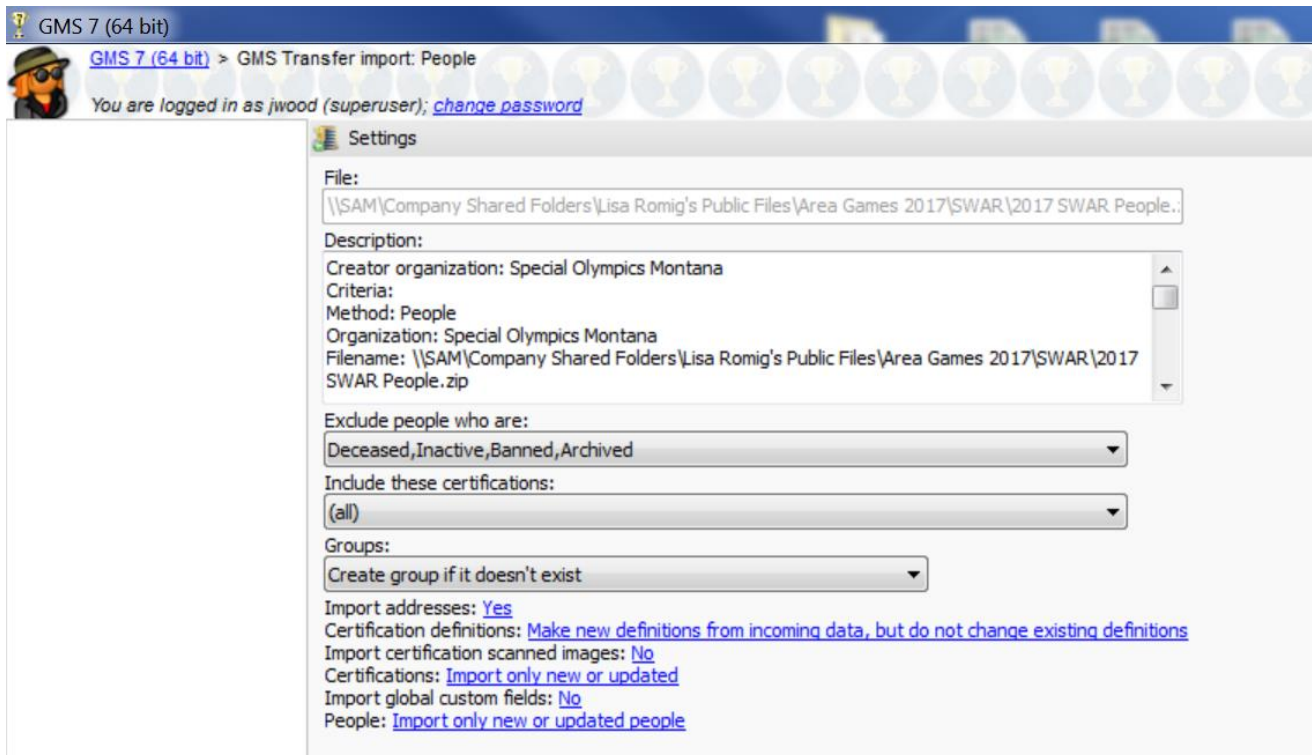




## GMS Instructions

### 1. Import your people file:

- a. Open GMS 7
- b. Click on GMS Transfer
- c. Click on GMS Transfer Importer
- d. Locate the file to import - AREA people.zip
- e. At the next screen, please complete the drop down menus like the screen shot below.



