



Creating a Games

Games can be a one-time event, a recurring event which happens every year, or a long-term operation.

To create a **new Games**, open the **Games** panel from the main GMS 7 screen and select the **Create new games** link. This launches the **New Games Wizard**, which will walk you through the step-by-step process of creating a new Games from scratch.

Basic settings screen: On this screen, complete basic Games details such as the name which will appear in Games panel and which delegations will attend. After completing these fields, select **Next** to continue.

A screenshot of the 'New Games Wizard' application window. The window title is 'New Games Wizard' with a close button (X) in the top right corner. Below the title bar, the text 'Basic settings' is displayed. The main area contains several input fields: 'Games name:' with a text box; 'Games description:' with a larger text area and vertical scrollbars; 'Games group:' with a dropdown menu; 'Applicability:' with a dropdown menu showing 'All systems'; and 'Delegations:' with a dropdown menu showing '(no filter)'. At the bottom right, there are three buttons: '< Back', 'Next >' (highlighted with a blue border), and 'Cancel'.

Sports and Event screen: On this screen, select the Sport(s) and Event(s) that will be offered in these Games. Select **Next** to continue.

New Games Wizard ✕

Events

Event ▲

| | |
|-------------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> | Bocce |
| <input type="checkbox"/> | Bowling |
| <input type="checkbox"/> | Cross-Country Skiing |
| <input checked="" type="checkbox"/> | Cycling |
| <input type="checkbox"/> | Equestrian |
| <input type="checkbox"/> | Figure Skating |
| <input type="checkbox"/> | Floor Hockey |
| <input checked="" type="checkbox"/> | Football/Soccer |
| <input checked="" type="checkbox"/> | FB Soccel Individual Skills |
| <input checked="" type="checkbox"/> | FB Soccer 11 A Side Team |
| <input checked="" type="checkbox"/> | FB Soccer 11 A Side Unified Team |
| <input checked="" type="checkbox"/> | FB Soccer 5 A Side Team |
| <input checked="" type="checkbox"/> | FB Soccer 5 A Side Unified Team |
| <input checked="" type="checkbox"/> | FB Soccer 7 A Side Team |
| <input checked="" type="checkbox"/> | FB Soccer 7 A Side Unified Team |
| <input checked="" type="checkbox"/> | FB Soccer Futsal Team |
| <input type="checkbox"/> | Golf |

< Back Next > Cancel

Roles and Dates screen: One this screen, define the roles allowed in the Games, along with other parameters such as age of entrants and the dates of the Games.

Note: The latest version of GMS 7 (7.5.1) allows you to apply “0” as the **Max entrants age** in instances where these are no maximum age restrictions in the Games.

New Games Wizard

Roles and dates

Roles allowed in games:
Athlete, Coach, Unified Partner

Roles allowed in event:
None selected

How many times may the same person be in this games:
Only once

Min entrants age: 0 Max entrants age: 100

Games start date: Games end date: Effective date for calculating ages:

Primary location:

Default Maximum Effort threshold: 0

< Back Next > Cancel

Addresses screen: Assigns one or more addresses to the Games itself. This can be used in custom reports in the Games. When complete, select **Next** to continue.

Finish screen: Select **Finish** to create a new Games.

Games Setup

After creating the Games, you can modify many aspects of its original setup using this tool. **Games Setup** requires that all users exit the Games. To access the tool, right-click on the Game’s name, then select **Setup**, then **General**.

By right-clicking on the Game’s name, then selecting **Setup**, then **Custom**, you can add/edit the Game’s custom fields. Select **Add new field** to launch the **New Custom Field Wizard** and follow the screen prompts to add new fields to your Games.