

Instructions for installing and updating GMS 7 software

1. Download GMS software file from your email and save to hard drive
2. Find GMS software file on your hard drive, right click on the file and select "extract all"
3. In the box that pops up, type in the destination as follows: C:\GMS 7
4. Click on "extract" in the lower right corner
5. When the extraction is done, it will open the file explorer to the root of your C: drive
6. Double click on the C:\GMS 7 folder
7. To install a shortcut to your desktop...right click on the GMS 7.2 file (with the trophy icon), select "send to" and then select "desktop" as the short cut
8. Close the file explorer and go to your desktop to open GMS
9. Once you double click on the GMS icon (on the desktop), you will need to set up the database:
 - a. Click on "tools" in the upper right corner
 - b. Then click on "set up database connections"
 - c. In the next screen, click on the drop-down menu labeled as "connection type"
 - d. Select the connection type: Working with local data files directly
 - e. Then click save and close
10. Now you can select "connect"
11. At the next screen click on "next"
12. In this screen, all boxes should be checked, then you can click on "next"
13. At this screen, click on "finish"
14. You will most likely be asked if you want to update the software...please check "yes" for the update (you will need to be connected to the internet for this pop up to occur)
15. After you click yes, you'll need to download the file from the internet
16. The file will download and can be found in your "download" folder
17. After you find the file in your "download" folder, save the new file named GMS7.exe to your C:\GMS7 folder
18. Delete the previous GMS7.exe file (file with trophy icon) that you will find in your GMS folder.
19. Also delete the GMS 7 shortcut on your desktop.
20. Finally, create a new GMS 7 shortcut on your desktop by completing the following:
 - a. On the file named GMS 7 (the one with the trophy icon), right click and choose send to desktop (create shortcut)
21. Somewhere in the process, you will be asked for registration information...when this box pops up, complete the following areas:
 - a. Organization name: Special Olympics Montana
 - b. GMS Serial #: B024-615E-45B7-8955 (you will not need to enter the dashes)
 - c. Then click "save"
22. Once again, you will be asked to set up the database. Follow the instructions below:
 - a. Click on "tools" in the upper right corner
 - b. Then click on "set up database connections"
 - c. Then click "create new" in the upper left-hand corner
 - d. Then choose your database: NexusDB
 - e. Then type in the destination or connection as: GMS 7
 - f. Then click on the drop-down menu labeled as "connection type"
 - g. Select the connection type: Working with local data files directly
 - h. Then type in the folder with data files as follows: C:\GMS 7
 - i. Then click save and close
23. Then click connect and GMS should open