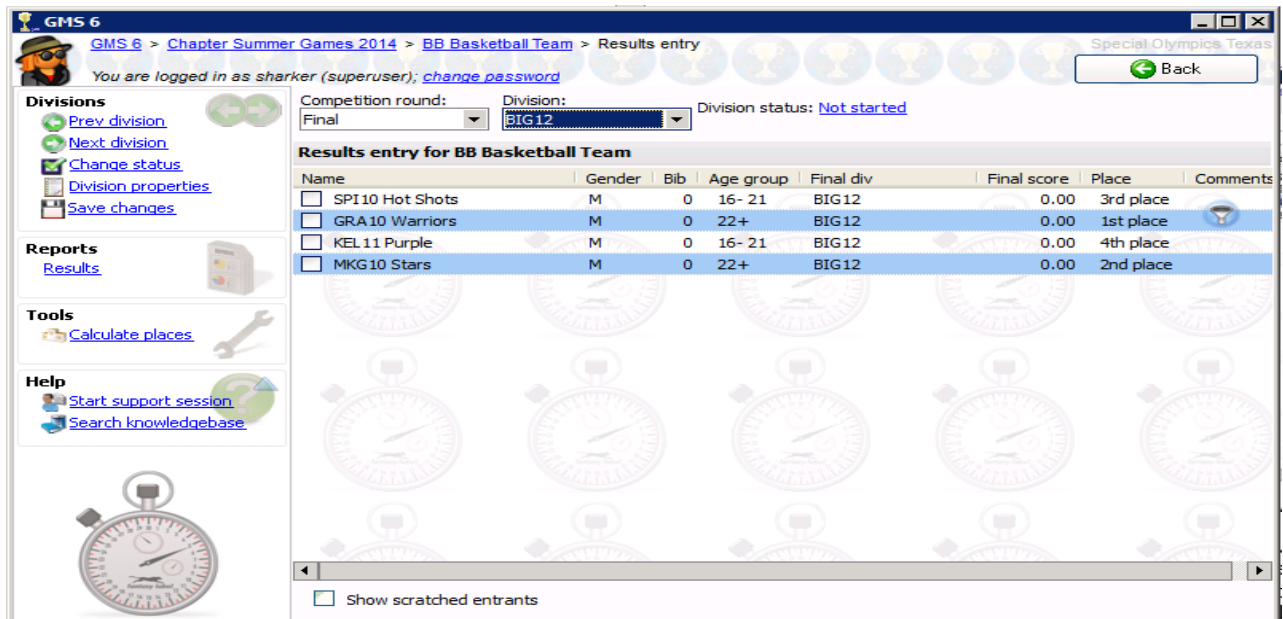
IMPORTANT: pay attention to the conversion options – there are many times and distances

Entering Games Results

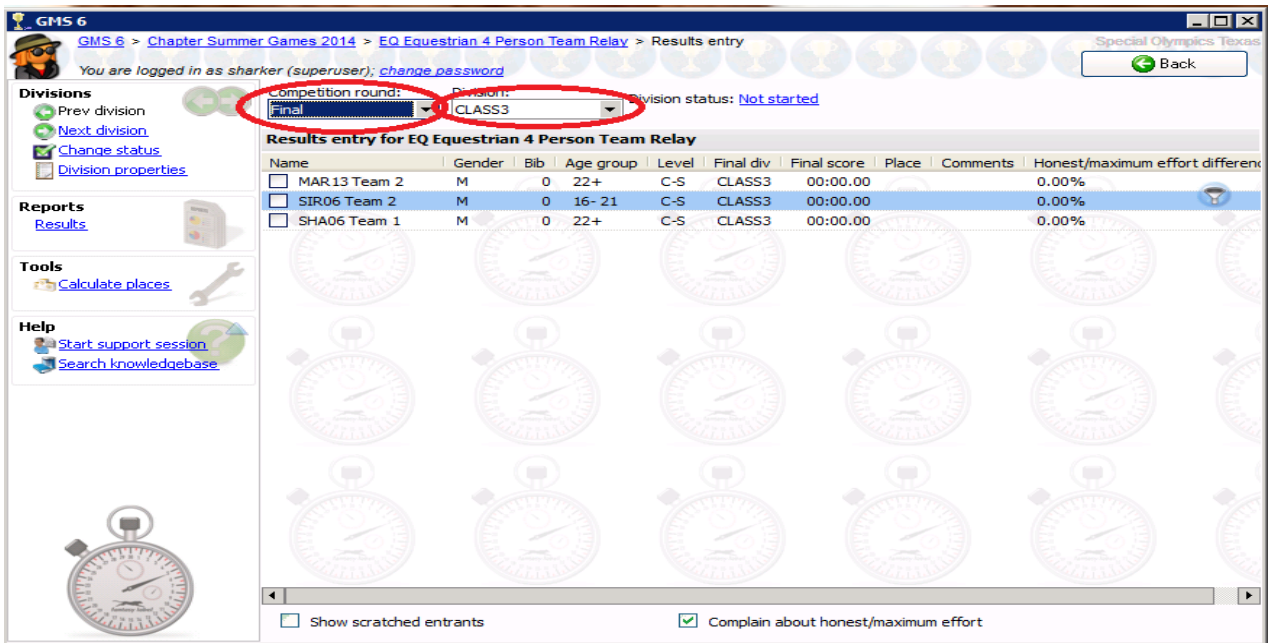
Once an event is complete, the next step is to enter results into GMS. From the main page of your Games select the **Events** tab and then the Event you are ready to enter results into. From within the event there is a section called **Tools** on the left side. Under **Tools** select **Results Entry**.



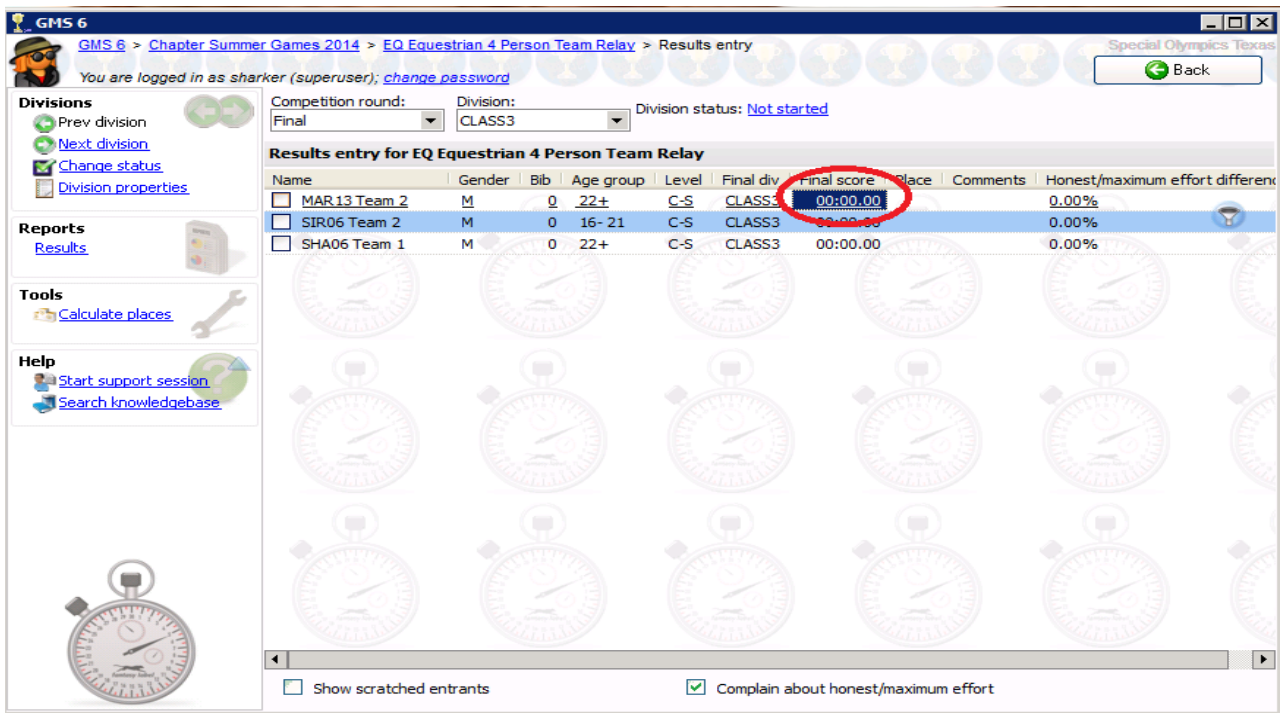
Once you select the Results Entry Tool the following screen will appear:



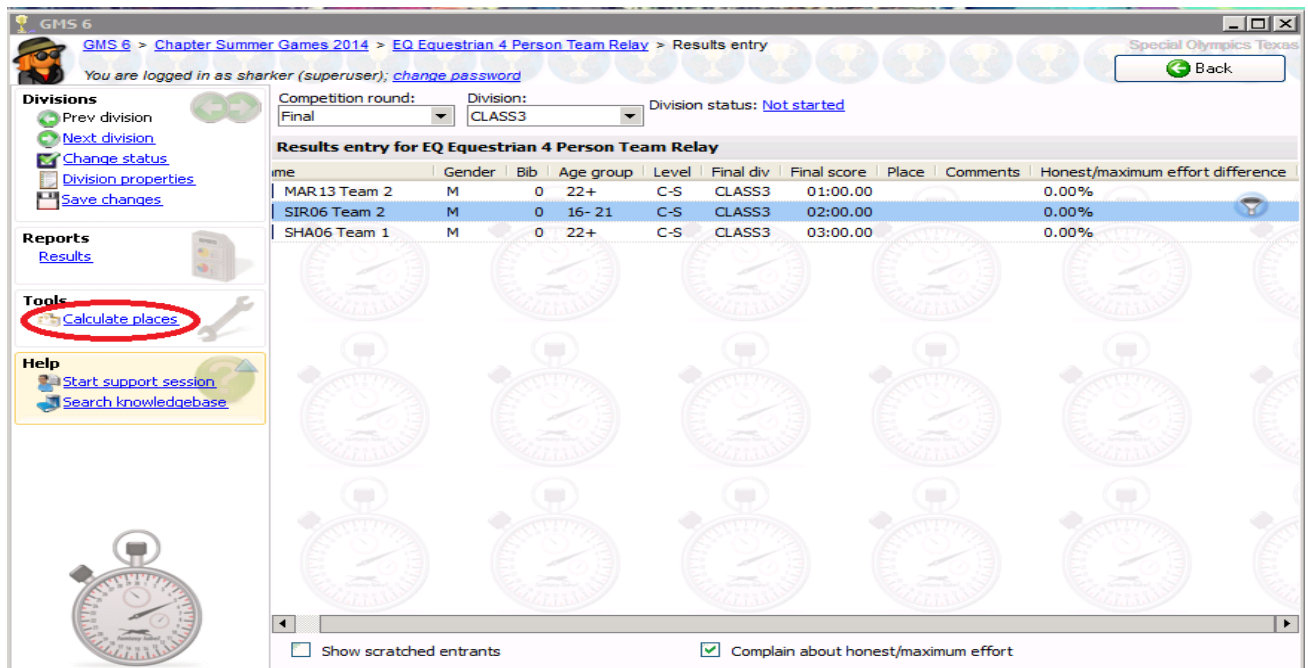
Select which Heat/Division you want to enter Results for from the drop down menu called **Division**. Next to this is the **Division status**, which should be set to "Finished-Official". If it is not set to this, your results report will not work.



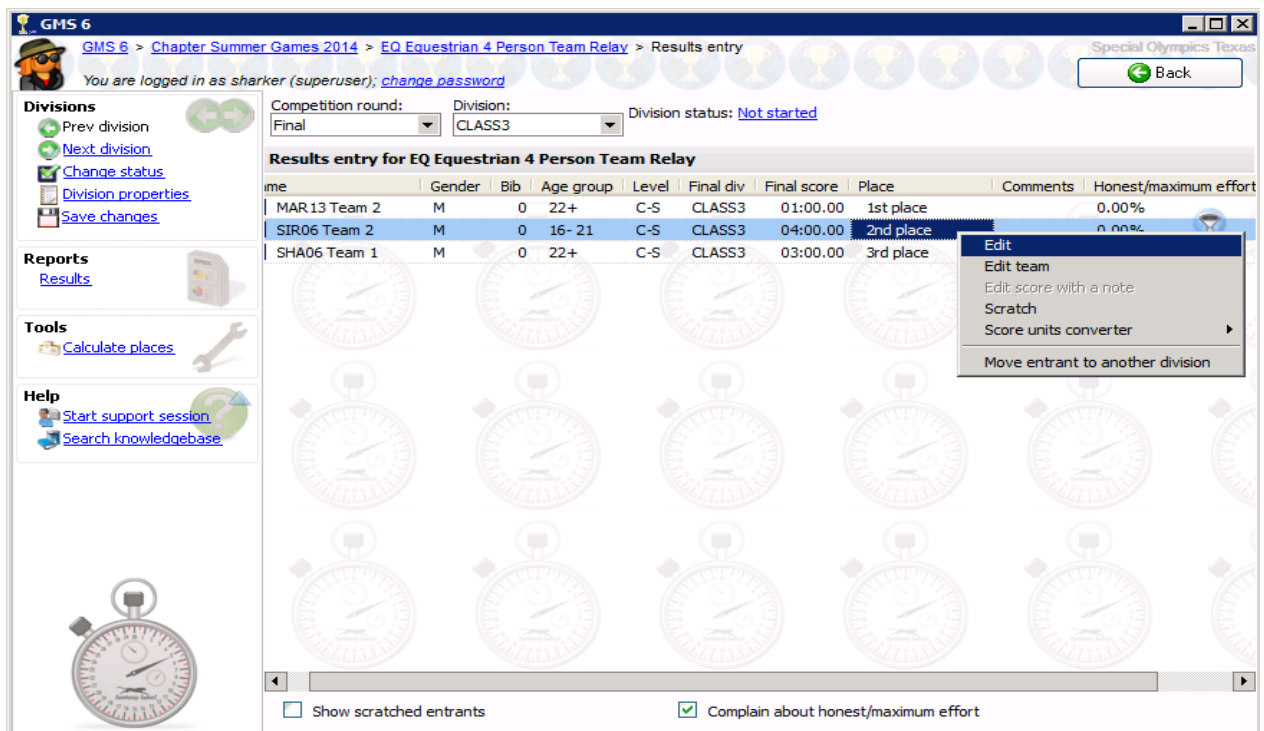
Click on the **Final Score** section for which entrant you plan on entering results for. By just clicking on it, you can then start typing in the results.



When all are entered select **Calculate Places**, under **Tools**. This will automatically calculate places.



Double-check the places by looking over the times/points. If you notice they were calculated incorrectly or if you need to make an adjustment (i.e. disqualification), *Right click* on the place you want to change. Select “Edit”.



The screen below will appear. You can made edits to the **Place** including selecting “Disqualification” with the dropdown listed under **Place**. Then click on *Save*.

The screenshot shows a software window titled "EQ Equestrian 4 Person Team Relay". It contains several input fields and a dropdown menu. The "Bib" field has the value "0". The "Level" dropdown is set to "C-S". The "Final div" field contains "CLASS3". The "Final score" field shows "04:00.00". The "Place" dropdown menu is currently set to "2nd place" and is circled in red. Below the "Place" field is a "Comments" text area. A "Close" button is located in the bottom right corner of the window.

When done with a Heat/Division select the next one you want to enter from the **Division** dropdown menu. If you are done completely entering in the event select *Back*, then *Save*. **Note: See the Reports section to print Event results reports in this User Guide.*

Reports

There are several kinds of reports that can assist in the production of a Games. From the main page of your Games, click on the **Reports** tab. Under this tab lists an assortment of report types. Each report type serves a different purpose, SOTX focuses on using the following:

Advanced/custom: design your own report. **Note: It has limitations to the filters you can use, including not being able to separate the difference between "Prelim" and "Final".*

Banned people: print a report with those people who are banned yet registered in the Games. **Note: during the registration process this should have alarmed you that they have become banned, however this is important to run prior to each event.*

Basic mailing labels: print mailing labels using the information in GMS. Basic mailing labels are saved in here.

Basic mailing label with custom filters: print mailing labels using information in GMS with advanced options.

Custom mailing labels: print labels of different sizes.

Custom mailing labels with custom filters: print labels of different sizes with advanced options.

Event results reports: print results reports once entries are entered and places are calculated.

Exceptions, people with issues: print a report based on people with issues, including expired medicals, banned or no sport assigned.

Games reports: reports on entrants including information on events, qualifying scores.

Heat sheets: prints heat/division sheets, score sheets, etc.

Summary/crosstab: print summary reports that are exported to excel (an example is the total number of athletes per delegation in the Games).

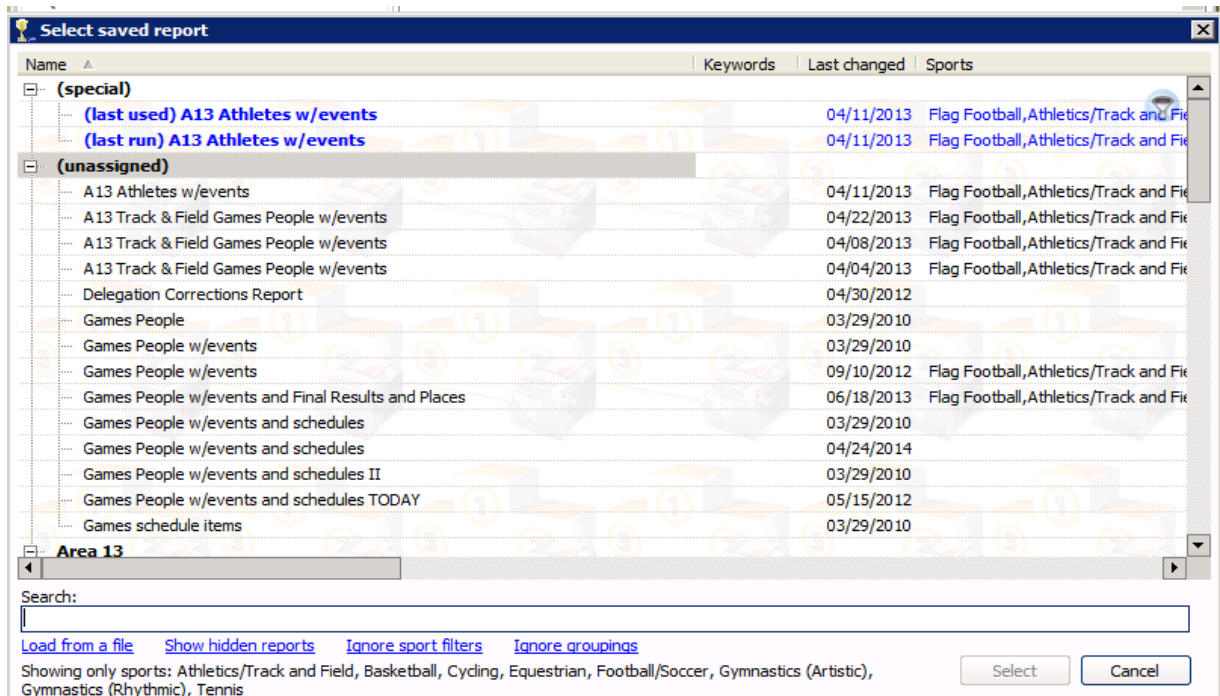
Games Reports

Games reports are also known as Delegation reports. They will be useful when you want to run a report that includes any people, events, or event schedules in a single games. To preview and print **Games reports**, select the **Games reports** from the list under the **Reports** tab.

