

Using GMS Exchange to Register for World Games

Introduction

This procedure will explain how to Import/Export the GMS Exchange file for registering for the 2011 Special Olympics World Summer Games. However before you start your registration, you should review the “**Registration Check List**” below to insure you have everything you need to complete your registration and obtain the GMS Exchange file for your Program. You must use the Games Setup that was created by SOI. We will not accept your registration if you create your own Games. If you have any questions or need the Games Exchange file contact Reuben Silva; Email: rsilva@specialolympics.org

You are also required to submit the following forms to your Regional Sports Director:

- Form B: Coach & Unified Partner Registration
- Form B1: Delegate, Coach & Unified Partner Release
- Form C1: Athlete Medical Form
- Form C2: Athlete Authorization
- Form C3: (If Required) Special release for Athletes with Atlanto-Axial Instability
- Form D: (If Required) Team Roster for all team Sports
- Form F: (If Required) Equestrian Rider Profile Form
- Form G: (If Required) Basketball Individual Assessment Rating Form
- Form H: (If Required) Football Team Rating Form
- Form I: (If Required) Table Tennis Rating Form
- Form J: (If Required) Tennis Rating Form
- Form K: Athlete / Coach Profile
- Form L: Refusal to Compete and Commercial Markings
- Form M 1-4: Delegation Travel Itinerary

REGISTRATION DEADLINE IS: 01 March 2011

Registration Check List

This is a check list of what is required for registration for the 2011 Special Olympics World Summer Games. You should not proceed with submitting Registration forms until you have everything on this checklist.

General Forms:

- Form A: Delegation Information
- Form A1: Delegation Roster
- Form L: Refusal to Compete and Commercial Markings
- Form M 1-4: Delegation Travel Itinerary

HOD, A-HOD, Coaches, AS-Staff and Unified Partners

- Form B: Coach & Unified Partner Registration
- Form B1: Delegate, Coach & Unified Partner Release
- Form K: Athlete / Coach Profile
- Photo (Must meet requirements as outlined under Photo Guidelines)

Using GMS Exchange to Register for World Games

- Passport Information (All Delegations outside of Greece)

Athletes

- Form C: Athlete Registration
- Form C1: Athlete Medical Form
- Form C2: Athlete Authorization
- Form C3: (If Required) Special release for Athletes with Atlanto-Axial Instability
- Form C4: Athlete Sport Registration
- Form D: (If Required) Team Roster for all team Sports
- Form E1: (If Required) Relay Team Registration Aquatics
- Form E2: (If Required) Relay Team Registration Athletics
- Form E3: (If Required) Relay Team Registration Equestrian
- Form E4: (If Required) Relay Team Registration Roller Skating
- Form F: (If Required) Equestrian Rider Profile Form
- Form G: (If Required) Basketball Individual Assessment Rating Form
- Form H: (If Required) Football Team Rating Form
- Form I: (If Required) Table Tennis Rating Form
- Form J: (If Required) Tennis Rating Form
- Form K: Athlete / Coach Profile
- Photo (Must meet requirements as outlined under Photo Guidelines)
- Passport Information (All Delegations outside of Greece)

The GMS Exchange importer will only show you the options appropriate to the file you're trying to import.

Note on GMS Exchange

Since imports done via GMS Exchange cannot be "undone", it is a good idea to always make a backup of your data before importing with GMS Exchange (see "Backup and Restore" documentation for assistance). If you select the wrong file or options and click on the [Import] button, your data could be changed in ways that you did not intend, and you cannot directly reverse many operations easily.

NOTE: The GMS Exchange file does not contain any entrants; it only contains the 2011 Summer Games Events and Delegations.

If you are using GMS Exchange to register for the 2011 World Games, please note that I have renamed some of the "Roles" in GMS and you will not see these changes. To insure your Delegation members are correctly registered, use the following:

