

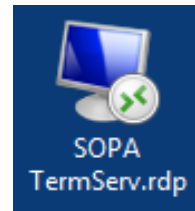


Games Management System (GMS)

Divisioning



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

.....

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

.....

Find the event in the main screen





Go into “Events” menu and find the event you want to work in

The screenshot shows a software interface with a sidebar menu on the left and a main content area. The sidebar menu includes 'People', 'Delegations: 17', 'Events', 'Reports', and 'User tools'. The 'Events' menu is expanded, showing a list of events under the category 'Athletics/Track and Field'. The events are listed in a table with two columns: 'Event' and 'Counts'. A black arrow points to the 'AT 50M Run' event.

Event	Counts
AT 10M Assisted Walk	(empty)
AT 10M Wheelchair Race	3 entrants
AT 25M Assisted Walk	(empty)
AT 25M Motorized Wheelchair Obstacle R	(empty)
AT 25M Race	(empty)
AT 25M Walk	(empty)
AT 25M Wheelchair Race	3 entrants
AT 30M Motorized Wheelchair Slalom	(empty)
AT 30M Wheelchair Slalom Non-Motorized	(empty)
AT 50M Assisted Walk	(empty)
AT 50M Motorized Wheelchair Slalom	(empty)
AT 50M Run	4 entrants plus 3 scratched
AT 50M Walk	5 entrants
AT 100M Hurdles (Female)	(empty)
AT 100M Run	10 entrants plus 4 scratched
AT 100M Walk	9 entrants



Inside of the event, use the “Divisioning” tool on the left hand side.

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

View

- [Show/hide fields](#)
- [Show checks](#)
- [Show scratched](#)
- [Save view](#) [Reset view](#)

Tools

- [Divisioning](#)
- [Scheduling tool](#)
- [Results entry](#)
- [Import scores](#)
- [Assign/erase lanes](#)
- [Export records to Excel](#)
- [Save changes](#)

Reports

- [Heat sheets](#)
- [Results](#)
- [Advanced/custom](#)

Entrants

Name	Gender	Bib	Delegation	Age group	Qualifying score
Matson, Mikey	M	...	Venango/Forrest County	12- 15	00:23.30
Weiss, Brandon	M	...	Allegheny County	22- 29	00:20.00
McHugh, Marla	F	...	Allegheny County	30+	00:24.00
Vengilio, Christina	F	...	Allegheny County	30+	00:16.00
Dearbeck, Destiny	F	...	Erie City	12- 15	00:36.42
Carson, Johnathan	M	...	Erie City	30+	00:15.13
Morgan, Rayquana	F	...	Erie City	8- 11	00:18.08
Leonhart, James	M	...	Crawford County	30+	00:00.00
Hollabaugh, Tanner	M	...	Crawford County	22- 29	00:29.57
Hubert, Cody G	M	...	Crawford County	22- 29	00:25.87



On the left, there is an “Auto-divison wizard”

 You are logged in as mermer (superuser); [change p...](#)

Tools 

- [Auto-division wizard](#)
- [Division previews](#)
- [Scheduling tool](#)
- [Compress divisions](#)
- [Assign/erase lanes](#)

Show 

- [Entrants: in this division](#)
- [Show scheduling](#)

Reports 

Divisions -- Final

Division	△	Count	Lo
1		2	01
2		1	01
3		3	01
4		1	01
5		1	
6		1	01
7		1	01



Follow along with the Wizard!

Auto-division Wizard for AT 100M Run, Final round

Auto-division Wizard

AT 100M Run

Welcome to the Auto-division Wizard for AT 100M Run. This tool will walk you through the process of dividing the entrants in this event.

Division which entrants:

All entrants

Put scratched entrants into this division:

Put all alternates in a single division

Ignore entrants which already have divisions

Next > Cancel

On the second screen of the wizard, you can set some parameters for the divisions



We use 20%
as our
baseline

Auto-division Wizard for AT 100M Run, Final round

AT 100M Run

Options

Maximum entrants per division:
8

Score field to use:
Qualifying score

Maximum percentage difference between entrant scores in a division:
20

New division for each gender

New division for each age group

< Back Next > Cancel

I usually
uncheck
both of
these



A few more parameters for your divisions

I usually uncheck this too

Auto-division Wizard for AT 100M Run, Final round

AT 100M Run
Division sorting and naming

Starting division number: 1

Put your own prefix on these divisions

Prefix division names with gender code (e.g. "M01", "F23")

Use "C" for mixed-gender divisions

Prefix division names with age groups

Separator to put between each prefix: (nothing)

Sort divisions:

Sort #1: [Score](#)

Sort #2: [Age group](#)

Sort #3: [Gender](#)

[Add sort](#)