When the **Games reports** section opens select in the upper land-hand corner the **Load settings** option under **Tools**.

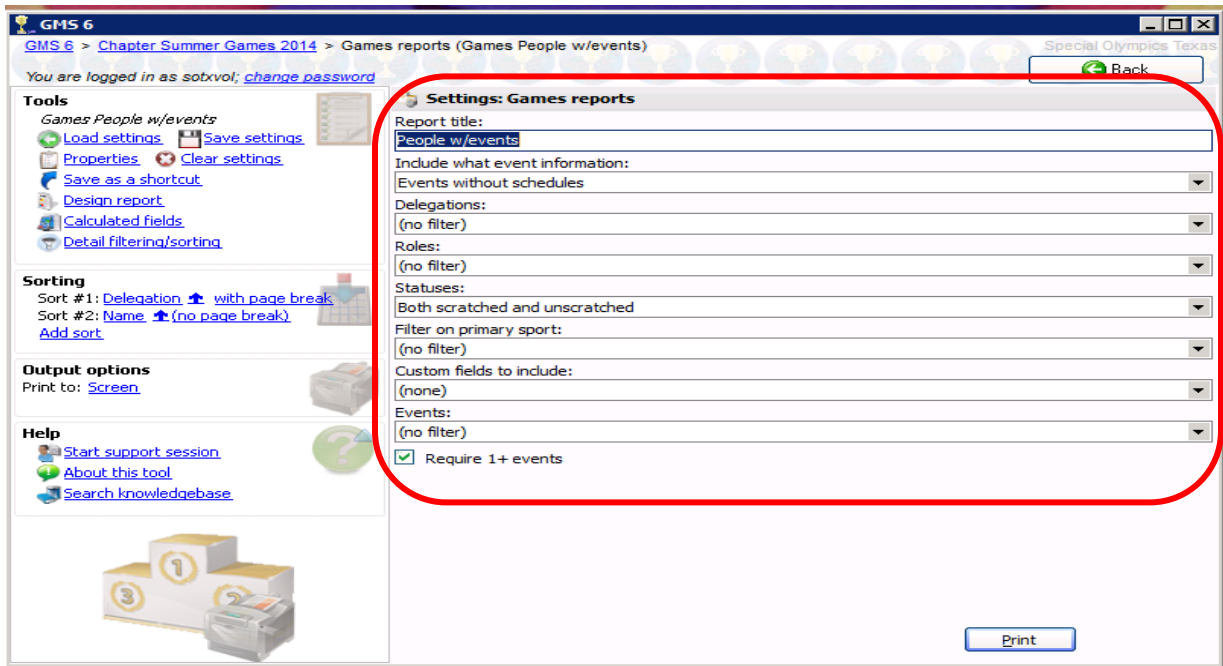


The screen below will appear. From the list of reports select which report you want to run. **Note: each report is titled with what it includes. The standard report ran for a Delegation Report is the “Games People w/events”.*

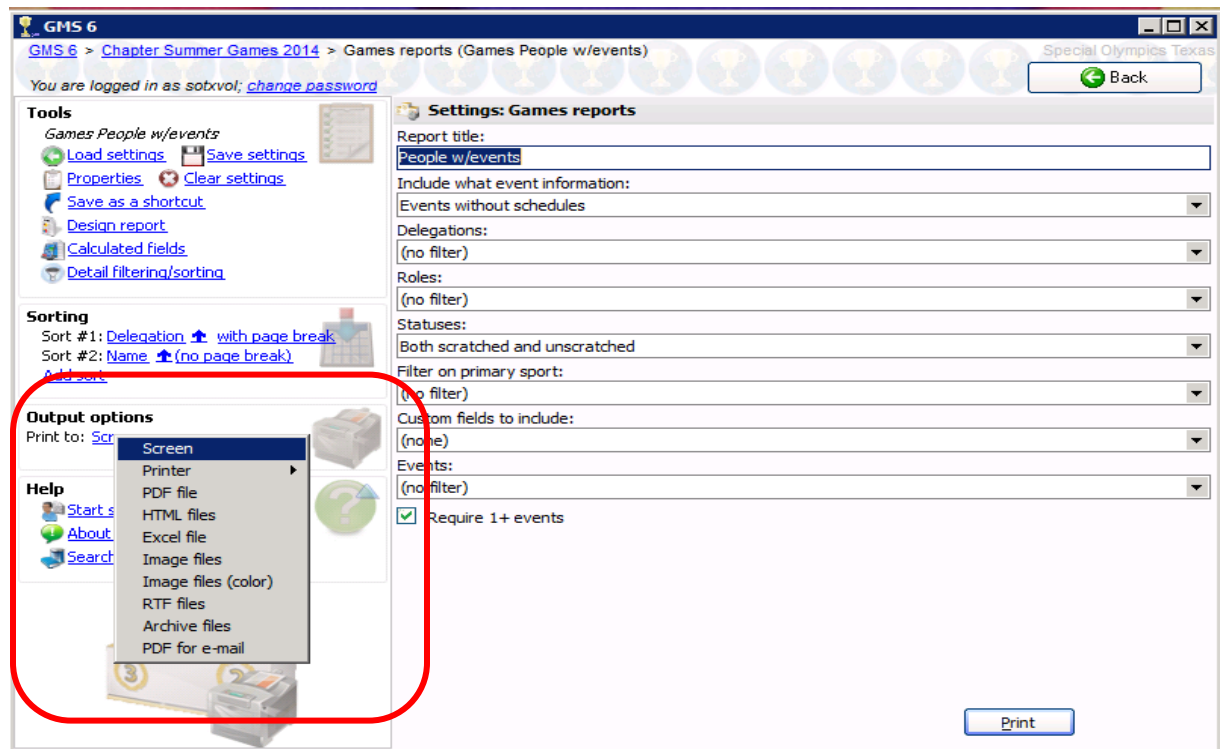


Once you have selected your report, click *Select*.

The screen below will appear. Use the filters under the **Settings** section to define the report. This includes selecting certain delegations and/or the primary sport.



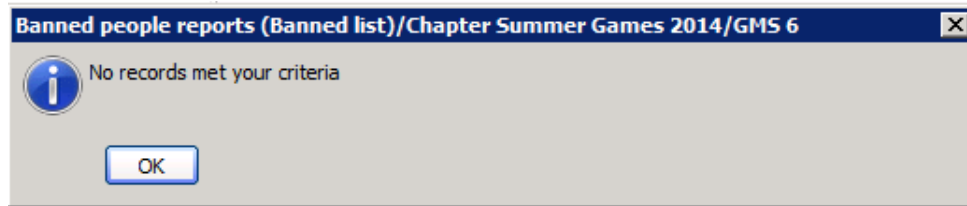
Once the filters are set the output of the report needs to be set. On the left side of the screen under the **Output options**, select from the **Print to** option the way you want the report displayed. **Note: printing to the Screen will allow you to see what the report looks like and also allows you to save it, print it, etc.*



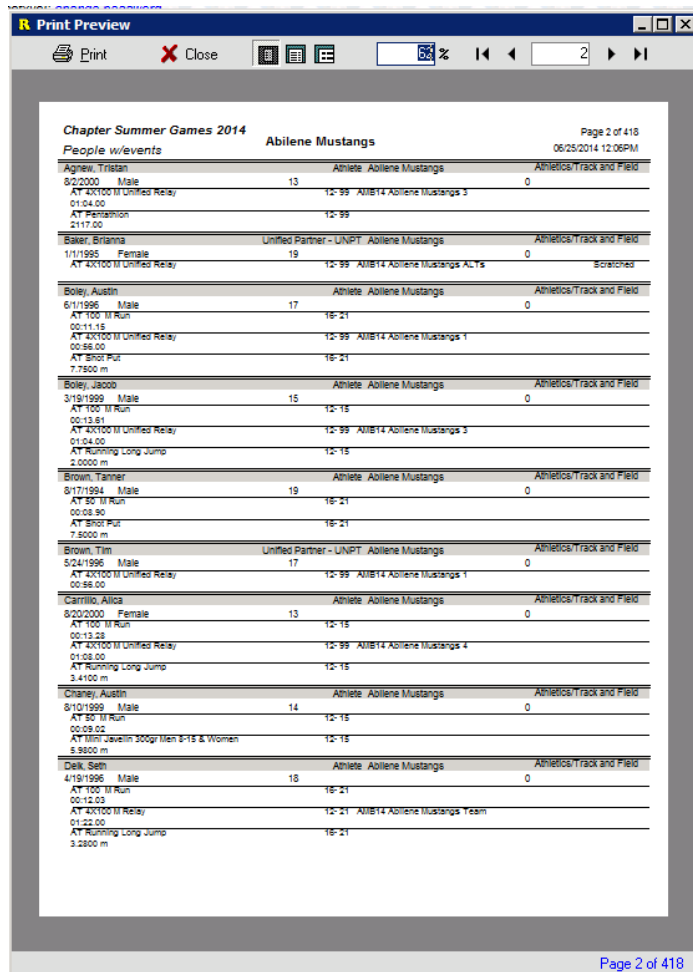
Click *Print* when you are ready to run the report. If you selected “Screen” as your Output options, you will see the screen on the next page appear. **Note: it may take a moment to produce the report, you can follow the status of the report at the bottom of the screen by the Print button (see below).*



**Note: if you select Print and the message below appears, there is something that GMS is trying to pull for the report and is unavailable for GMS to pull. For example if you are running an Event Results Report and you have not entered any results or calculated places, this message will appear.*



After selecting *Print*, the screen below will appear. If everything looks correct on the print preview, select the *Print* button at the top and select your printer. If this is not what you are looking for then select *Close*.



