

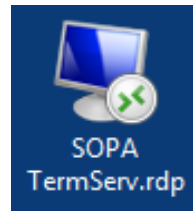


Games Management System (GMS)

Adding a Delegation



1. Log onto Terminal Services



2. Log onto GMS7





3. In the “Games” tab, select the appropriate competition

ricksen (superuser); [change password](#) Close

Person lookup/data entry

Tool

- Find people by personal data - name, date of birth, address, phone number, e-mail address, etc.
- Find people using advanced criteria
- Enter name, address and phone changes

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Games: 29

Applicant screening

Reports

GMS Transfer

User tools

Administrator tools

Setup

Entering info into GMS



Person lookup/data entry

Games: 39 [Create new games](#)

Games: All games

Games	Start ...
2017 Eastern Fall Sectional	10/01/2017
(copy of) 2017 Western Fall Sectional	09/24/2017
2017 Central Fall Sectional	09/24/2017
2017 Western Fall Sectional	09/24/2017
2017 Sports Camp	08/13/2017
2017 Summer Games	06/01/2017
Warren County Basketball Invitational	05/13/2017
2017 Eastern Spring Sectional	05/06/2017
2017 Western Spring Sectional	04/29/2017
2017 Central Spring Sectional	04/23/2017
2017 Eastern Bowling Sectional - Rosebowl	03/26/2017
2017 Eastern Bowling Sectional - Parkway	03/26/2017
2017 Eastern Bowling Sectional - Mountainville	03/26/2017
2017 Western Bowling Sectional	03/18/2017
2017 Central Bowling Sectional	03/18/2017
2017 Figure Skating State Games	03/11/2017

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Find the event in the main screen





In the Delegation field of the event page, right click

The screenshot displays a software interface with a 'Delegations' table. The table has columns for 'Delegation', 'Status', 'Group kind', 'Other', and 'Count'. A single row is visible with 'Beaver County' in the 'Delegation' column and '(empty)' in the 'Count' column. A right-click context menu is open over this row, listing several actions: 'Add new delegation', 'View this delegation', 'Edit this delegation', 'Properties', 'Delete this delegation', 'Scratch', 'Change status', and 'Comments and images'. The interface also shows a sidebar with navigation options: 'People', 'Delegations: 1', 'Events', 'Reports', 'User tools', 'Timing systems', and 'Setup'.

Delegation	Status	Group kind	Other	Count
Beaver County		Delegation		(empty)

- Add new delegation
- View this delegation
- Edit this delegation
- Properties
- Delete this delegation
- Scratch
- Change status
- Comments and images

Follow the Wizard!



Don't use the drop down box to create a delegation, type it in the "Name" field, then hit next

A screenshot of a software dialog box titled "New Delegation Wizard". The window has a blue title bar with a close button (X) in the top right corner. Below the title bar, the text "New Delegation Wizard" is displayed in a large font, followed by "Basics" in a smaller font. A descriptive paragraph reads: "Group - this is the group on which this delegation is based, where new people created will be put, the default place to look for new entrants, and the group that gets credit for volunteer hours." Below this text is a white dropdown menu. Underneath the dropdown is the label "Name:" followed by a text input field containing the word "Test". At the bottom of the dialog box are three buttons: "< Back", "Next >", and "Cancel". A black arrow points from the top-left text of the slide to the "Name:" text input field.



A whole bunch of “Next” buttons coming...

