

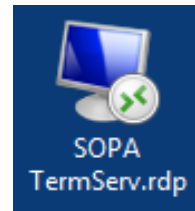


Games Management System (GMS)

Pulling Credentials



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



Find the Event

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 to the “User tools” menu, then to “Name tags, badges, and credentials”

The screenshot shows the GMS 6 software interface. The browser address bar displays 'termserv.sportalolympicspa.org'. The user is logged in as 'mermer (superuser)'. The main menu on the left includes 'People', 'Delegations: 19', 'Events', 'Reports', 'User tools', 'Timing systems', and 'Setup'. The 'User tools' menu is expanded, showing a list of tools with their descriptions:

Tool	Description
Advanced exporter	Export data of different types, specifying what fields are included.
AP Wire exporter	Export event results information in AP Wire format.
Bib Assignment Wizard	Assign bib numbers to entrants.
Bulk value updater	Update various fields en masse based on your own criteria.
Interactive File Importer	A new import tool which lets you check for duplicates as you import.
List manager	Lists are used to hold multiple people and can be used for filters, mailing labels and reports.
Multi-event division scheduling	Schedule divisions to any number of events at once.
Name tags, badges, and credentials	Design and print name tags, badges and credentials for people.

The 'Name tags, badges, and credentials' option is highlighted in the list. Below the list are sections for 'Timing systems' and 'Setup'.



Select the credential you want to use

You may need to load the credentials from the "Load settings" menu

The screenshot shows a web application interface for managing credentials. A dialog box titled "Select saved credential" is open, displaying a list of saved credentials. The list is organized into categories: (recent), (special), and (unassigned). A red arrow points to the entry "2018 WBS credentials w/events - Athletes" under the (special) category. The background page is titled "Settings: Name tags, badges and credentials" and has a "Load settings" button highlighted in the left sidebar.

Name	Keywords	Last changed	Sports	Owner	Other	Comments
(recent)						
2018 CBS credentials w/events - Athletes		03/14/2018				
2018 CBS credentials w/events - Volunteers		03/14/2018				
2018 WBS credentials w/events - Athletes		03/15/2018				
(special)						
(last run) 2018 CBS credentials w/events - Athletes		03/14/2018				
2018 WBS credentials w/events - Athletes		03/15/2018				
(last used) 2018 WBS credentials w/events - Athlete		03/15/2018				
(unassigned)						
2017 EFS Credential - Athlete		09/27/2017				
2017 EFS Credential - Athlete		09/27/2017				
2017 Figure Skating Credential - Athletes		03/03/2017				
2017 Figure Skating Credential - Athletes		03/03/2017				
2017 Figure Skating Credential - Coach		03/03/2017				
2017 Figure Skating Credential - Coach		03/03/2017				
2017 SFHT Credential - Athletes		03/02/2017				
2017 SFHT Credential - Athletes		03/02/2017				
2017 SFHT Credential - Coach		03/02/2017				
2017 SFHT Credential - Coach		03/02/2017				
2017 Summer Games Credential - Athletes		05/24/2017				
2017 Summer Games Credential - Athletes		05/24/2017				



GMS 6 > 2018 Western Bowling Sectional > Name tags, badges and credentials (2018 WBS credentials w/events - Athletes)

Special Olympics Pennsylvania

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

[Back](#)

Settings: Name tags, badges and credentials

Delegations:
Alleghehry County

Entrant roles:
Athlete, Unified Partner

Primary sports:
(no filter)

Scratched people:
Only people not scratched

Only people on selected lists

Exclude people who are:
None selected

Exclude people with valid printed credentials

Entrant photo:
Both people with and without portrait photos

Filter by the start of the person's family name

Limit count of people to be printed

[Add another filter](#)

Tools
2018 WBS credentials w/events - Athletes
[Load settings](#) [Save settings](#)
[Properties](#) [Clear settings](#)
[Save as a shortcut](#)
[Design credential](#)
[Calculated fields](#)
[Detail filtering/sorting](#)

Sorting
Sort #1: [Delegation](#) ↑ with page break
Sort #2: [Name](#) ↑ (no page break)
[Add sort](#)

Help
[Start support session](#)
[About this tool](#)

Set any parameters that you need for the credentials (if you need to run just one delegation, you can select that in this page)



GMS 6 > 2018 Western Bowling Sectional > Name tags, badges and credentials (2018 WBS credentials w/events - volunteers)

termseiv.specialolympicspa.org

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

Special Olympics Pennsylvania [Back](#)

Settings: Name tags, badges and credentials

Delegations:
Allegheny County

Entrant roles:
Volunteer

Primary sports:
(no filter)

Scratched people:
Only people not scratched

Only people on selected lists

Exclude people who are:
None selected

Exclude people with valid printed credentials

Entrant photo:
Both people with and without portrait photos

Filter by the start of the person's family name

Limit count of people to be printed

[Add another filter](#)

[Run](#)

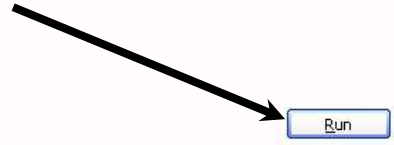
Tools
2018 WBS credentials w/events - Volunteers
[Load settings](#) [Save settings](#)
[Properties](#) [Clear settings](#)
[Save as a shortcut](#)
[Design credential](#)
[Calculated fields](#)
[Detail filtering/sorting](#)

Sorting
Sort #1: [Delegation](#) ↑ [with page break](#)
Sort #2: [Name](#) ↑ [\(no page break\)](#)
[Add sort](#)

Help
[Start support session](#)
[About this tool](#)

ID CARD
USER NAME: GUYTON
W/ GUYTON SECTION
ZONE: 01010

Once you have everything set, hit "Run"



Almost done!



You can select the individuals that you need to print with the check boxes, or print all

The screenshot shows a window titled "Credentials" with a table of 13 records. Each record has a checkbox in the "Person" column. A context menu is open over the table, showing options: "Check all", "Reverse", and "None". An arrow points from the text "Helpful hint: A 'right click' on the mouse will open this helpful screen to quickly mark all or none of the names." to the context menu. At the bottom of the window, there are three buttons: "Print", "Mark as printed", and "Close". An arrow points from the text "Print" will then create a PDF file of the credentials" to the "Print" button.

Person	Delegation	Role
<input checked="" type="checkbox"/> Babjak, Michael	Allegheny County	Volunteer
<input checked="" type="checkbox"/> Buli, Carl	Allegheny County	Volunteer
<input checked="" type="checkbox"/> Clancy, Shannon	Allegheny County	Volunteer
<input checked="" type="checkbox"/> Deily, John	Allegheny County	Volunteer
<input checked="" type="checkbox"/> Doyle, Kristen	Allegheny County	Volunteer
<input checked="" type="checkbox"/> Flaherty, Jane Caufield	Allegheny County	Volunteer
<input checked="" type="checkbox"/> Foster, Debbie	Allegheny County	Volunteer
<input checked="" type="checkbox"/> Hirsh, Jan	Allegheny County	Volunteer
<input checked="" type="checkbox"/> Jagielski, Terri	Allegheny County	Volunteer
<input checked="" type="checkbox"/> Krepps, Kathleen	Allegheny County	Volunteer
<input checked="" type="checkbox"/> Lang, Suzanne	Allegheny County	Volunteer
<input checked="" type="checkbox"/> Vargo, Kathleen	Allegheny County	Volunteer
<input checked="" type="checkbox"/> Zemba, Jerry	Allegheny County	Volunteer

Print options

Print to: Screen

Print Mark as printed Close

“Print” will then create a PDF file of the credentials