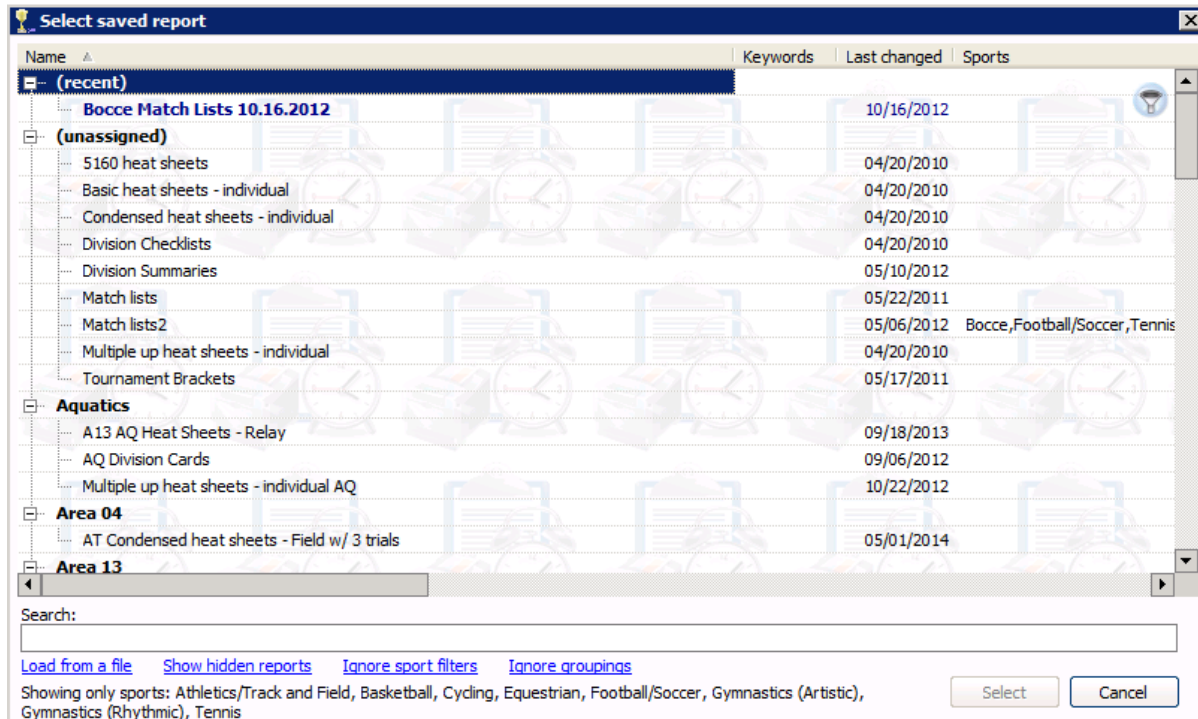
Heat Sheets

Two types of Heat Sheet Reports are used: basic (single division) and condensed (multiple divisions). To preview and print **Heat Sheet reports**, select the **Heat sheets** from the list under the **Reports** tab on the main page of your Games.

When the **Heat sheets** section opens select in the upper land-hand corner the **Load settings** option under **Tools**.



The screen below will appear. From the list of reports select which report you want to run. **Note: each report is titled with what it includes. The standard report ran for a Heat Sheet is the “Basic heat sheets - individual”.*



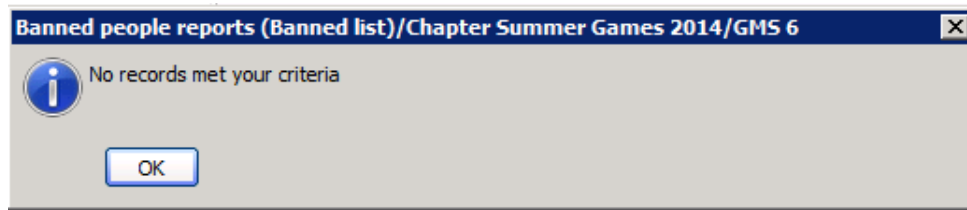
Once you have selected your report, click *Select*. Use the filters under the **Settings** section to define the report. This includes selecting certain events and rounds to print.

Once the filters are set the output of the report needs to be set. On the left side of the screen under the **Output options**, select from the **Print to** option the way you want the report displayed. **Note: printing to the Screen will allow you to see what the report looks like and also allows you to save it, print it, etc.*

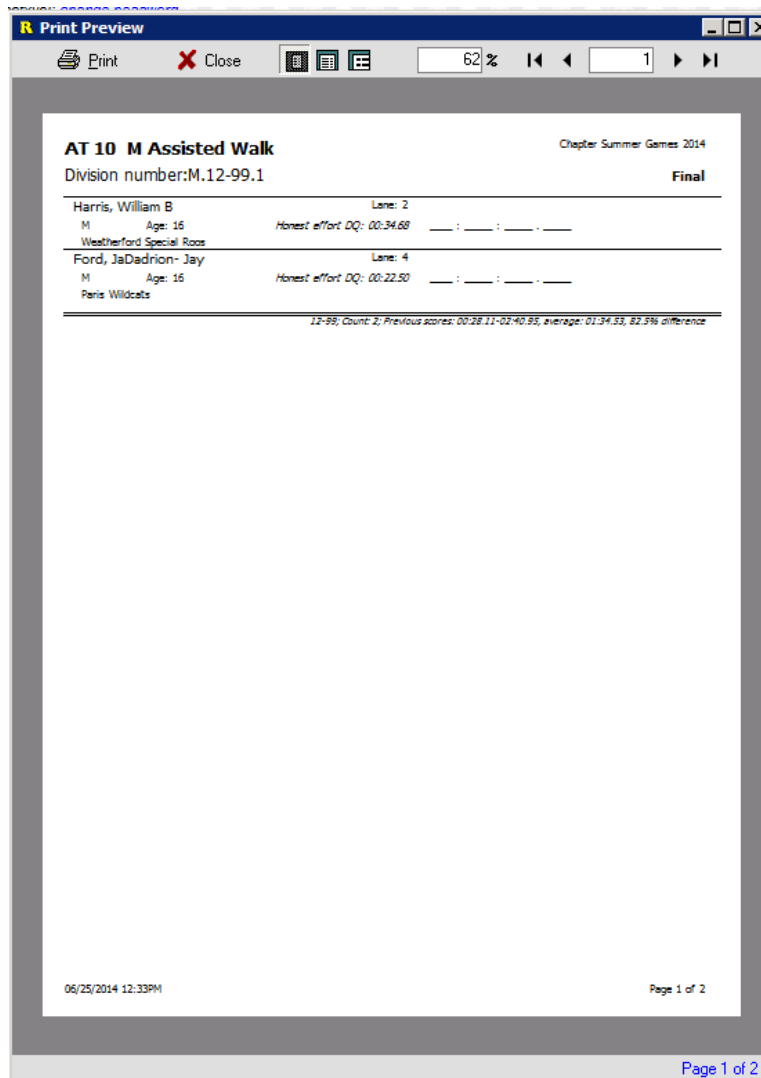
Click *Print* when you are ready to run the report. If you selected “Screen” as your Output options, you will see the screen on the next page appear. **Note: it may take a moment to produce the report, you can follow the status of the report at the bottom of the screen by the Print button (see below).*



**Note: if you select Print and the message below appears, there is something that GMS is trying to pull for the report and is unavailable for GMS to pull. For example if you are running an Event Results Report and you have not entered any results or calculated places, this message will appear.*



After selecting *Print*, the screen below will appear. If everything looks correct on the print preview, select the *Print* button at the top and select your printer. If this is not what you are looking for then select *Close*.



