# INTRODUCTION TO DATABASE MANAGEMENT

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Services



## Team Members in Database



### **Database Coordinator**

 Responsible for the management of the local program's database.

## Competition Coordinator

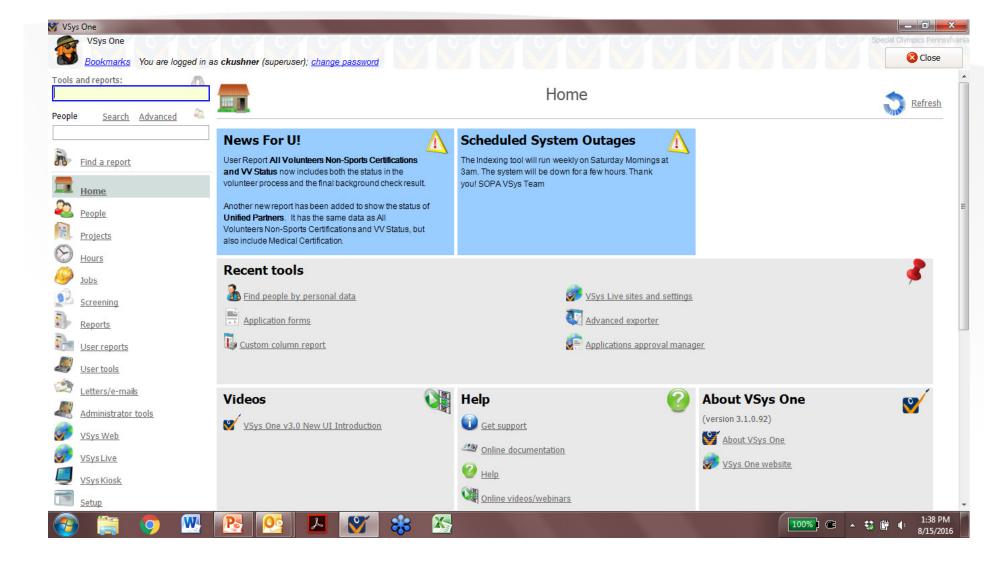
 Ensure all competitions are registered for sanctioning with Special Olympics Pennsylvania & Ensure that all forms and paperwork are submitted to register your program's delegation for advanced competitions.

## Other Team members as needed

 Managers can contact SOPA Vsys Help email for new team long on







# Vsys Q&A



#### Basics -

- a) Terminal server
- b) Log in
  - i) Change password

#### People

- a) Finding people
- b) Adding athletes
- c) Duplicate records
- d) Editing addresses

#### Reports

a) User reports

#### **Projects**

- a) Competition
- b) Vsyslive events

#### VsysLive

a) Log in info

New Features

Q&A

# Vsys Help



#### **VsysOne**

Welcome to the Vsys Information page. This page will be the home for the Tip sheets for doing various jobs in the new system. There will also be information about upcoming trainings and any new items that will be brought online over the next 6 months.

Help Email address - vsyshelp@specialolympicspa.org

#### Additional Program Team Volunteers on Vsys

If you currently have volunteers who manipulate data or add athletes to events please send me their names and emails addresses as database coordinators & competition coordinators. I apologies if this process is taking a long time, I am working on things as quickly as possible.

#### **Additional Training**

Please note Fall dates have been set aside for additional training – please email me the date you would like to attend.

VsysOne Tip sheets - http://www.specialolympicspa.org/vsys-tips-info