Special Olympics

Games Registration Wizard

A person must first be registered before you can work with them in a Games or give them assignments. This tool walks you step-by-step through registering a person into a Games.

To access the **Registration Wizard**, from within your desired Games select **Register people using the Registration Wizard**. The Registration Wizard can also be launched from within a **Delegation** by choosing one of the Person types listed on the **Add entrants tool panel**.

To begin the registration process, search for and select the individual you wish to register for the Games. Edit the individual's **delegation** and **role** at the bottom of the screen. Selecting the **Register as an alternate** check box allows you to register an individual as an alternate entrant in a **Games**. Select **Next** to continue.

The wizard will present an **Events** screen on which you select the **Sport(s)** and **Event(s)** in which the individual will participate. You can use the **Qualifying** field to use either the athlete's **best score** from a previous event in the same database, or the **most recent score** from a previous event within the same database as their **Qualifying score**.

Once complete, select **Next** to move to the **Finish** screen.

On the **Finish** screen GMS will display a confirmation of the individual you are registering as well as their delegation and role. Selecting **Finish** will complete this individual's registration process and return you to the first screen to begin registering the next individual.
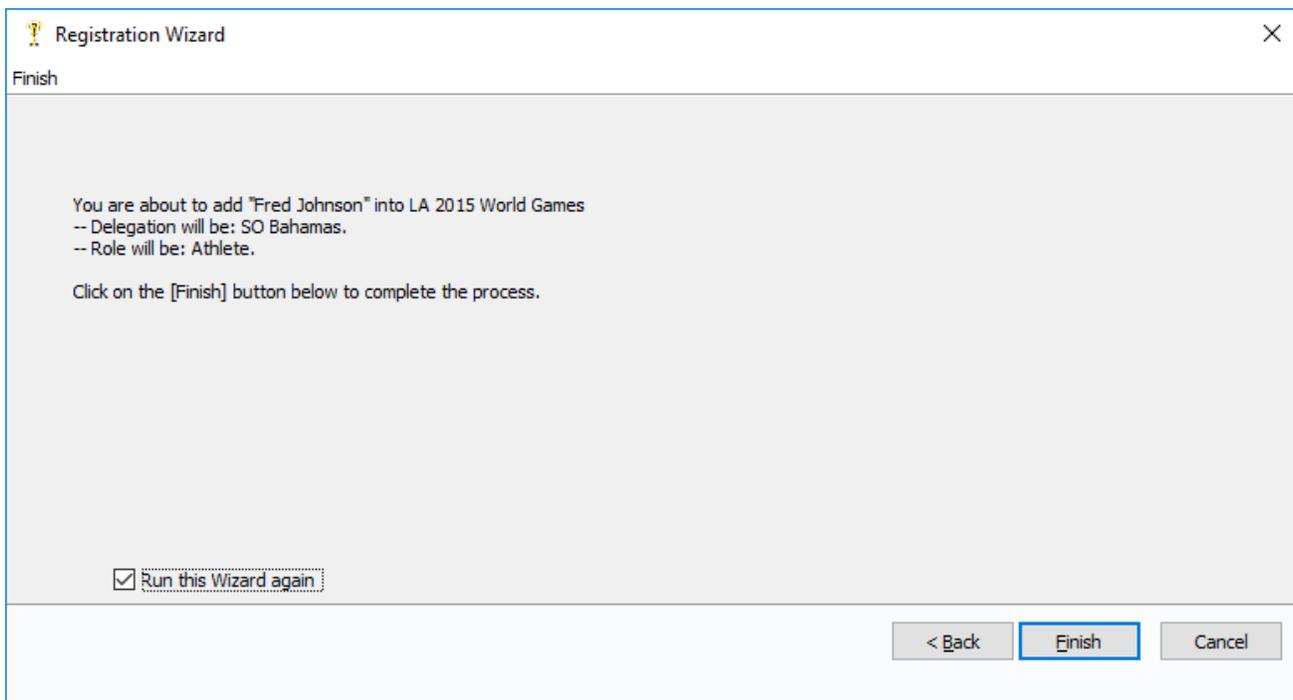
Note: If the **Run this Wizard again check box** is unchecked, the **Registration Wizard** shall close, rather than return you to the first screen to begin registering additional entrants.