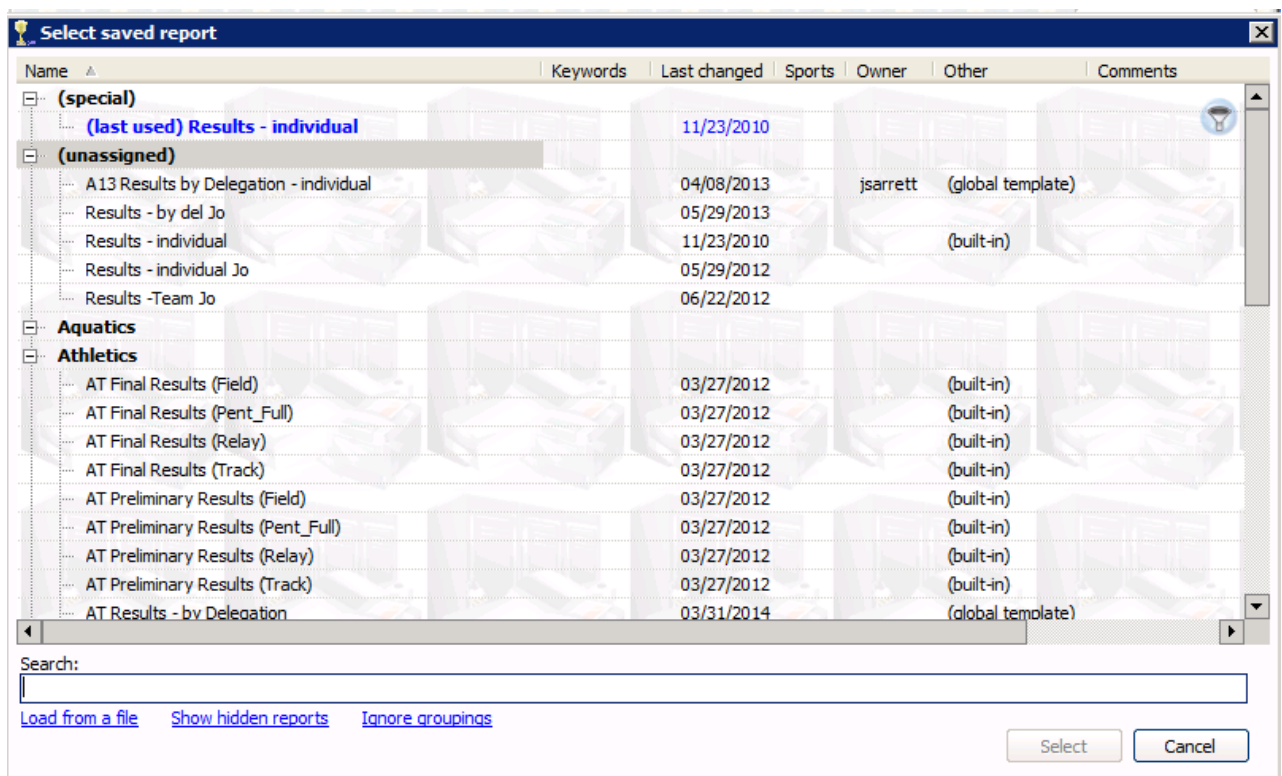
Event Results Reports

Event results reports are used after scores are entered and places have been calculated to provide final results of a competition. To preview and print **Event results reports**, select the **Event results reports** from the list under the **Reports** tab on the main page of your Games.

When the **Event results reports** section opens select in the upper land-hand corner the **Load settings** option under **Tools**.



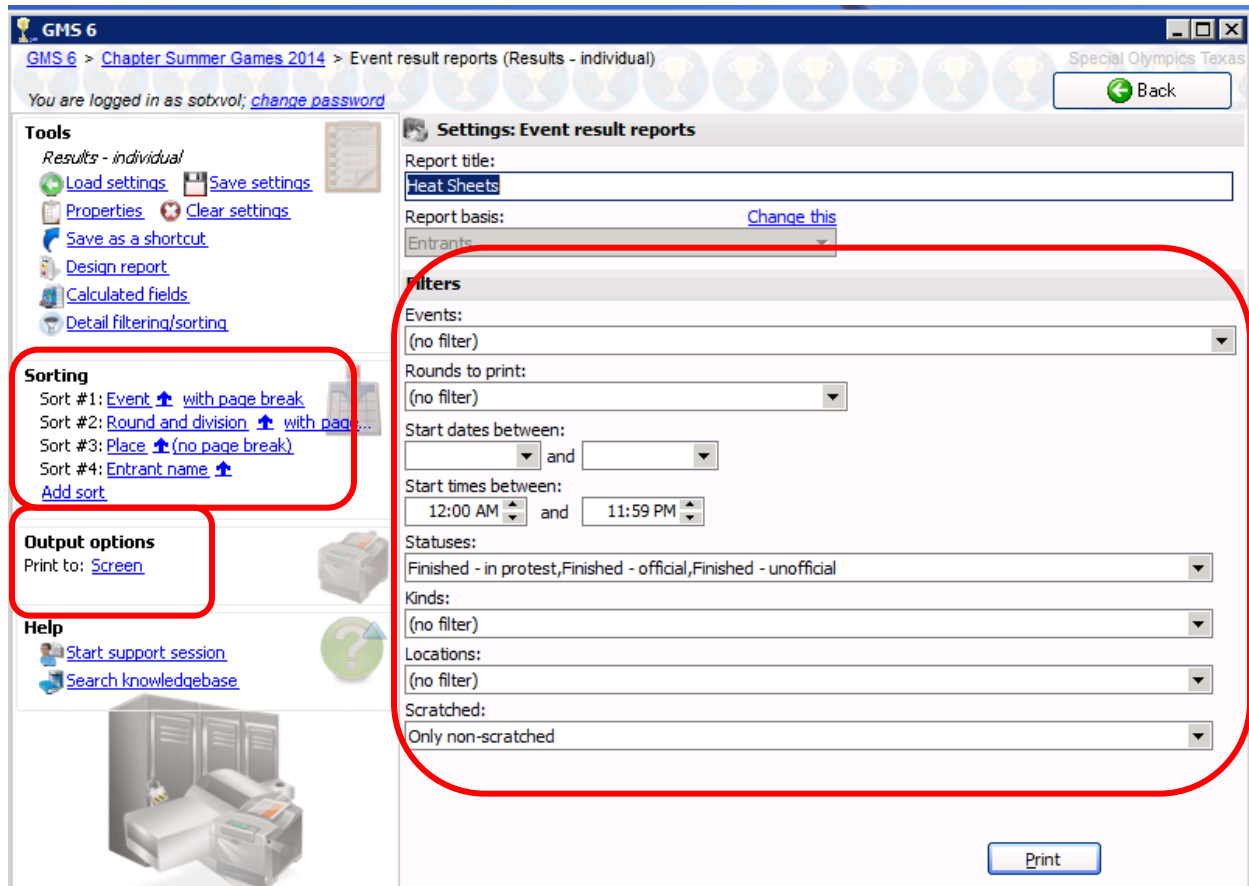
The screen below will appear. From the list of reports select which report you want to run. **Note: each report is titled with what it includes. The standard report ran for an Events results report is the "Results - individual".*



**Note: when selecting events results reports, it is important to know how to want the results presented – by delegation, by entrant name, etc. This will help in the decision of which report to run.*

Once you have selected your report, click *Select*.

The screen below will appear. Use the filters under the **Filters** section to define the report. This includes selecting certain events and rounds. Also use the **Sorting** section to decide the order you want your report sorted (for example in delegation order then name, or event then name and place).

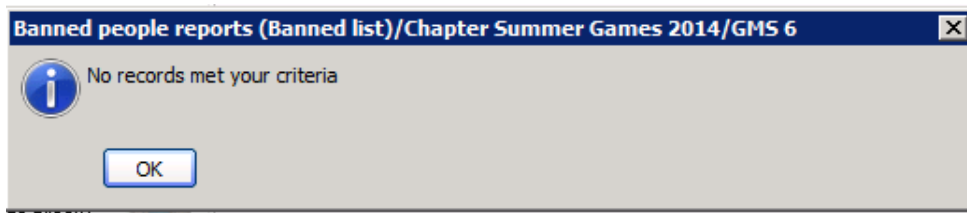


Once the filters are set the output of the report needs to be set. On the left side of the screen under the **Output options**, select from the **Print to** option the way you want the report displayed. **Note: printing to the Screen will allow you to see what the report looks like and also allows you to save it, print it, etc.*

Click *Print* when you are ready to run the report. If you selected “Screen” as your Output options, you will see the screen on the next page appear. **Note: it may take a moment to produce the report, you can follow the status of the report at the bottom of the screen by the Print button (see below).*



**Note: if you select Print and the message below appears, there is something that GMS is trying to pull for the report and is unavailable for GMS to pull. For example if you are running an Event Results Report and you have not entered any results or calculated places, this message will appear.*



After selecting *Print*, the screen below will appear. If everything looks correct on the print preview, select the *Print* button at the top and select your printer. If this is not what you are looking for then select *Close*.

Print Preview

Print Close 62% 1

Chapter Summer Games 2014 06/25/2014 12:51PM
TN Tennis Doubles Results Official

Division: GREEDDOUB	Name	Gender	Age	Final Score	Final Place
	Hunsaker, Stevie Levisville ISD	F	Age: 19	6	1st
	Hunsaker, Stevie Levisville ISD	F	Age: 19	6	1st
	Hunsaker, Stevie Levisville ISD	F	Age: 19	6	1st
	White, LeAnne M Levisville ISD	F	Age: 20	6	1st
	White, LeAnne M Levisville ISD	F	Age: 20	6	1st
	White, LeAnne M Levisville ISD	F	Age: 20	6	1st
	Overbeck, Nicole Texas Twisters	F	Age: 38	4	2nd
	Overbeck, Nicole Texas Twisters	F	Age: 38	4	2nd
	Overbeck, Nicole Texas Twisters	F	Age: 38	4	2nd
	Puckett, Allen Texas Twisters	M	Age: 48	4	2nd
	Puckett, Allen Texas Twisters	M	Age: 48	4	2nd
	Puckett, Allen Texas Twisters	M	Age: 48	4	2nd
	Eickenroht, Danon Dels Independent	F	Age: 27	0	4th
	Eickenroht, Danon Dels Independent	F	Age: 27	0	4th
	Eickenroht, Danon Dels Independent	F	Age: 27	0	4th
	Wueste, Amy Dels Independent	F	Age: 41	0	4th
	Wueste, Amy Dels Independent	F	Age: 41	0	4th
	Wueste, Amy Dels Independent	F	Age: 41	0	4th

18-21,22+; Males: 1, Females: 5; Count: 6; Previous scores: 4.00-6.00, average: 3.33, 50% difference

