

## **Introduction**

This section will cover exporting data via GMS Exchange, a GMS-specific export format that can transfer many different types of data. (For importing GMS Exchange files see the “GMS Exchange – Importing” document.)

GMS can export GMS Exchange files in any of several ways:

1. Complete or multiple games
2. All or part of a single games
3. People and their attributes
4. System settings

The exported files can then be imported into any other copy of GMS. You cannot use these files to run GMS itself on a machine which does not yet have GMS installed, but you could install a blank set of GMS data and then import the GMS Exchange files into that system.

Some examples of things you can do:

- Send all of the people in Area 15 to the area office with their medical & consent forms, addresses and photos
- Send just Section IV of the State Summer Games to the section director for them to do registration for that games remotely
- Send the Track & Field portion of a games to a laptop for the duration of a games, then bring the updated divisions and results back into the main data
- Send all competitions for the calender year from an area office to the state office so that the state office has all competition records for all athletes throughout the year, regardless of where they happened in the state

### Notes: GMS versions

GMS Exchange can make either GMS 4- or GMS 5-compatible files. A GMS 4-compatible file can be imported into a copy of GMS 4, or into a copy of GMS 5 *if that machine has the BDE installed*. (The BDE will be installed on any machine which uses or has used Paradox data as its backend.) A GMS 5-compatible GMS Exchange file can only be imported by GMS 5; it cannot be used by any prior versions of GMS.

### Notes: Duplicate people

As with Flat File Importer, people should only be entered into GMS once to avoid duplicate records. When a new person is created, GMS assigns that person a 16-digit alphanumeric code which is used for identification within GMS. For example, “John Brown”, when created, may get the GMS ID “W94R3GH574KS83R4”. If another user in a separate database creates “John Brown”, that person will NOT have the same code. When data is imported you will end up with two records for “John Brown”. Work out who is responsible for entering new people before games data gets imported/exported, or use the “Find and Handle duplicate people” tool to find and eliminate duplicated records.

### Notes: Games and delegation names

As with people, games and delegations each have unique ID codes. When GMS imports a games, a delegation or a permanent delegation, it does not look for an existing games/delegation by *name*, it looks by code. If two field offices both create a games called “2004 Summer Games”, they will have separate ID codes. When you import these games, you will have two separate games, both with the name “2004

Summer Games". This will not confuse GMS, since it works by ID code, but it may cause you confusion. If this happens, you can safely rename the games after it's imported to something more meaningful and unique.

### Export options

Both games and people exporters have a set of options in common:

- Photos associated with comments - If you use comments in GMS, and attach images to those comments, checking this will make GMS include those images in the export file. The comments themselves will always be exported.
- Entrant images - These are the photos attached to each person on their personal data page.
- Form images on certifications - These are scanned images of medical, consent and other certifications.
- Global custom field values - These are values associated with custom fields that are not part of a games, for example "Ethnicity" or "T-shirt size". Normally you'll want to include these so that the data is consistent in both systems. If you include global custom field values, GMS will automatically include global custom field definitions as well.