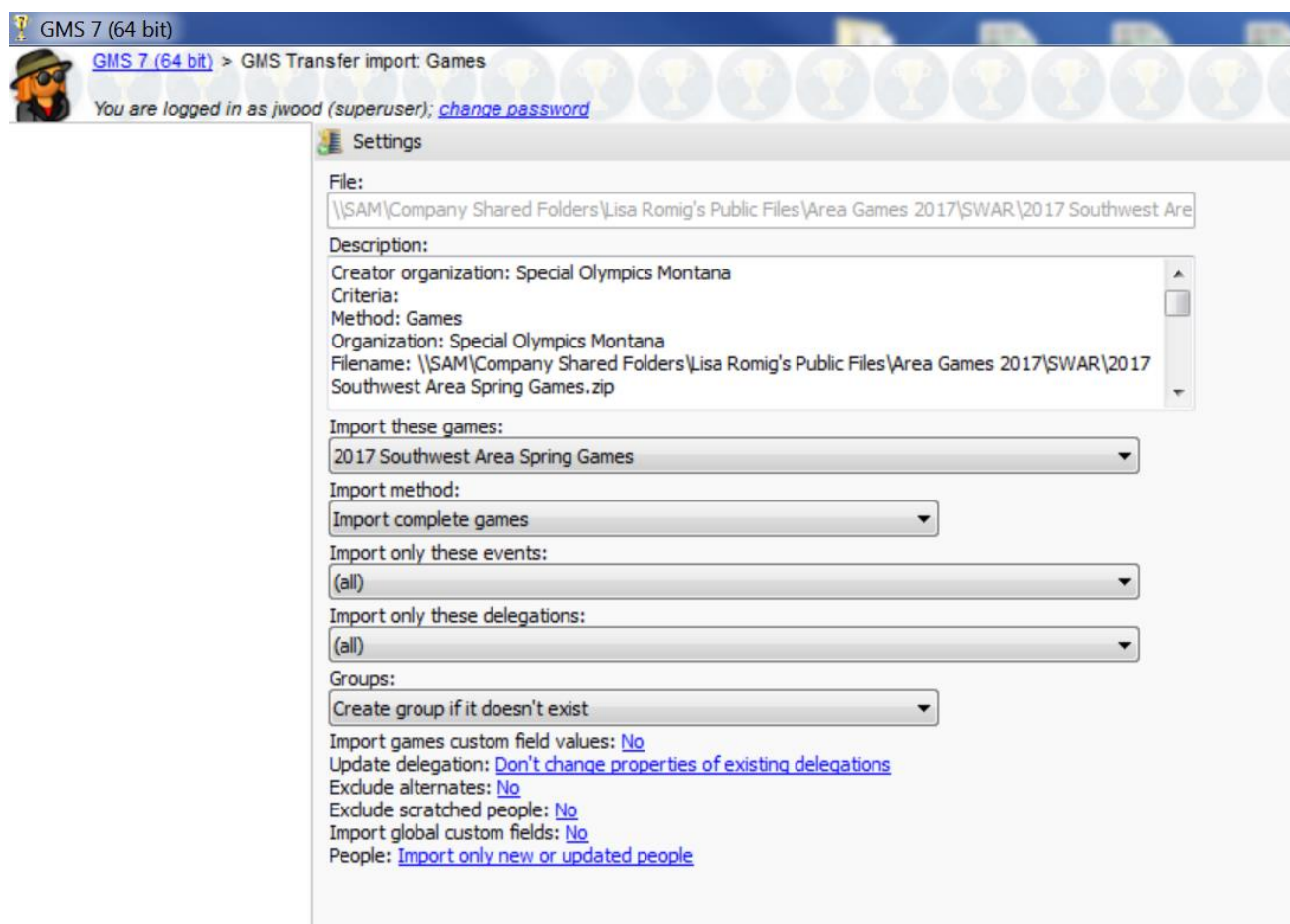
NOTE: Please do not alter any of the information in the description tab/box.

- f. Click RUN

### 2. Import your games file:

- a. Open GMS 7
- b. Click on GMS Transfer
- c. Click on GMS Transfer Importer

- d. Locate the file to import - 2017 AREA Spring Games.zip
- e. At the next screen, please complete the drop down menus like the screen shot below.



**NOTE:** Please do not alter any of the information in the description tab/box.

- f. Click RUN

### 3. Import your report file:

- a. Open GMS 7
- b. Click on GMS Transfer
- c. Click on GMS Transfer Importer
- d. Locate file to import - Reports.zip
- e. Import these reports - right click, and click ALL
- f. Report definitions - Import only new or updated reports
- g. Click RUN

### 4. Entering people in the games

- a. Click into the game – all delegations should appear
- b. Click into the delegation for which the athlete is associated



- c. Right click – click add – click athlete
- d. Registration Wizard – click next
- e. Enter athlete last name to search (**NOTE:** If you are unable to find an individual by searching, please contact the SOMT office. You may need an updated people file if the person's information wasn't entered in the SOMT system before the people file was sent to you.)
- f. When athlete comes up, click on that athlete's name, then click next
- g. At events, leave blank and click next
- h. At housing, leave blank and click next
- i. At finish screen, click on finish, then cancel at the final screen (athlete should appear in their delegation)
- j. Once all athletes are entered into the games, you are ready to start entering preliminary scores.