Official Signatures: _____ Page 1 of 27

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Wristbands Reports

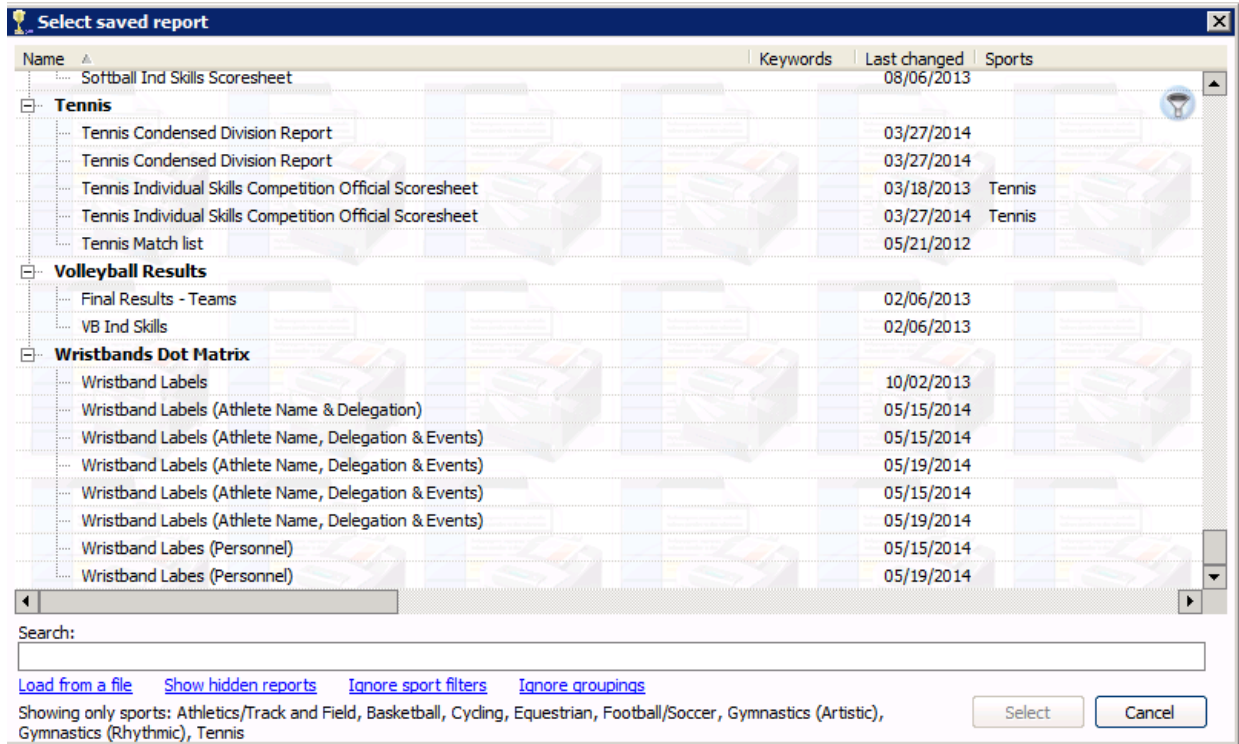
Wristbands are often used for event management. To preview and print wristbands go to **Advanced/custom reports**, which is under the **Reports** tab on the main page of your Games.

When the **Advanced/custom reports** section opens select in the upper land-hand corner the **Load settings** option under **Tools**.



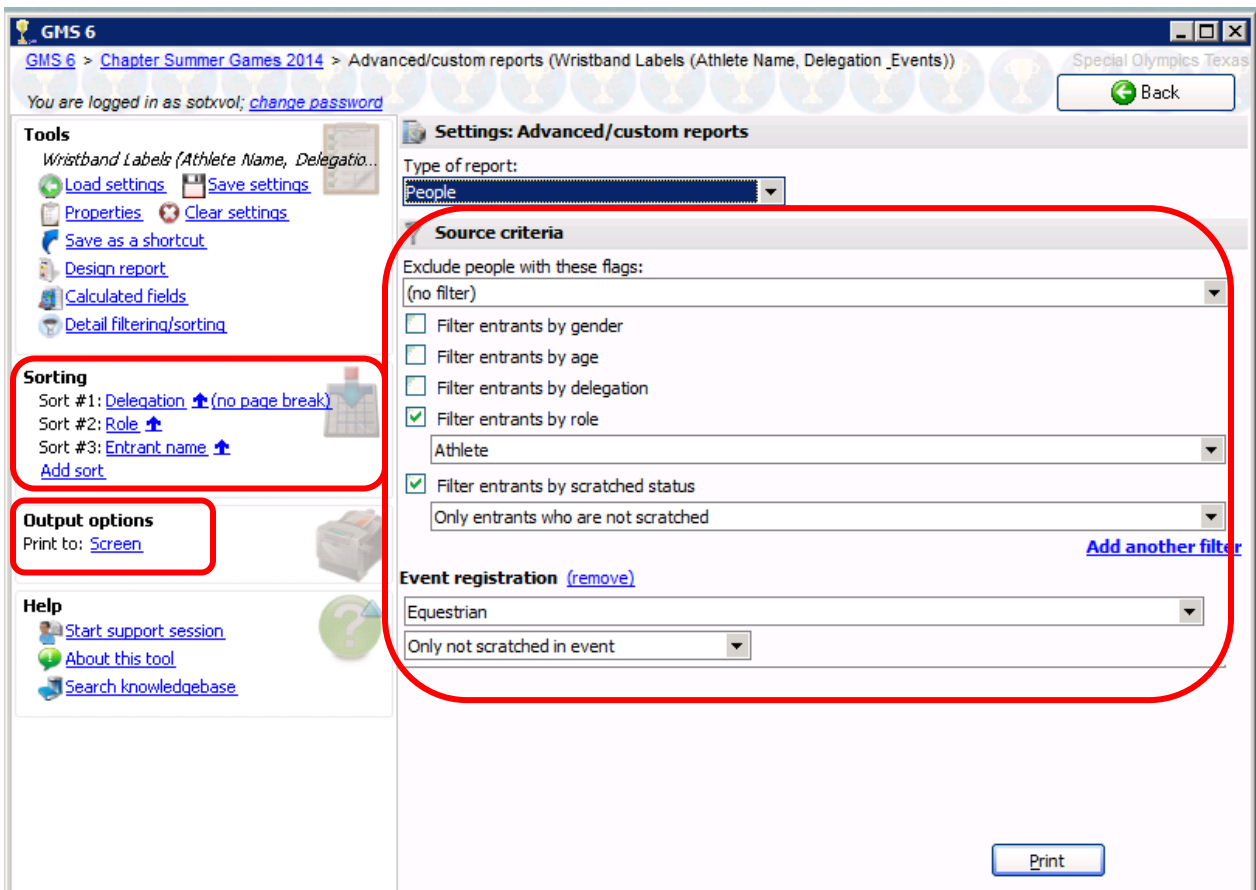
The screen below will appear. From the list of reports select which report you want to run. Most wristbands are listed under the section titled "Wristbands Dot Matrix" (the sections of reports are in

alphabetical order). *Note: each report is titled with what it includes. The standard report ran for an Events results report is the “Wristband labels (Athlete Name, Delegation & Events)”.



Once you have selected your report, click *Select*.

The screen below will appear. Use the filters under the **Source criteria** section to define the report. This includes selecting certain roles and events. Also use the **Sorting** section to decide the order you want your report sorted (for example in delegation order then name or by name).



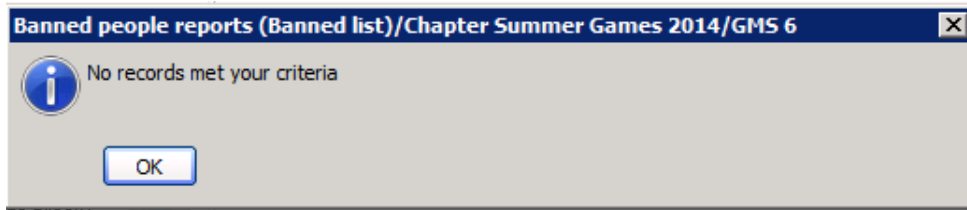
Note: filter the report by scratched status (only entrants who are not scratched), that way you are not printing wristbands for people who are not attending the Games. You can do this by clicking the box next to **Filter entrants by scratched status and then from the dropdown menu clicking on “Only entrants who are not scratched”.*

Once the filters are set the output of the report needs to be set. On the left side of the screen under the **Output options**, select from the **Print to** option the way you want the report displayed. **Note: printing to the Screen will allow you to see what the report looks like and also allows you to save it, print it, etc.*

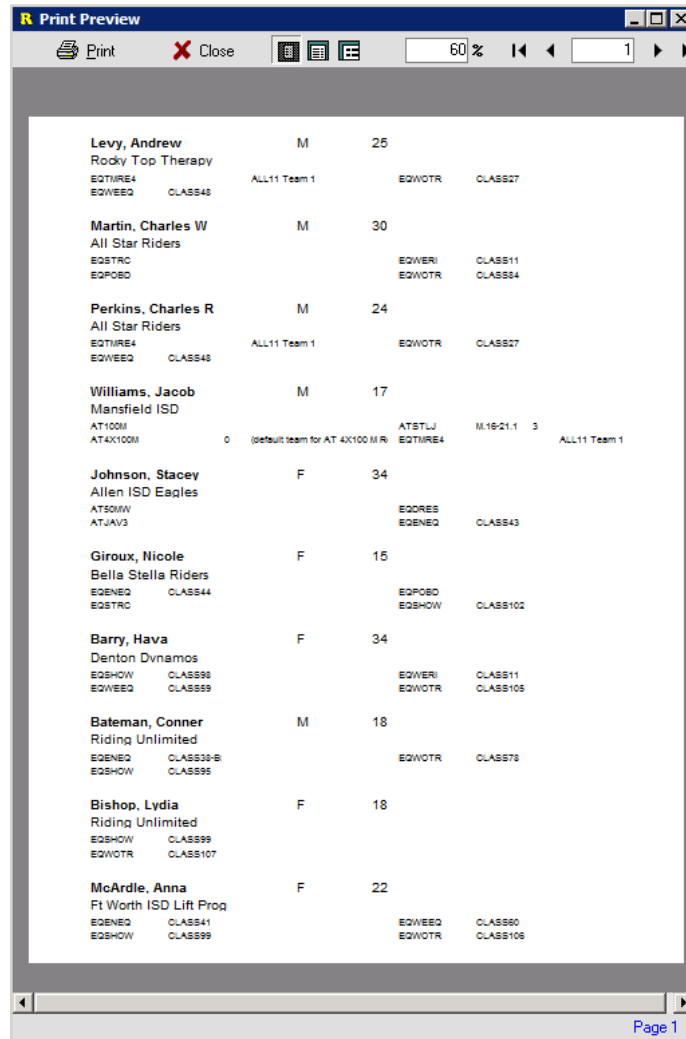
Click **Print** when you are ready to run the report. **Note: it may take a moment to produce the report, you can follow the status of the report at the bottom of the screen by the Print button (see below).*



