

Introduction

This section covers the Registration Wizard – a quick and easy process for entering people into your games.

Note: clicking [Cancel] anywhere in the wizard will exit the wizard without saving changes made to the current record. All people added and changed other than this one will already have been saved.

Getting Started

There are two ways to open the Registration Wizard, one is to click on the “Wizards” icon from the main games screen then on the “Registration Wizards” icon, or from the main games screen click on the “Delegations” icon, click on a delegation to open it, click the “Wizards” icon and then the “Registration Wizard” icon.

There is one major difference between the games-wide and delegation-specific methods of starting the Registration Wizard: opening from within a delegation will only add entrants to that specific delegation.

Using the Wizard

When opened you'll see a welcome screen; click [Next] to advance to the settings page.

Settings

1. *Default entrant role* - what most people you're about to register will be in this games; individual roles can be changed for each entrant
2. *When searching, search across all delegations* - when searching for pre-existing people, look in all permanent delegations
3. *Link entrants to the delegation's address* – will cause entrants to inherit the delegation's address if they don't have one explicitly assigned to them
4. *Show custom fields for entrants*
5. *Try to get qualifying scores from previous events* - if an entrant has a final score from an event with the same shortcut code, GMS will set his/her qualifying score in this event to that past final score

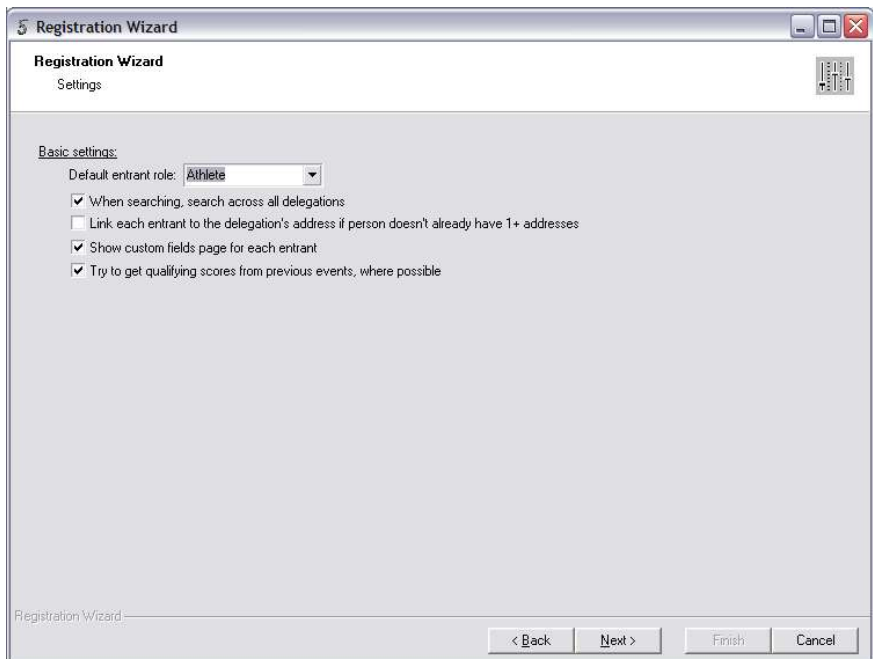


Illustration 1, Initial settings

Click [Next] to move to the new entrant search attributes screen.

Search

The search screen starts the repeating section of the wizard.

Role for new entrant – what the person being added to will be in this game

Delegation to put entrant into – the delegation in this games the entrant will join

Permanent delegations to look in – what permanent delegations to search to find this individual. (This option will be hidden if “Look in all permanent delegations” is checked.)

Look in all permanent delegations – if checked, will search through all people in the system instead of just the selected permanent delegations

Show all kinds of people... -if checked, GMS will show all kinds of people who match the criteria you provide

Search by personal details – check this to look up on the entrant's name, gender, date of birth, and/or SSN. Entrants which match or sound like the family name or match the date of birth or SSN will be shown. Note that you must enter the entrant's complete family name; entering “Sm” will not find “Smith, John” (capitalization is not important).