EXISTING (Default) GMS ROLE

Family Member for AS-Staff

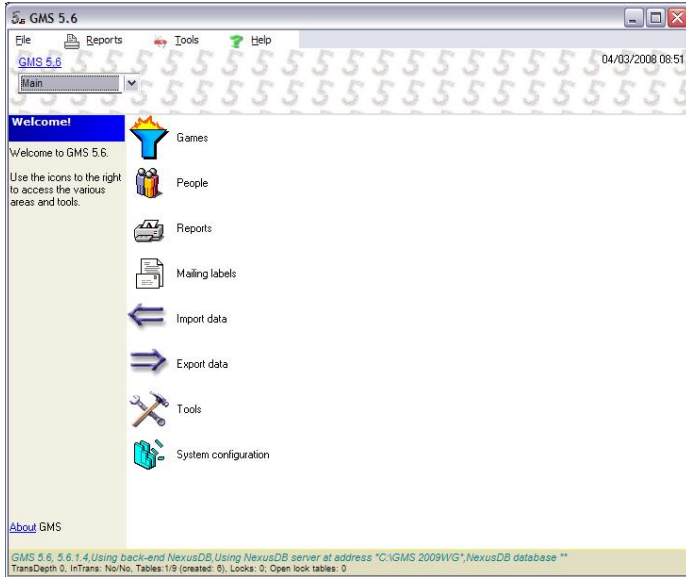
Medical for A-HOD

Security for HOD

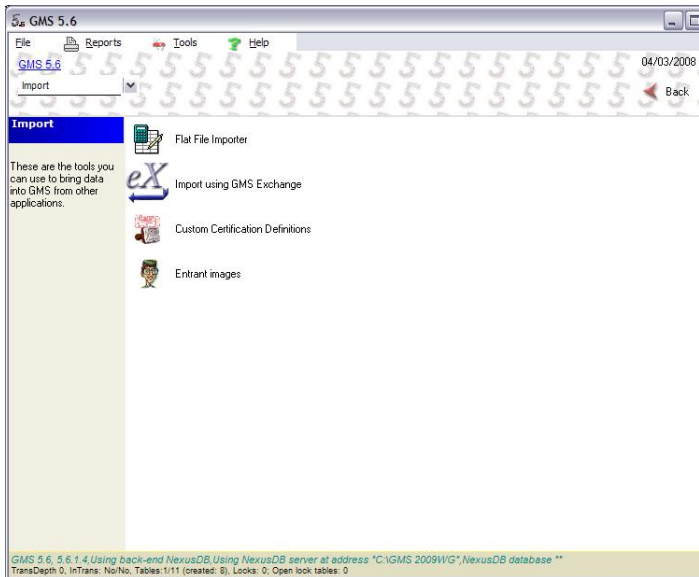
VIP for Head Coach

Using GMS Exchange to Register for World Games

1. Open the GMS Exchange importer by clicking on the “Import Data” icon then on the Main GMS Screen.

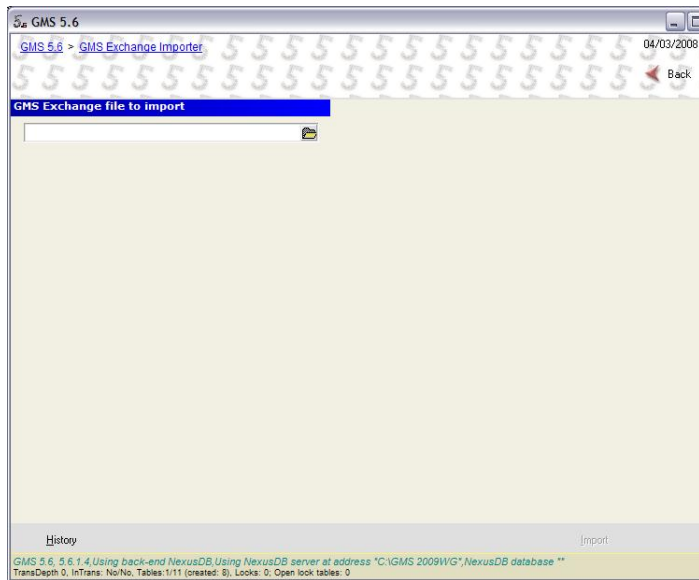


2. Click on “Import using GMS Exchange”.



Using GMS Exchange to Register for World Games

3. Either type in the full path or use the, or click on the little folder icon (Browse Button) for help in locating your file.