*Illustration 1, common options*

### **Exporting Complete or multiple games**

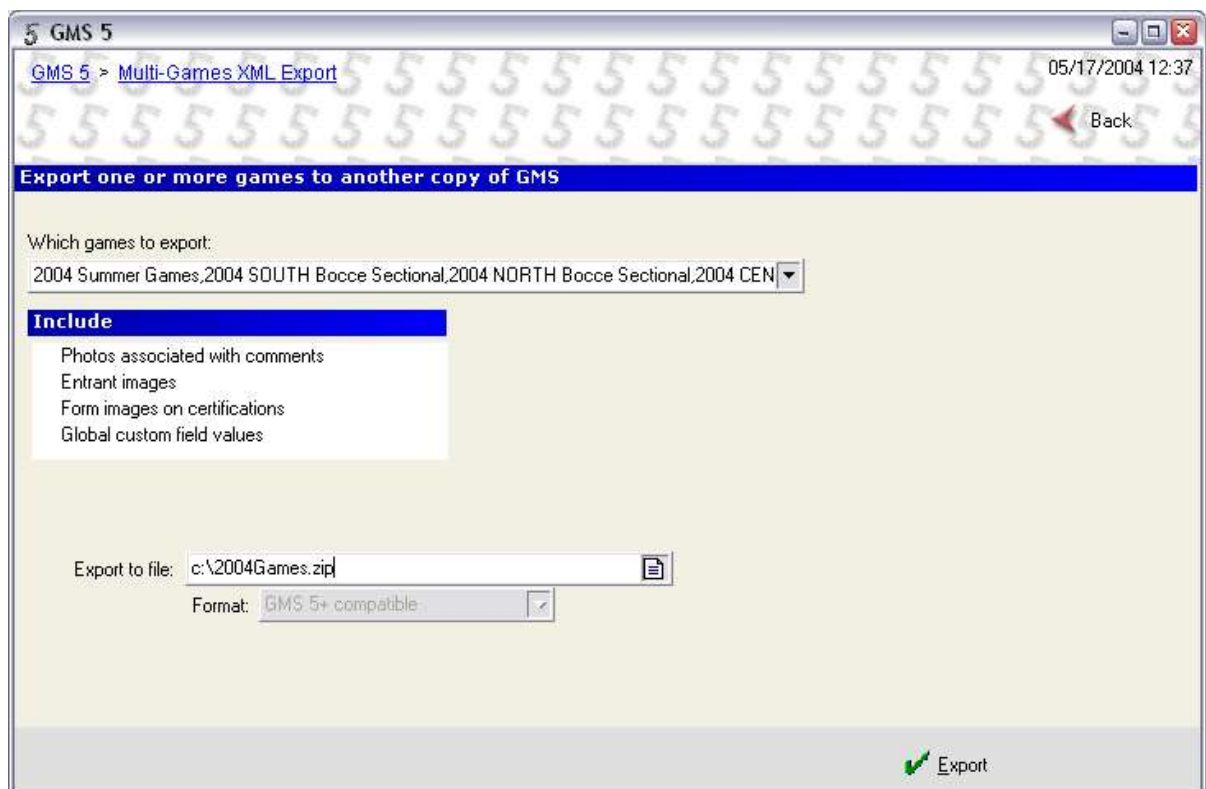
This tool is used for exporting one or more complete games. The files resulting from this can be used to:

- Add or replace one or more of the exported games on another machine
- Add or update part of one exported games on another machine
- Import the people alone into another machine

Start the export process by starting the GMS Exchange exporter: click on “Export data”, then on “Export multiple games using GMS Exchange”.

#### Criteria

1. Using the drop-down list, select the games you want to export. (Note that from this tool, GMS will only export complete games.)
2. Select your export options
3. Choose where GMS should make the output for under "Export to file". The directory you select must exist, there must be enough free space for the file GMS will make, and the file must have the extension ".zip". You cannot save the file directly to a CD, instead you must first save it to your hard drive. After exporting, you can e-mail the file or copy it to a CD or a floppy disk.
4. Select the version of GMS used by the machine which will open this file.
5. Click on [Export] and GMS will create the output file.



*Illustration 2, example of export form*

**Exporting all or part of a single games**

This allows you to export only a single games, but gives you much more control over what parts of the games are exported. Open this exporter by right-clicking on the games from the list of all games, selecting “Tools”, then “GMS Exchange Export”.