**Note: if you select Print and the message below appears, there is something that GMS is trying to pull for the report and is unavailable for GMS to pull. For example if you are running an Event Results Report and you have not entered any results or calculated places, this message will appear.*

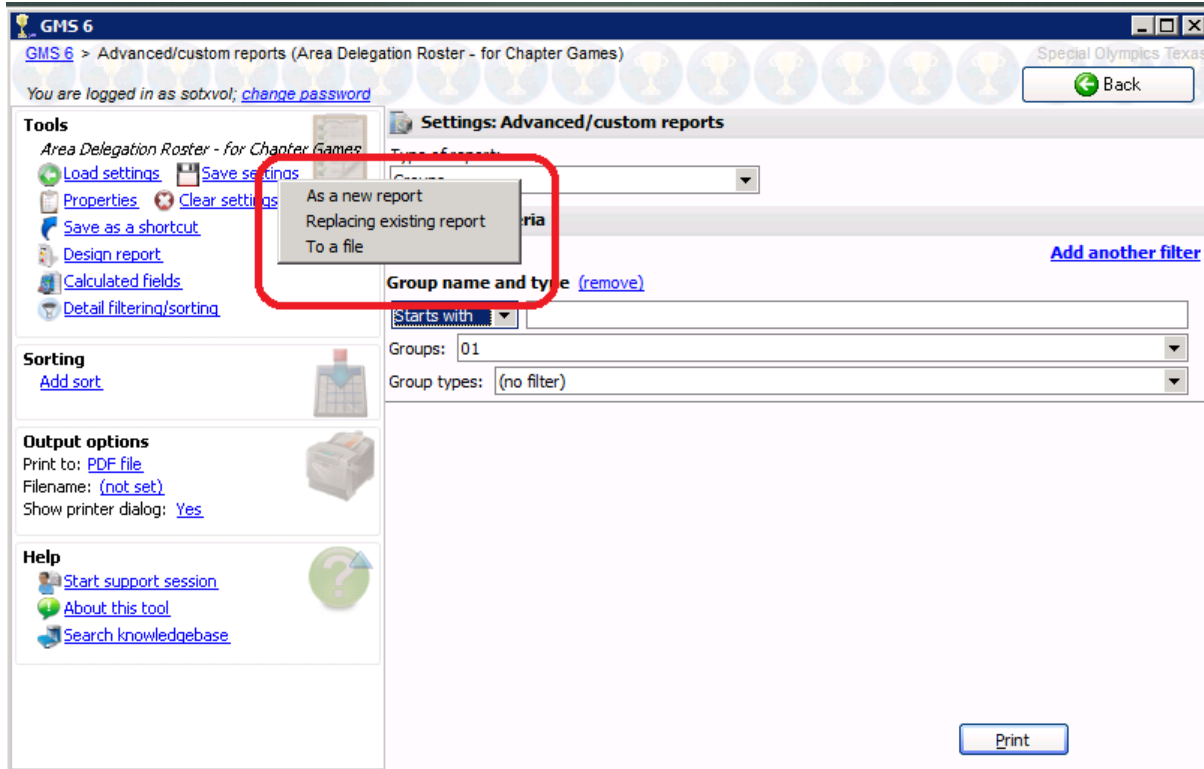


After selecting *Print*, the screen below will appear. If everything looks correct on the print preview, select the *Print* button at the top and select your printer (or Dot Matrix). If this is not what you are looking for then select *Close*.

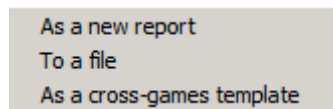


Saving Reports

From within the report, under **Tools** select *Save Settings*. Once you have clicked this a dropdown will appear. Select from one of the following options based on your needs:



As a new report: this option allows you to rename and save a report without affecting the report you may have changed. Saving it this way will only save it within the Games you are in. If you want to save it for all Games also select the option **As a cross-games template** (see below).



Replacing existing report: If you made changes to a report that is already saved, this option will appear. This should be used when you edit your own report and want to save the changes you have made. If you are in someone else's report and want to save it for you to have, save it as a new report.

To a file: this option allows you to save the report in a file off of the GMS program. This should be used to save reports to a flash drive or to email to be imported to a different version of GMS (local or remote).

Backend

GMS 7 is a database which needs constant updating and cleaning. In this section you will find information on how to assist in the management of this database.

Archiving People & Groups/Delegations

When an athlete, volunteer or Delegation is no longer participating in SOTX program it is important to update that information in GMS. Deleting these records from the system will affect any past information in Games, so it is important **we do not delete these records but archive them.**

Archiving People

Go to the record of the person you want to archive. You can do this by utilizing the *Find people by personal data option* under the **Person lookup/data entry** section on the main page of GMS (see instructions in this User Guide for Finding a Person in GMS).

From within the record of the person you want to archive – click on the box next to the option *Archived* under the **Personal Data** section (see below). This option leaves the name searchable, in case this person returns to SOTX, however takes this record out of the active searches and counts.

The screenshot shows the 'Personal data' form in GMS 6 for a user named 'Harker, Sidney'. The form includes fields for 'Prefix/title', 'First/given name', 'Middle', 'Family/last', and 'Suffix/generation'. The 'Archived' checkbox is checked and circled in red. The 'Save' button is also circled in red. The 'Status' is set to 'Active'. The 'Date archived' field is empty. The 'Reason archived' field is empty. The 'Comments' field is empty. The 'Additional data' section shows 'Date created: 12/08/2011' and 'Last changed: 03/06/2014'. The 'Addresses' section shows 'Addresses: 1' and a link to 'Add an address'. The 'Alerts' section shows 'Alerts: none' and a link to 'Enter a new certification'. The 'Certifications' section shows 'Certifications: none' and a link to 'Enter a new certification'.

Select *Save* to save this record as an Archived record.

Archiving Groups/Delegations

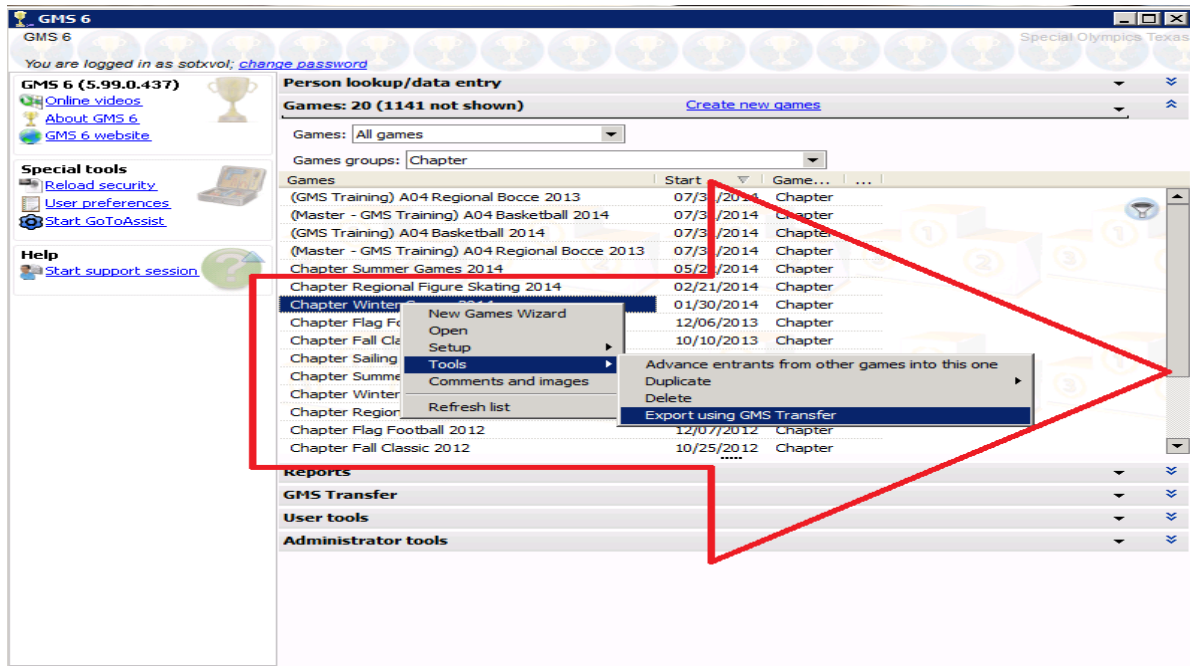
To archive a Group/Delegation means you are archiving all people within that Delegation. **If all people (including athletes) within that Group/Delegation are to be archived:** follow the instructions on Archiving People and Groups/Delegations in this User Guide to archive each person. Once all athletes are archived let the Director of Games Management know of the Delegation that you intend to archive. The Director of Games Management can then archive that Delegation/Group from the backend of GMS.