New Delegation Wizard

New Delegation Wizard

Types of people allowed

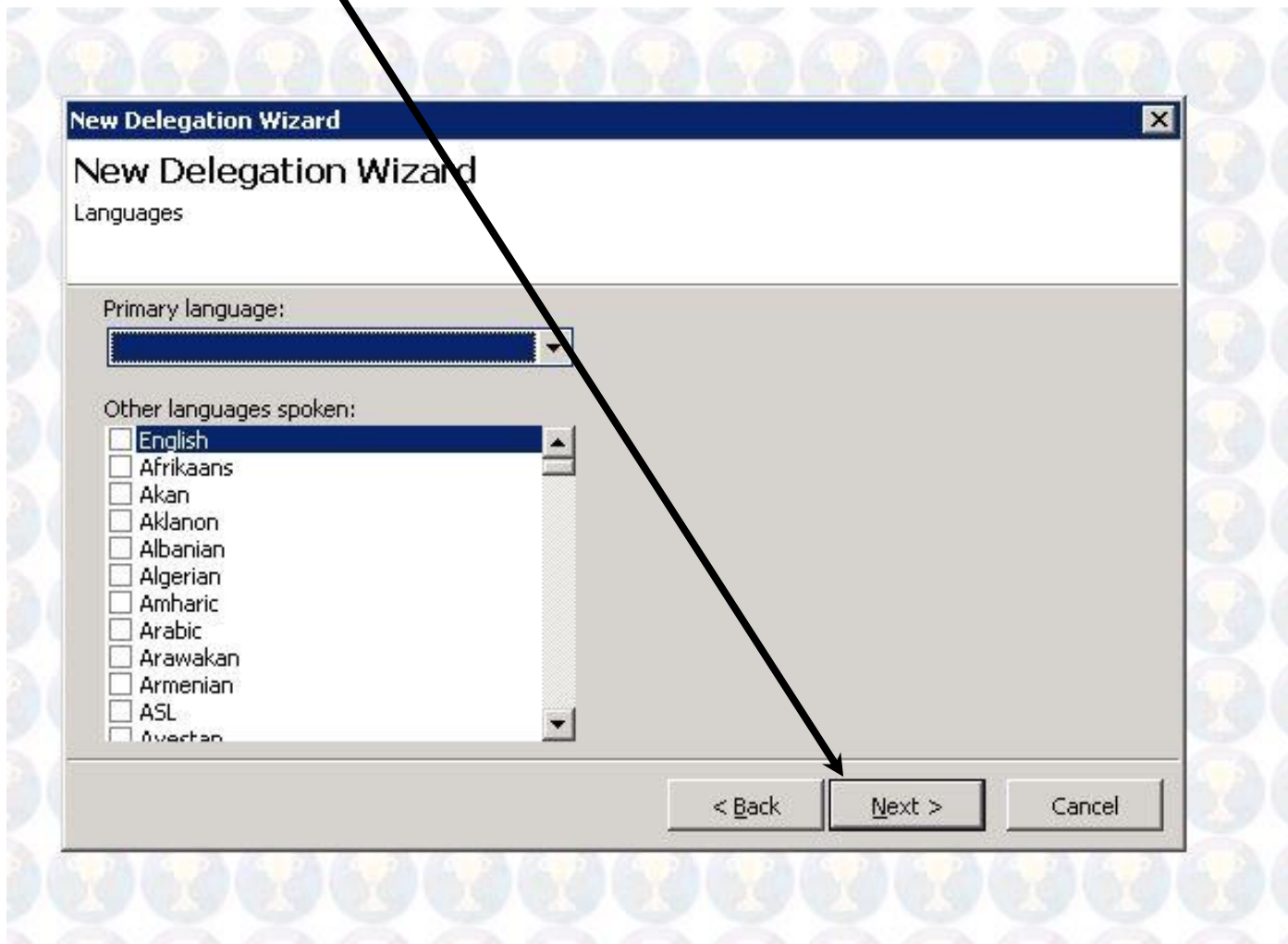
Select the roles allowed to be in this delegation:

Every role allowed in the games

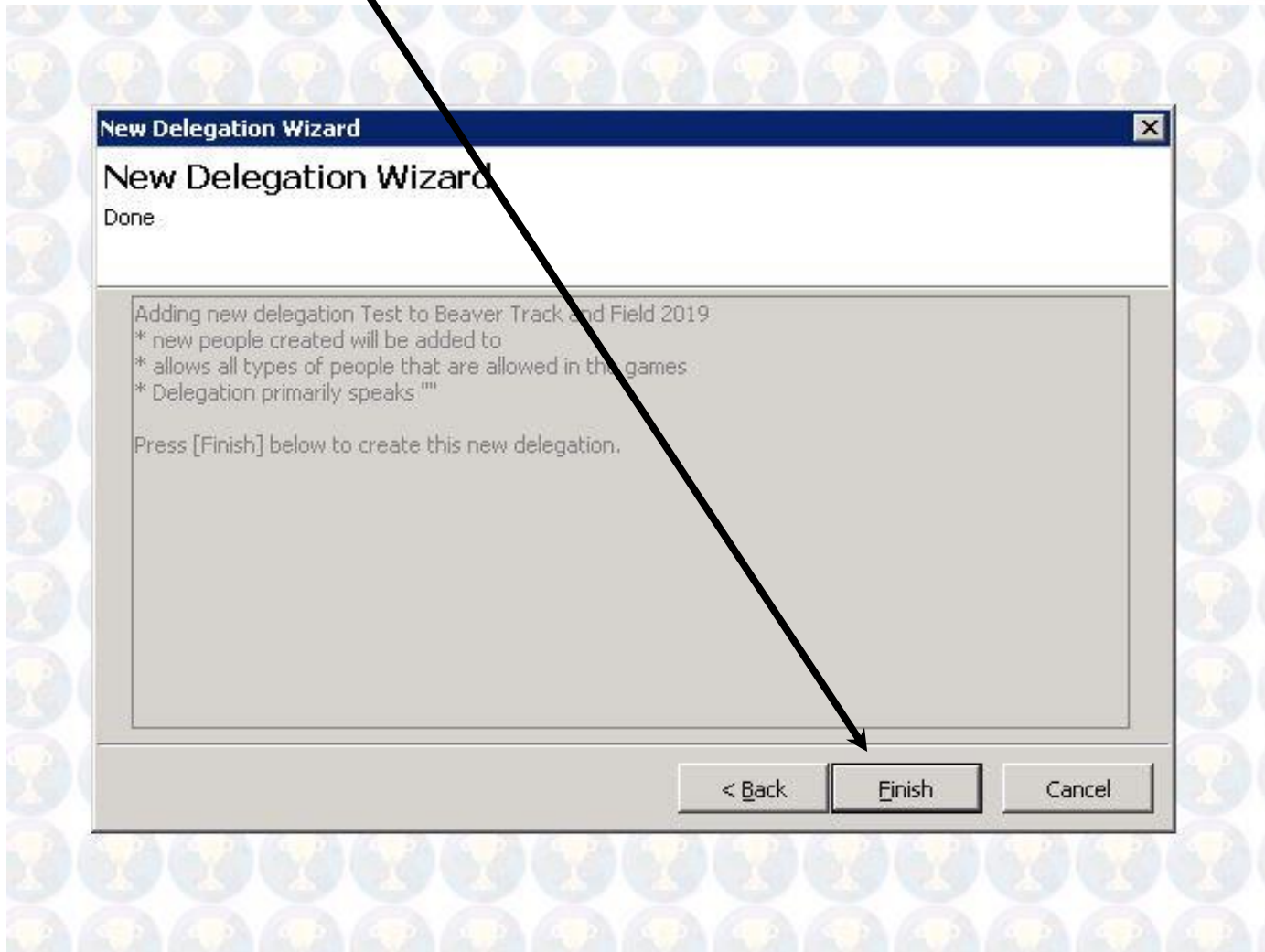
< Back Next > Cancel



There's
another...



Last one... "Finish"



Added!



...rmer (superuser); [change password](#)

People

Delegations: 2

Delegation	Status	Group kind	Other	Count
Beaver County		Delegation		(empty)
Test				(empty)

Rinse and repeat with the other delegations!