## 5. Entering events and preliminary scores

- a. Click on athlete's delegation, find athlete, and then click on that particular athlete
- b. After you've clicked on the athlete, scroll down to events, right click anywhere in that box – click add event – then pick the sport
- c. After you've picked the sport, you can click on the event within that sport the athlete wishes to enter
- d. Once you've picked the event, you enter the score submitted by the coach under qualifying score, and click save
- e. At the next screen you should be able to verify the score
- f. If entering a team/relay, please contact SOMT for assistance

## 6. Divisioning "Basics"

- a. Click on the events tab
- b. Click on the sport, and then the event you are trying to division
- c. All the names of athletes who are entered in this event should appear, with their preliminary time/score
- d. Under tools on the left hand side of the screen, click divisioning
- e. Then click "auto division wizard" on the left side of the screen
- f. When you get to the auto divisioning wizard, please follow these steps:
  - 1. Do not alter anything in the first screen, click next only
  - 2. At the second screen, choose the max # of entrants you want in each division (no more than 8), and for the score field to use, click on preliminary/qualifying score. Then indicate the maximum percentage difference between entrant scores in a division that you'll accept (recommendation is 20%) and finally, make sure new division for each gender and new division for each age group are checked. Then hit next.



3. On the third screen, choose your starting division number. If you want to add personalized prefixes, check the top box. If not, the default will be division names with gender codes on them (F or M). To set the sort for divisions, start by clearing the listed sorts. To clear the sorts, click on each sort (gender, age group, score) and click none. Then, click on add sort and add the sorts in this order: score, gender, and age group. Then hit next.
4. Finally, review your choices and click finish if you are satisfied.
5. After you click finish, you will see a listing of your projected divisions for that event.
6. At this point, you can review your divisions and manually adjust them if necessary. For information on how to do this, please contact the SOMT office.

## 7. Heat Sheets – After Divisioning

- a. Click on the events tab
- b. Click on the sport, and then the event you are trying to print heat sheets for
- c. On the left hand side of the screen, under reports, click on heat sheets
- d. To start, click “clear settings” on top left
- e. Then click “load settings” on top left
- f. Then pick the desired report and click select
- g. To preview the heat sheet, click on print on the bottom right hand side of your screen
- h. If the heat sheet looks acceptable, click print on the top left hand side of your screen

## 8. Entering Results

- a. Click on the events tab
- b. Find the sport, then the event you wish to enter results
- c. On the left side, click “results entry”
- d. If you know the division you are entering results for, click on that division from the drop down menu at the top
- e. Enter scores for each athlete in the final score column
- f. After you’ve entered the score(s), on the left hand side, click calculate places
- g. Once you’ve clicked calculate places, they should appear behind each athlete/team
- h. After completing that division, pick the next division from the drop down menu at the top

## 9. Below are instructions for exporting your final games file and sending to SOMT.

- a. Open GMS
- b. Click on GMS Transfer, then Export Games (Then follow instructions on screen shot below.)



GMS 7 (64 bit)

GMS 7 (64 bit) > GMS 7 (64 bit) Transfer export: Games

You are logged in as *jwood (superuser)*; [change password](#)

### Settings

Organization name: Special Olympics Montana      Your name:

Method:   
One or more complete games ▼

Games:   
2017 Big Sky Area Spring Games ▼

Include these certifications:   
Athlete Consent, Athlete Medical, Athlete Medical 2014, Background Results, Protective Beha ▼

Include these custom fields:   
(none) ▼

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

File to create:   
\\SAM\Company Shared Folders\Lisa Romig's Public Files\Area Games 2017\BSAR\2017 Big S

**NOTE:** For certifications, check all of the following – Athlete Consent, Athlete Medical, Athlete Medical 2014, SOI Medical Form, Background Results and Protective Behaviors. Also, please make sure to choose your respective games under the heading labeled “Games”.

- c. To save your file, click on the paper icon at the end of the “File To Create” tab, and choose a destination to save the file. Then name the file.
- d. Once you’ve chosen a destination to save the file, click run.
- e. Lastly, attach the saved zip file to an email and send back to SOMT.