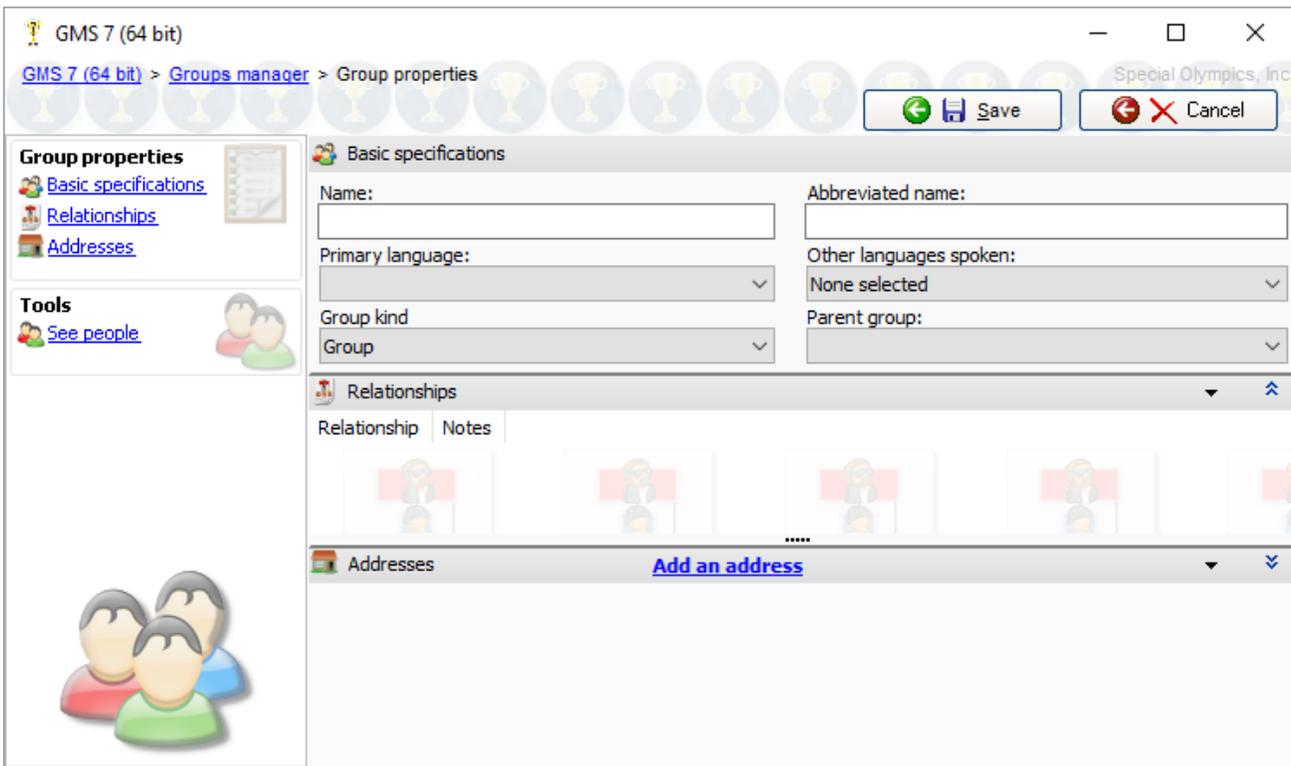


# Groups & Delegations

**Groups** and **Delegations** serve the role of helping you group people in your database and in **Games**.

**Groups** are used generally, within GMS 7, to organize people and to simplify the process of later creating **Games Delegations**. When you **create a new individual** in GMS, you must enter them into a **Group**.

**Groups manager** can be found under the **Setup** panel. Select **Groups** to launch this tool. You can specify the basic specifications, such as name, language any affiliated addresses and relationships to other Groups.



The screenshot shows the 'GMS 7 (64 bit)' application window with the 'Groups manager' > 'Group properties' path. The interface includes a 'Save' button and a 'Cancel' button. The 'Group properties' section is divided into several panels:

- Group properties:** Contains links for 'Basic specifications', 'Relationships', and 'Addresses'.
- Tools:** Contains a link for 'See people'.
- Basic specifications:** Includes fields for 'Name:', 'Abbreviated name:', 'Primary language:' (dropdown), 'Other languages spoken:' (dropdown), 'Group kind' (dropdown set to 'Group'), and 'Parent group:' (dropdown).
- Relationships:** Includes a 'Relationship' tab and a 'Notes' tab, with a grid of person icons below.
- Addresses:** Includes an 'Add an address' link.

**Parent group:** This is a tool which allows you to organize groups into hierarchies. Use this dropdown to select a **Parent group** under which you would like to organize your chosen **Group**.

**Delegations** are the Games equivalent to groups. All people registered in a Games are in delegations and delegations organize people together. When you **create a Games**, you must make one or more **delegations** based on your **groups**. If you have no need to break people into delegations, you can simply create one delegations and name it something like “**General**.”

From within a **Games**, you can launch the **New Delegations Wizard** by either selecting the link in the panel on the left-hand side of the screen, or by right-clicking on the **Delegations** panel. Follow the on-screen prompts. First, select the **Group** on which the **Delegation** is based or create a new **Delegation** using the **Name** field. If a **Group** is selected, the **Name** field will default to the name of the **Group**, but this can be edited for the purposes of the **Games**. You may also create multiple **Delegations** based on the same **Group**.

New Delegation Wizard

### New Delegation Wizard

Basics

Group - this is the group on which this delegation is based, where new people created will be put, the default place to look for new entrants, and the group that gets credit for volunteer hours.

SO California - Northern

Changes made to this Group in the games should be copied back to the original group

Name:  
SO California - Northern

< Back   Next >   Cancel

On the next screen, confirm the **Types of people allowed** in this delegation. By default, **Every type allowed in the games** will be selected. By de-selecting this box, you can configure the specific **People Types**.

New Delegation Wizard

**New Delegation Wizard**  
Types of people allowed

Select the roles allowed to be in this delegation:

- Every role allowed in the games
- Athlete
- Coach
- Unified Partner

< Back    Next >    Cancel

On the next screen, confirm the **Primary language** and any **Other languages** spoken by this delegation. Select **Next** to continue. The **Done** screen will display a confirmation of details you have selected for this delegation. Selecting **Finish** will complete the creation of the **new delegation**.