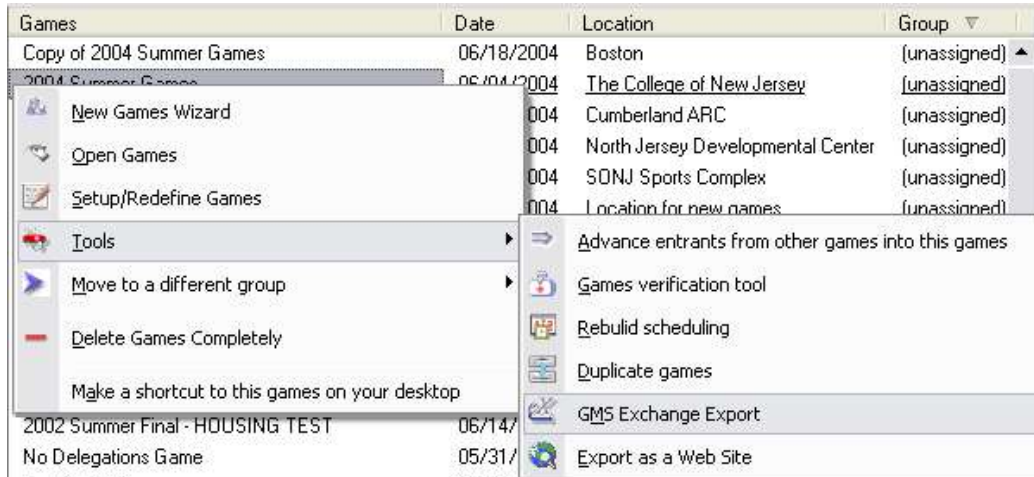


Illustration 3, Starting single-games GMS Exchange export

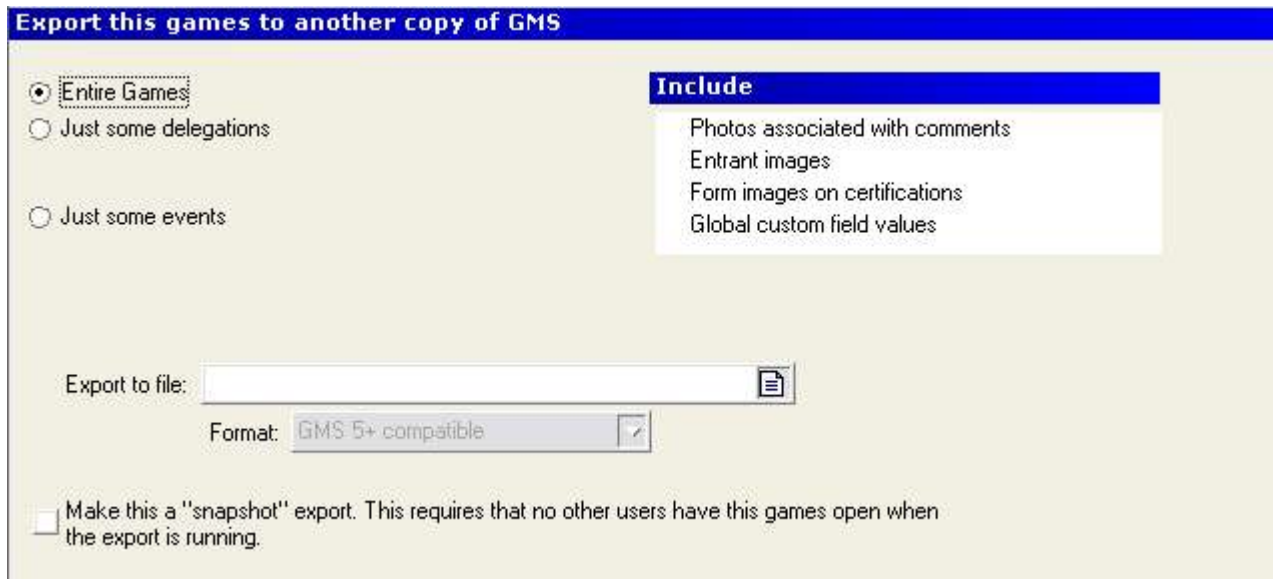


Illustration 4, Single games options

1. What part of the games do you want to export?

Entire games: exports all events, delegations and people

Just some delegations: exports the delegations you select, along with the people in those delegations and the events in which those people are registered, but not the entrants in those events unless they are in the selected delegations. A file created like this can only be used to import delegations, not the entire games and not any events.

Just some events: exports the events you select, along with the people in those events and their delegations, but not the entrants in those delegations unless they are in the selected events. A file created like this can only be used to import events, not the entire games and not delegations.

2. If you selected "Just some delegations" or "Just some events", select the delegations or events to be exported from the drop-down list. (Remember that you can right-click on the list for a tool for checking/unchecking the entire list at once.)
3. Choose where GMS should make the output for under "Export to file". The directory you select must exist, there must be enough free space for the file GMS will make, and the file must have the extension ".zip". You cannot save the file directly to a CD, instead you must first save it to your hard drive. After exporting, you can e-mail the file or copy it to a CD or a floppy disk.
4. Select the version of GMS used by the machine which will open this file.
5. Click on [Export] and GMS will create the output file.

Note: When you're exporting a part of the games to be used at a standalone venue, there is normally no harm in exporting the *entire games* to be used at that venue. Having the Athletics folks have access to the entire games' data can be handy when you need to find where an errant athlete needs to go or answer a question for a coach or the press. When it comes time to re-import the changed data from that venue, you can import only the Athletics data even though more data than that was present in their system.

### **Exporting people**

Use this to export changed, new, or all people meeting certain criteria. This is great if a central office maintains the listing of entrants and their certifications – you can send the updated list to a field office with only the necessary records.

Open the GMS Exchange people exporter by clicking on “Export” then on “Send changed/new people to another GMS system using GMS Exchange”.

1. Select the permanent delegations you want to export people from (remember that you can right-click on this list to get a tool for checking/unchecking the whole list at once)
2. Choose the types of people to be exported
3. If you only want to export people who are new or have been changed, check the box “Export only people who have been changed” to get additional options. In this case, choose the date range, as well as what GMS should consider to be a change. Only people who have one or more changes of the types specified during this date range will be exported.
4. Choose where GMS should make the output for under "Export to file". The directory you select must exist, there must be enough free space for the file GMS will make, and the file must have the extension ".zip". You cannot save the file directly to a CD, instead you must first save it to your hard drive. After exporting, you can e-mail the file or copy it to a CD or a floppy disk.
5. Select the version of GMS used by the machine which will open this file.
6. Click on [Export] and GMS will create the output file.