Search by beginning of family name – check this to search on the first few letters of the entrant's family name. In this case, entering “Sm” will find “Smith, John” (capitalization is not important).

Entrant will be an alternate – the added entrant will be flagged as an alternate if this is checked

Click [Next] to start the search and show the results.

Illustration 2, Search form

Search results

The search results screen will show all matches based on your criteria. If no records are found a screen with no entrants will appear. Click “Make a new person from scratch” to add a new person to GMS, “Change your search criteria” to run a new search, or “See everyone in this delegation” to show all people in the permanent delegations you selected for your search.

Entrants that match your search criteria will be displayed in the grid and the total number of matches will be listed at the top of the page, you can organize the grid by clicking on the column header of the field you want to show. Click on the person you want to add and they will become highlighted, then click [Next] to move to the personal details screen. Note: If you select a person that is already in the games you will get a message saying the person is already in the games and can't be added again.

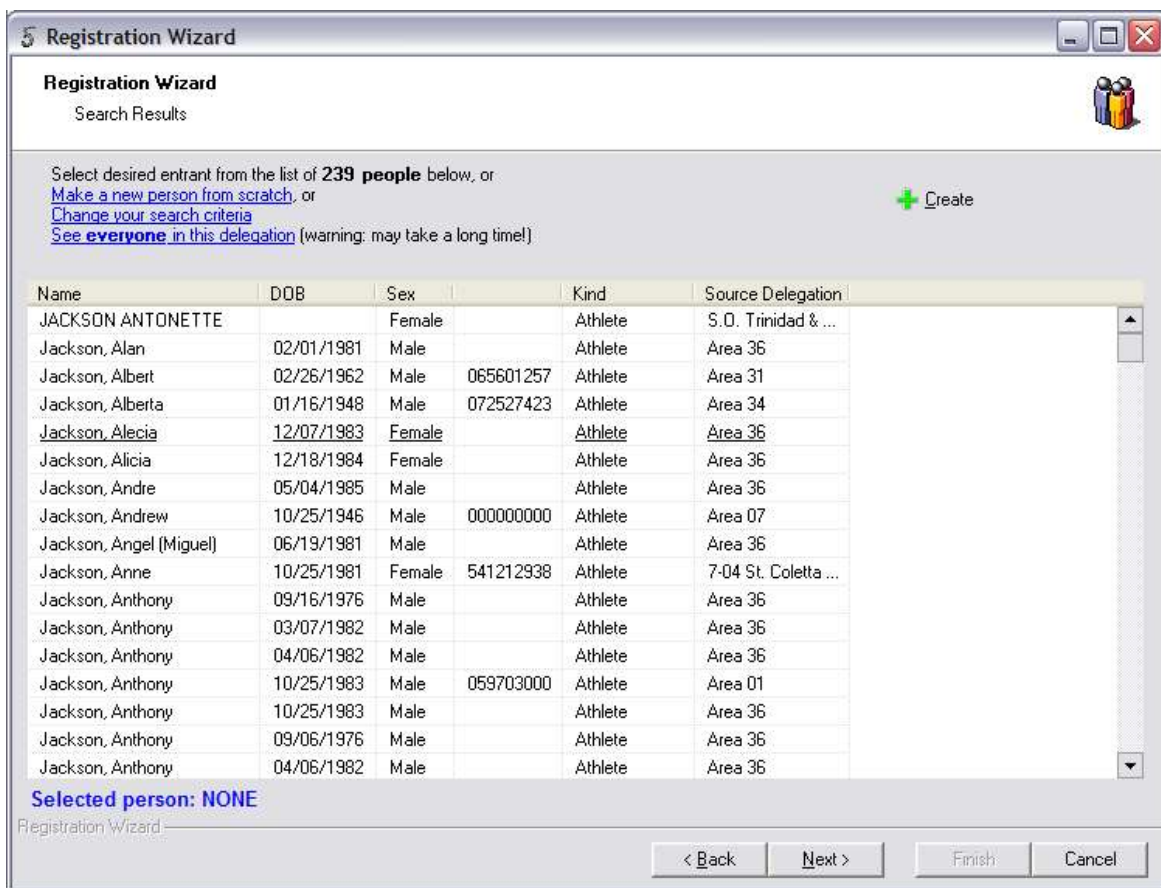


Illustration 3, Search results

Edit personal details

This displays and lets you edit all of the personal information for the selected entrant. Verify that this is the person you intend to add to the games and check that their address, certification, and personal information is correct. (Any changes made here will change them globally.) For more information refer to the “Person Editor” documentation.