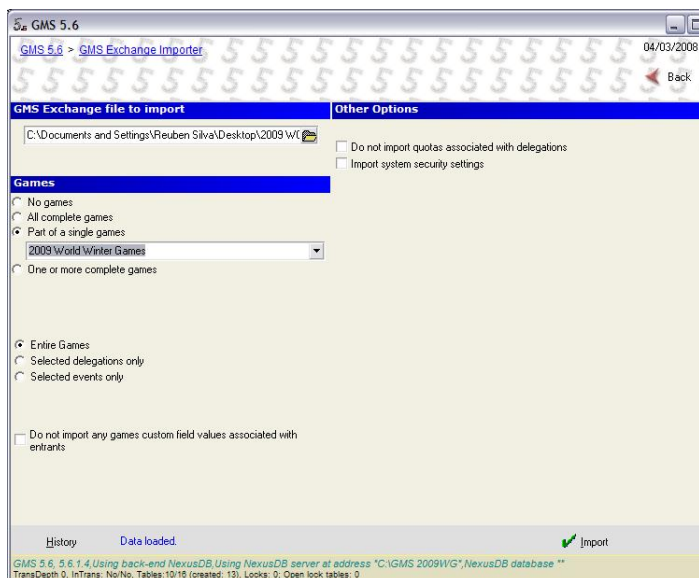


4. Once you've selected the file, several options will come up depending on how the GMS Exchange file was made. You will need to select “Part of a single game” then select “2011 World Summer Games (partial games)” or the File you want to Import if the file name is different.

Import partial games

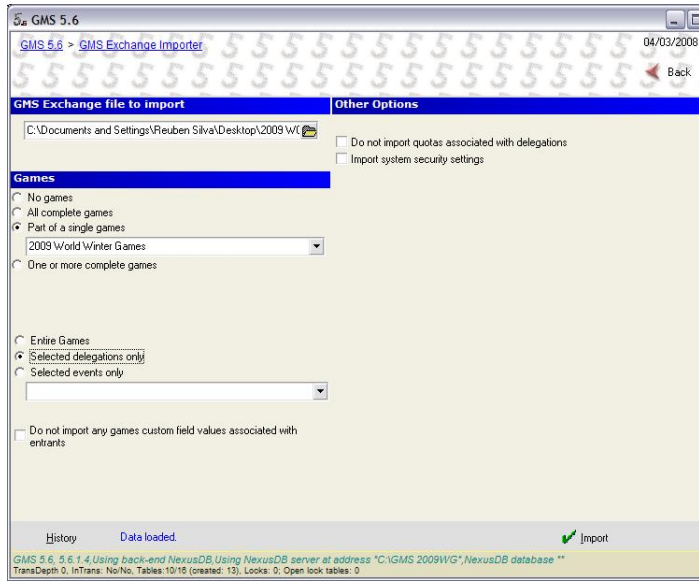
You will use this option because you will only be importing a single delegation into your database.

If the games you're importing parts does not exist, it will be created in your system, otherwise only those aspects which are being imported will be modified.



Using GMS Exchange to Register for World Games

5. Click Selected Delegations only and use the pull down to select your delegation.



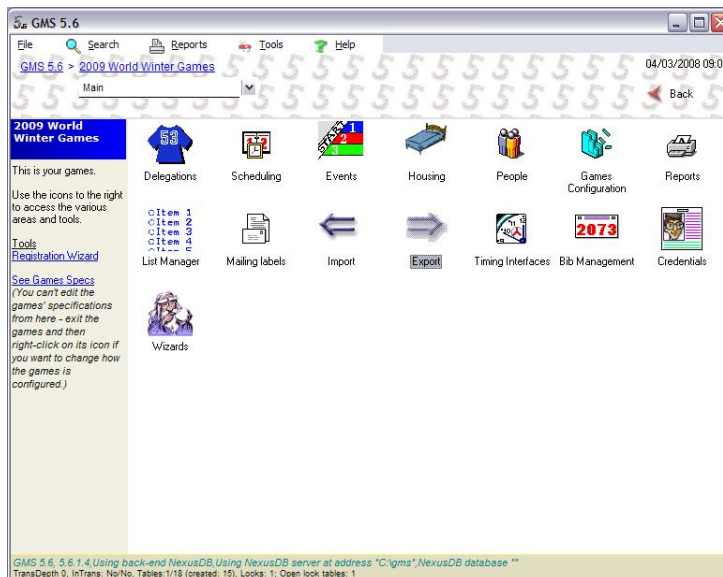
6. Click on [Import]

Now you're ready to start date entry for your Delegation. If you're not sure how to do this, please review the GMS document titled, **Registration Wizard**.

Once you have completed your Registration you will use GMS Exchange to Export your entries so you can send them to SOI.