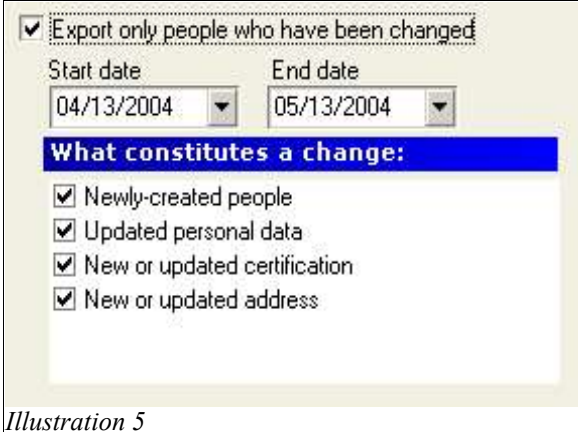


Illustration 5

### Exporting system settings

This tool lets you send your system setup, which is comprised of the elements below.

Start this exporter by clicking on “Export”, then on “System setup using GMS Exchange”. Now choose the types of settings you want to export:

- Basic system settings: these are most of the options under “System Setup”, such as splash screen settings, social security number options, paper types, date format and various default values
- Global custom field definitions: these are the fields (but not the data). Check the individual custom field definitions you want to export from the list.
- Custom certification definitions: if you have created or imported custom certifications or their wizards, this will export their definitions. (This option will not appear if you have no custom certifications defined.)
- Template events
- Custom sports
- GMS security settings and users (global). (Note that security users are actually people, and will be included in the export file as people. When you import this file later, you'll need to include all people in order to get the users themselves imported.)

1. Choose where GMS should make the output for under "Export to file". The directory you select must exist, there must be enough free space for the file GMS will make, and the file must have the extension ".zip". You cannot save the file directly to a CD, instead you must first save it to your hard drive. After exporting, you can e-mail the file or copy it to a CD or a floppy disk.
2. Select the version of GMS used by the machine which will open this file.
3. Click on [Export] and GMS will create the output file.

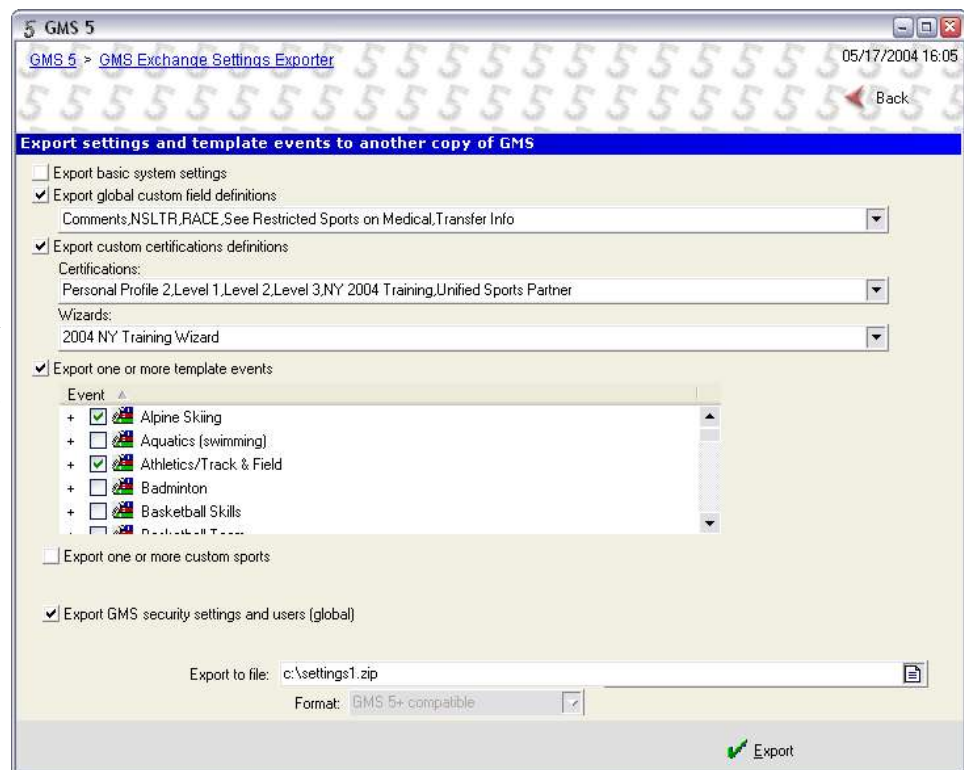


Illustration 6, settings export options