



Q: Who can access the google document?

A: The google document can be accessed by anyone who has the link. The link can be shared with coaches to assist with completing the information.

Q: Are there instructions for completing the google document?

A: You will find instructions listed on the first page of the document, as well as on the sports specific tabs. There is also a recorded webinar with screenshots to help walk you through the process. If you are still having trouble, contact your competition director for assistance.

Q: What if there is an athlete or coach missing from my list?

A: If you are missing an athlete or a coach from your list, email your competition director and they can add the person for you.

Q: How do I delete an athlete or a coach from the list?

A: If you need to delete an athlete or a coach from your list for any reason, email your competition director and they can remove the person for you.

Q: What if my athletes are not showing on the sports specific tab?

A: If you have athletes showing on the Athletes tab, but not the sports specific tab, this is likely caused by a spacing issue. Email your competition director and they can make adjustments to correct this.

Q: Why are some of the cells different colors?

A: Different colors are utilized to indicate different items on the document. The green cells indicate event information and are mandatory fields. The information in the gray cells has been auto-populated from the information on the coach and athlete tabs. If this information is not correct, please update on the main tab.

Q: What do I do if the athlete or coach information isn't correct?

A: If while completing the document you notice that the information is incorrect or missing, there is an UPDATE INFORMATION column on both the coach and athlete tab. Make any changes to information here and your Competition Director will update accordingly.

Q: What if I don't see my sport on the document?

A: There are individual tabs on the bottom of the document for each sport. If you do not see your sport, please use the scroll bar at the bottom to move the document to the left.

Q: How do I indicate that an athlete is an alternate?

A: If you have an athlete who needs to be listed as an alternate, you can either indicate that on the Vsys roster that you submit, or you can make the change on the main athlete/coach tab on the google document.

Q: Why can't I access the document after the deadline to update/change scores?

A: On the deadline for registration the document will be locked and available in a view only mode. This is done so that we are able to begin the upload of information into GMS. Any changes and score updates need to be submitted on the score update form to your Competition Director.

Q: Can tabs be locked and access only given to certain coaches?

A: In an effort to keep the registration process standard across the state, locking individual tabs is not possible at this time.

Q: How do I save my paperwork as an Excel file?

A: The google doc can be saved as an Excel file.

- Open document
- Click "File" on top left of toolbar
- Choose "Download as..." from the drop down menu
- Click on "EXCEL"
- Save to computer or print

Q: How do I print my paperwork?

A: The google doc can be printed, although this must be done one tab at a time.

- Highlight the cells you want to print
- Click "File" on top left of toolbar
- Choose "Print" on dropdown menu
- Click on "Print" box to the top right of the screen
- Choose "Selected cells"
- If you wish to add a HEADER to your printed document:
 - Click on "Headers and Footers"
 - Click on "Custom Fields"
 - Add Header name
 -
- Click "Next"
- Click "Print"

Q: What if I need to make updates after my document is locked?

A: The google document will be locked on the date of the deadline. If you have any changes after this time, you will need to submit a Scratch/Activation or Score Update form.