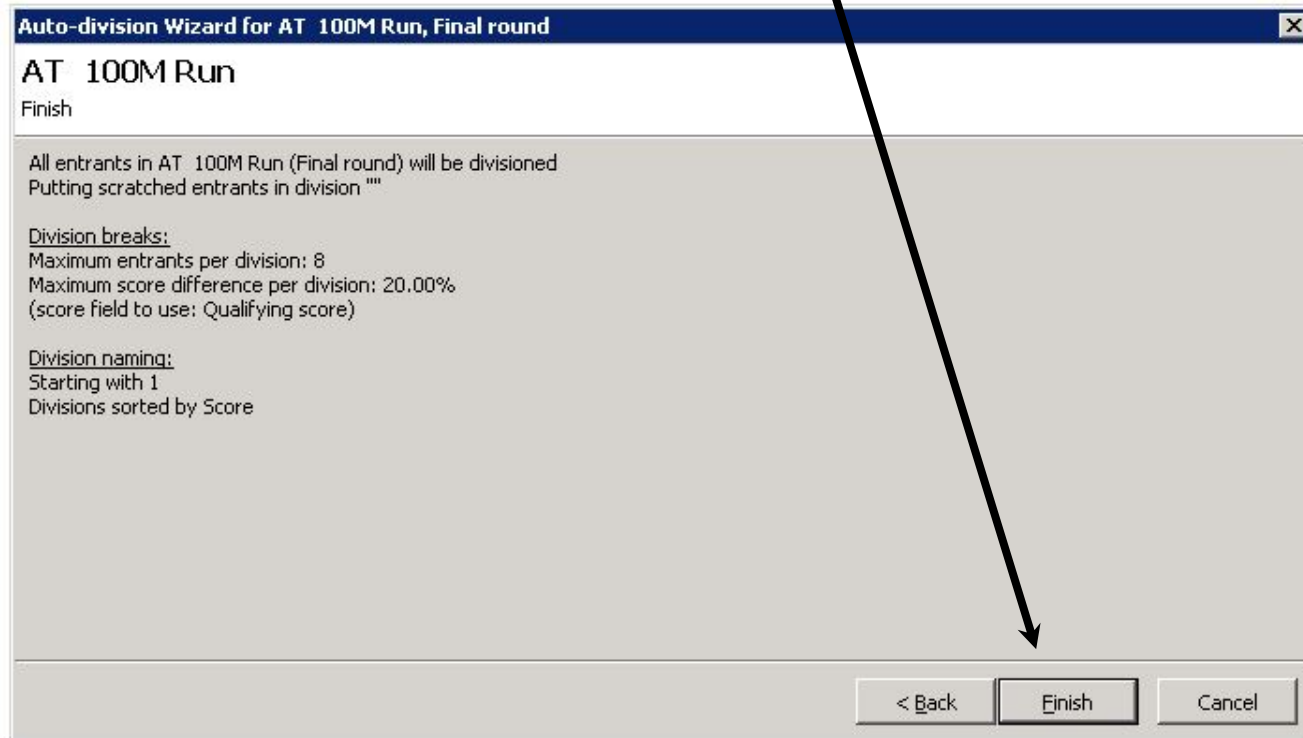
(none)
Age group
Gender
Score
Score (descending)

< Back Next > Cancel

I usually only leave "Score" here. If you click on these you can select (none) to remove what you would like



Then hit "Finish"!





Now your divisions are set up!

GMS 7 (64 bit) > 2018 Western Spring Sectional > AT 100M Run > Divisioning tool

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

Special Olympics Pennsylvania [Back](#)

Tools

- [Auto-division wizard](#)
- [Division previews](#)
- [Scheduling tool](#)
- [Compress divisions](#)
- [Assign/erase lanes](#)

Show

- [Entrants in this division](#)
- [Show scheduling](#)

Reports

- [Heat sheets](#)

Prospective

Min: 00:23.30
Max: 00:25.87
Avg: 00:24.39
Diff: 10.45
Count: 3

Divisions -- Final

Division	Count	Low	High	Avg	Diff	Ages	Age group	Sex	Event #	Orig. small divs
1	2	00:15.13	00:16.00	00:15.56	5.59%	31-36	30+	C	0	
2	1	00:20.00	00:20.00	00:20.00		23-23	22- 29	M	0	
3	3	00:23.30	00:25.87	00:24.39	10.45%	15-37	12- 15, 22- 29, 30+	C	0	
4	1	00:29.57	00:29.57	00:29.57		22-22	22- 29	M	0	
5	1					52-52	30+	M	0	
6	1	00:36.42	00:36.42	00:36.42		12-12	12- 15	F	0	
7	1	00:18.08	00:18.08	00:18.08		11-11	8- 11	F	0	

Entrants

Name	Score	Sex	Age	Lane
McHugh, Marla (F, 37) Lane	00:24.00	F	37	
Hubert, Cody G (M, 28) Lane	00:25.87	M	28	
Matson, Mikey (M, 15) Lane	00:23.30	M	15	

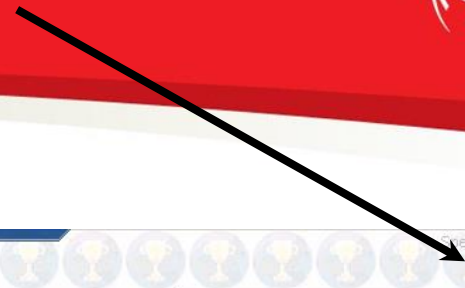
Divisions can be found here.

If you click on a division, you can see the entrants on the right.

Details for that division can be viewed on the left



Exit, and Save! Then move on to your next event!



GMS 7 (64 bit) > 2018 Western Spring Sectional > AT 100M Run > Divisioning tool

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

Special Olympics Pennsylvania [Back](#)

Tools

- [Auto-division wizard](#)
- [Division previews](#)
- [Scheduling tool](#)
- [Compress divisions](#)
- [Assign/erase lanes](#)

Show

- [Entrants in this division](#)
- [Show scheduling](#)

Reports

- [Heat sheets](#)

Divisions -- Final

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3	3	00:23.30	00:25.87	00:24.39	10.45%	15-37	12- 15, 22- 29, 30+	C	0	
4	1	00:29.57	00:29.57	00:29.57		22-22	22- 29	M	0	
5	1					52-52	30+	M	0	
6	1	00:36.42	00:36.42	00:36.42		12-12	12- 15	F	0	
7	1	00:18.08	00:18.08	00:18.08		11-11	8- 11	F	0	

Entrants

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Prospective

Min: 00:23.30
Max: 00:25.87
Avg: 00:24.39
Diff: 10.45
Count: 3

Rinse and repeat as needed!