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 with 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.
**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.
**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.

**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.