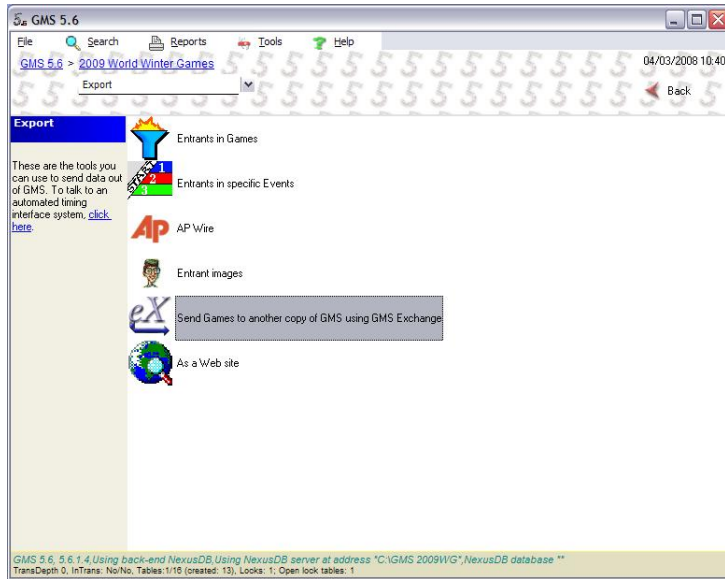
Exporting Your Data

1. From the Main GMS Games Screen, click on Export.

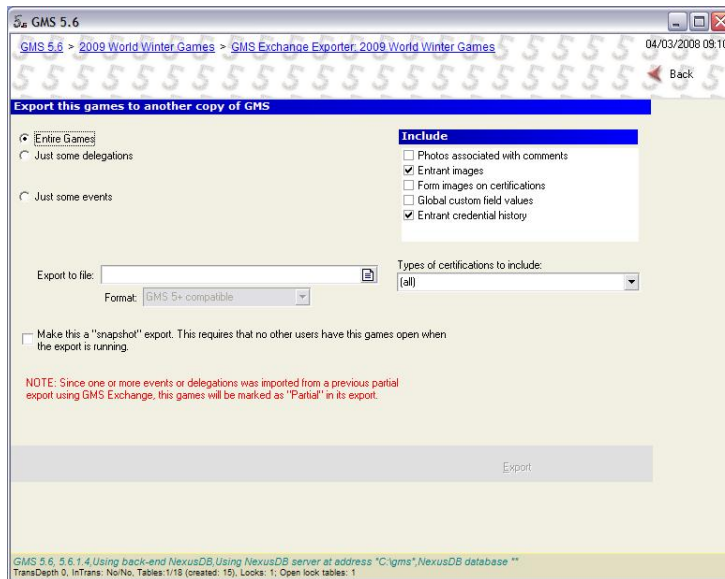


Using GMS Exchange to Register for World Games

2. Click on “Send Games to another copy of GMS using GMS Exchange.”



3. Select “Just some delegations” and using the pull down select your delegation.



Using GMS Exchange to Register for World Games

4. In the Export to file box, name your export file, this should be your delegation name and date.

Example; New Zealand 1 April 2008.

Make sure you use the 'Browse' button to select where you want to save the file so you can find it later.

5. Click on Export.

Note: you will not have access to the export button until you complete steps 3 and 4.

Now you are ready to send your registration to SOI. There are two options for sending your file depending on the file size. For files less than 5 MB you should be able to attach the file to an email and send it to:

rsilva@specialolympics.org

Once I receive the file I'll let you know that I have it and advise you if anything is missing.

If the file is larger than 5 MB, you will need to use the following:

<http://dropbox.specialolympics.org/>

Click on Sports and then follow the next 3 steps;

1. You must put your email address in the "Sending From Box"
2. Use the Browse button to attach your file
3. Click on "Send this file Package"

You're almost done, remember you still need to send copies of the follow forms to your Regional Sports Director, Form B: Coach & Unified Partner Registration, Form B1: Delegate, Coach & Unified Partner Release, Form C1: Athlete Medical Form, Form C2: Athlete Authorization, Form C3: (If Required) Special release for Athletes with Atlanto-Axial Instability, Form D: (If Required) Team Roster for all team Sports, Form F: (If Required) Equestrian Rider Profile Form, Form G: (If Required) Basketball Individual Assessment Rating Form, Form H: (If Required) Football Team Rating Form, Form I: (If Required) Table Tennis Rating Form, Form J: (If Required) Tennis Rating Form, Form K: Athlete / Coach Profile, Form L: Refusal to Compete and Commercial Markings, Form M 1-4: Delegation Travel Itinerary