Program Registration Template

Filling out the Program Registration Template

Individual Name – the person's name can be formatted several ways, you will need to make changes to the Template column headings if you use anything other than; First Name, Middle Name or initial and last Name. GMS will accept the following format types:

NOTE: The entire spreadsheet must be formatted the same for the individual's name.

Name Natural – Jane D Doe

Name Reversed – Doe, Jane D

Name in separate Columns:
　　First Name
　　Middle Name (middle Name can be blank)
　　Last Name
Gender
　　Male
　　Female
　　Unknown
Date of Birth Format (use one format)
　　MM/DD/YYYY
　　DD/MM/YYYY
　　YYYY/MM/DD
Person Type (select one)

A-HOD	Security	Volunteer
Assistant Coach	Staff	Young Athletes
AS-Staff	Technical Delegate	Other Person 2
Athlete	Unified Athlete-C (Competitive)	Other Person 3
Athlete in Training	Unified Athlete-PD (Player Development)	Other Person 4
Coach	Unified Athlete-R (Recreation)	Other Person 5
Family Member	Unified Coach	Other Person 6
Guest	Unified Partner	Other Person 7
Head Coach	Unified Partner-C (Competitive)	Other Person 8
HOD	Unified Partner-PD (Player Development)	Other Person 9
Media	Unified Partner-R (Recreation)	Other Person 10
Medical	Unified Athlete-C (Competitive)	
Official	VIP	

NOTE: Other Person Type can be renamed for local Requirements

Sport Information M01 and M02 – this information can be used to populate the GMS Census Certification. When entering the sport data in the cell for the individual, use the 2 or 3 letter sport code found on the Information and Codes tab on the template. Example if Jane Doe is competition in Athletics, Basketball and Swimming you would enter AT,BB,SW in the cell below M01. Formatting is critical, no spaces, comma must separate each sport and no comma after the last Sport. The Sport Data can be found on the Information and Codes Tab of the Spread Sheet.