Click [Next] to go to the events screen.

Events

This is where you'll select sports and events for this entrant in the games.

Note: if you have selected a person type that is not allowed in events (as defined in the games setup) this screen will be replaced by a simple screen for selecting the entrant's primary sport, if known and applicable.

Set the bib number for this entrant (if known) and select the events they will be participating in this games. If you choose a specific sport at the top, GMS will set all of the boxes below to that sport. Leaving “Entrant sport” set to “All” you can filter each event entry by sport and use a different sport for each event. Use the drop down list for each entry to select the event they will be participating in, or if you know the event shortcut code type it into the “Event code” field.

Bib number:	47	Entrant sport:	[all]	[!]
Sport:	Event code:	Qualifying score:		
[all]	AT800W	00:14.50		
AT 800M Walk				
Sport:	Event code:	Team:		
[all]	AT4x100M	Leinster.AT 4x100 Relay (a)		
AT 4x100 Relay				

Illustration 4, Sample event information

When an event is selected required information for that specific event will appear, including qualifying score, handicap, level, team and team position. Type in the qualifying score and/or handicap and select the level from the drop down list. For team, either select an existing team from the list or choose “Define teams” (located at the bottom of the list of teams) to open the Teams Tool (see below for more details), which will let you define new teams.

Once you have entered all events in for this person click the [Verify these entries] button. If all event information is present and reasonable, “There are no event problems for this entrant” message at the bottom of the screen will appear; if one or more events have problems you will see a message “There are problems with this event” on the event line. Move you mouse over the text and a pop-up screen will appear telling you what issues need to be resolved.

Sport: (all)	Event code: AT800W	Qualifying score: 00:00.00	
THERE ARE PROBLEMS WITH THIS EVENT			
Sport: (all)	Event code: AT4X100M	No qualifying score	Team: default team for AT 4X100 Relay
THERE ARE PROBLEMS WITH THIS EVENT			

Illustration 5. Sample problems

If you have problems and choose not to fix them, clicking [Next] may allow you to continue and save the data depending on the severity of the problem. If you get the message “One or more events has SERIOUS errors – you cannot continue until it is fixed” move your mouse over the red text and find the FATAL ERROR message and remove the event. Common problems include adding an entrant into an event that doesn't allow them, or adding a male to a female-only event.

As long as there were no problems, click [Next] to continue.

Teams Tool

The teams tool allows you to create and edit teams for the selected event. If a team doesn't exist, click the [Add team] button and enter the name of the new team, followed by the team's qualifying score information on the next screen.

Note: if score fields are grayed out that means this team event has scores set to propagate from entrant to team and you'll have to put the score for the individual into the Registration Wizard's events screen.

You can also edit a team's information by right clicking on an existing team and select “Edit team's information” then choose “Details” (team name, address, etc) or “Entry information” (scores, divisions, levels, etc). You can also add or edit comments, scratch or delete a team, or un-scratch a team from this menu. When finished click [Close] to return to the Registration Wizard, the team name you selected will appear in the “Team” field.

Custom fields

If you selected the “Show custom fields page for each entrant” checkbox on the settings pages you will now see the custom fields related to the person type selected. Both games and global custom fields are listed here. When finished click [Next].