If you do not intend to archive every person in a Delegation/Group: then move those people you want to stay “active” to another delegation (see instructions for this in the User Guide under Changing/Adding a Group/Delegation to a Person’s Profile). Once all athletes are either archived or moved to another Delegation – report to the Director of Games Management which Delegation/Group you would like moved to an archived folder.

Export/Import

Export Games

From the home page of GMS 7, under **Games**, right click on the Games you want to Export (make a copy that is saved on your hardware). Select from the popup *Tools*, then *Export using GMS Transfer*.



Fill in the field for *Your name*, and select an option from the drop down list in the *Method* field. Next, select the *Games* that you are going to export. You can also choose specific certifications and custom fields to include selecting items from the drop down menu in each of those fields. Additionally, you can change the No and Yes, next to the list of inclusions and exclusions, by right clicking on the No, and Yes and selecting the correct response.

Note: If you are exporting a Games to a remote laptop to use at the competition, then be sure to also choose to include medicals in your export.

Name the file in the space titled "File to create" and click on the paper icon (shown below in the black box) to select where to save the file on your computer and click Run. Close the report and click back arrow to return to the GMS main screen.

Organization name: Your name:

Method:

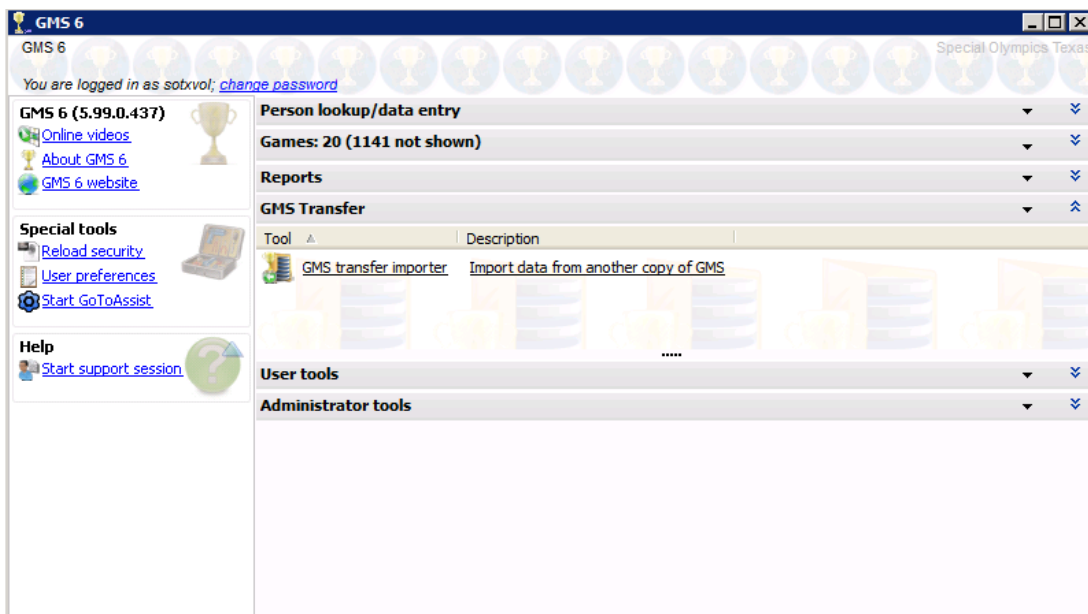
Include these certifications:

Exclude alternates: [No](#)
 Exclude scratched people: [Yes](#)
 Export games as locked: [No](#)
 Include addresses: [Yes](#)
 Include comments: [Yes](#)
 Include photos: [Yes](#)

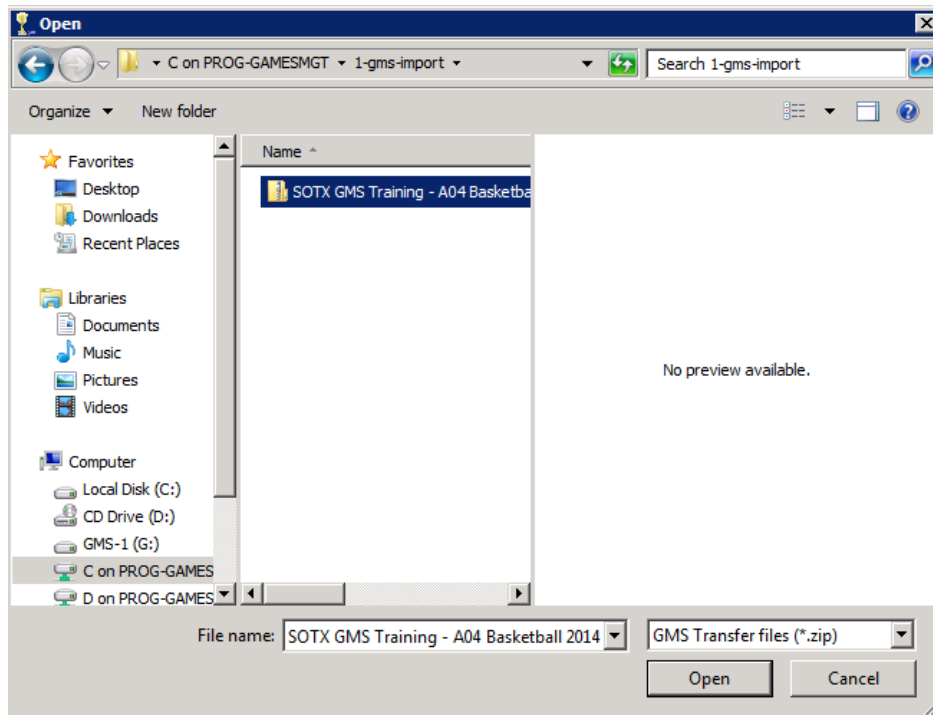
File to create:

Import Games

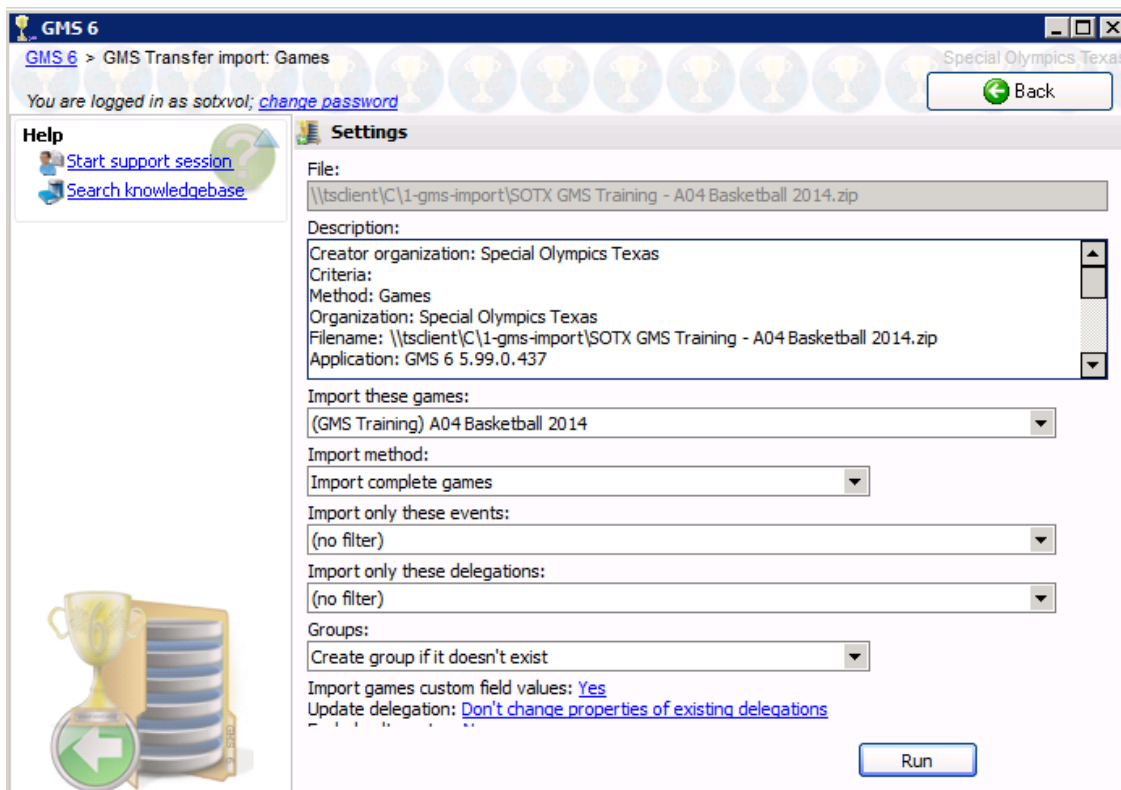
Go to the GMS main page and click on GMS Transfer. Click to expand and click on the last option, GMS Transfer Importer.



Once you click on the GMS transfer importer, then you will need to select the file to import (it will be a zipped file) and click open.



This page will pop up...



Select the *Import method* from the drop down menu (you will be able to import partial or complete games).

If you choose to import part of a games, then select *Import only these events* from the drop down menu.

You can also choose to only import certain delegations from the *Import only these delegations* list or certain groups from the *Groups* list.

You will be able to further customize the import by right clicking any of the items listed in blue at the bottom of the page.

After you are finished click Run and GMS will import the games into your *Games tab*.

An import report screen will pop up after the import is complete; click close to close the screen.

You will be taken back to the import screen after you close out of the import report. Click the back arrow to return to the GMS 7 main page.