Getting Started

- ➢ Logging in
    1. Once logged into Terminal Service select "Vsys One" (Blue Icon with Yellow V)
    2. The next window is for your Vsys User name & Password
        - ▪ User name – (1st initial / last name – lowercase)
        - ▪ Password – (1st time – 1Password!)
- ➢ User Preferences
    1. Remove people in background
    2. Select: User Preferences (left hand side)
    3. Change Background fade to 100
    4. Select: Close
- ➢ Changing your password
    1. Select Blue "Change Password" in the top left hand corner
    2. New window will appear, enter current password followed by New Password
    3. Select: Save
- ➢ Help Tools
    1. For any Vsys questions please email vsyshelp@specialolympicspa.org

Find a Person

- ➢ Find People by Personal Data
    1. Select: People (left hand side) > Select: Find People by Personal Data
    2. Under person lookup tab enter personal information for the profile you are looking for > Select: Search
- ➢ Find People using Advanced Criteria
    1. Select: People (left hand side) > Select: Find People using Advanced Criteria
    2. Add preset filters, Group and People Type
    3. To add additional filters such as completed trainings, athlete medical, etc. > Select: Add another Filter > Choose from the drop down or select: Find and type what item you are searching for.
    4. Once all filters are added that you want select: Search

    To add columns within this window

    1. Right click in the search results area
    2. In the options bar that appears Select: Show Columns
    3. Choose items you wish to appear in your search results.
        a. Once this is added it will always appear when you search. To remove a column follow the same steps and un- check the checked items

    Export Searched Items

    1. Right click in the search results area
    2. In the options bar that appears Select: Grid Contents > Select: Excel > Save to File

Add a Profile

- ➢ Add Athlete or Volunteer
    1. Select: People (left hand side) > Select: Find People by Personal Data
    2. On the left hand side under "Tools" select: Create a new person
    3. Enter in data for profile you want to create > Select: Create
    4. A window of possible duplicates will appear. Here you can compare to see if this profile is already in the system. If so, select the matching profile. If no, see next step
    5. Select: Create a new Person
    6. A new screen to enter personal data will appear where you can add additional data.
    7. Once complete select: Save

Athlete Records

- ➢ View Athlete Medical Records
    1. Select: People (left hand side) > Select: Find People by Personal Data > Search for Record
    2. Select: Record > Scroll to Certifications > Select: Athlete Medical
    3. Within the Athlete Medical Certification you can view the attached medical form by selecting Attached Files on the left hand side.
- ➢ Create a new Athlete Medical Record
    1. Within the athlete profile under Certifications, select: Add Certification
    2. Select: Athlete Medical
    3. Select: Attached File > Select: Add a File > Upload Medial Record
- ➢ Print Athlete Medical
    1. Within the athlete profile select their Athlete Medical Certificate
    2. Select: Attached File > Select the file you want to print
    3. Select: Launch/Open
    4. This will open the file and the attachment can be printed from this screen

Volunteer Records

View Training Records

- ➢ View Training within a Profile
    1. Select: People > Find People By Personal Data > Search profile
    2. Scroll to Certifications or Training to view completed trainings

- ➢ Searching Training Records using Filters
    1. When using advance filtering search for either of the following items
        a. Protective Behaviors
            - Trainings: "Protective Behaviors Training"
        b. General Orientation
            - Trainings: "General Orientation"
        c. Concussion Awareness
            - Trainings: "Concussion Awareness Training"
        d. Certified Coaches
            - Trainings: "Name of Sport"

- ➢ Reporting
    1. User Reports
        a. All user reports have been updated to reflect the updated training records
    2. When creating custom reports and adding filters, use items from Searching using Filters
- ➢ Create New Volunteer Training Records
    1. All Volunteer training records are completed through Special Olympics Pennsylvania State office and are reviewed and uploaded by Training & Unified Sports Director. If a volunteer provides documentation of completed trainings please forward them to jtresp@specialolympicspa.org.