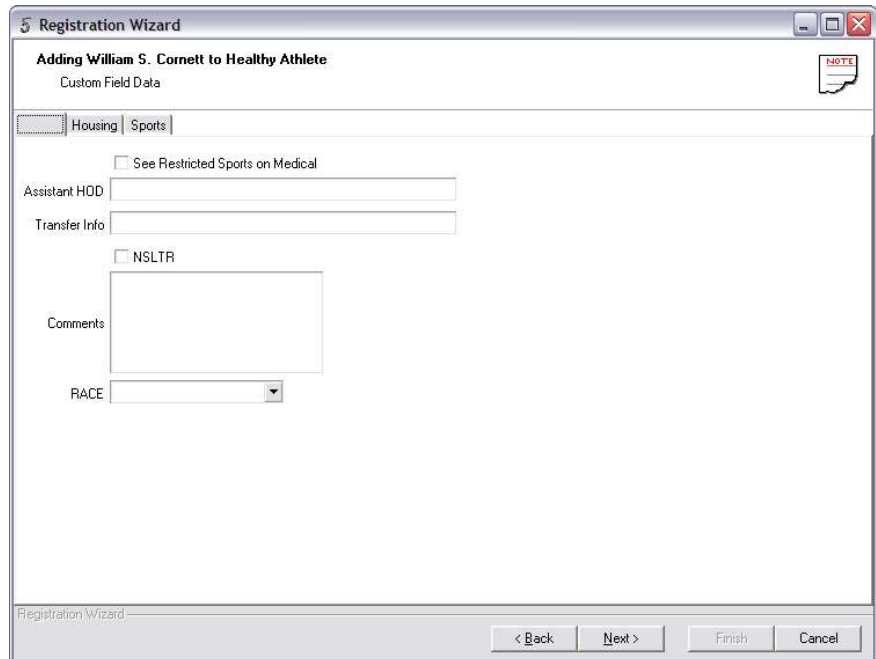


Illustration 6, Custom field data

Summary

This final screen shows a summary of the entrant and his/her events. If this information is correct, click [Finish] to save the changes you've made and move on to the next entrant.

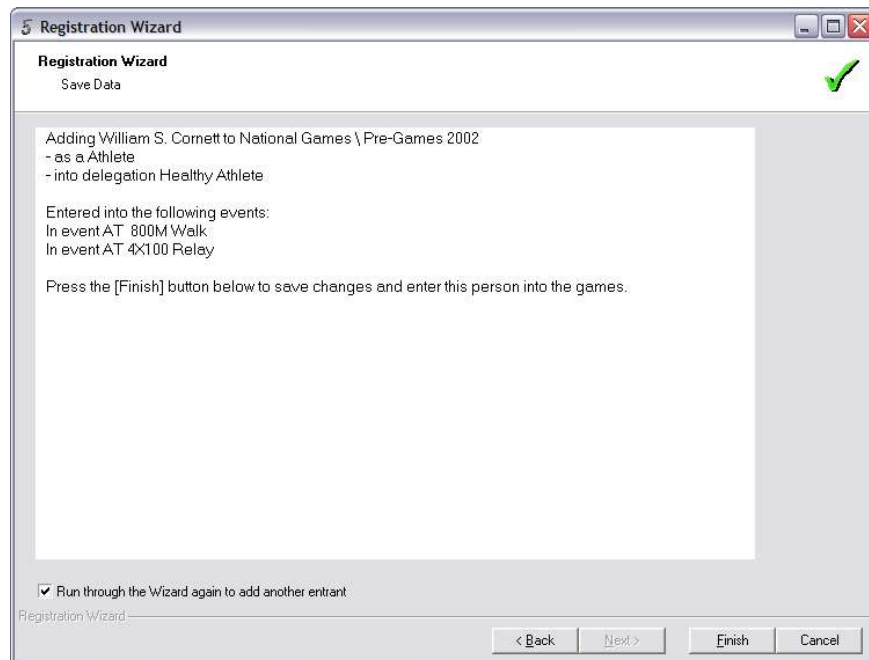


Illustration 7, Summary

(If this is the last entrant, uncheck “Run through the Wizard again to add another entrant”, and the wizard will close once this entrant is saved.)