Divisioning

Divisions are used to group entrants into manageable competition groups. Heat sheets, results and other reports work based on these assigned divisions. Divisions are assigned to each team in team events as well as the entrants in those teams.

Divisioning must be completed before a tournament can be setup. From the Events panel within a Games, right-click on the desired event and select Divisioning tool.

The Divisioning tool allows you to see all of your divisions, make new ones, and drag-and-drop entrants from one division to another.
The **Auto-division wizard** takes the non-scratched entrants in an event and organizes them into divisions based on the criteria you select. Divisions can be broken out on several criteria depending on the event definition (gender, level, age group, score).

To launch the **Auto-division wizard**, select the **Auto-division wizard** tool link from the **Tools panel** on the left-hand side of the screen.

On the **Welcome screen** you can define into which division GMS places scratched entrants, place alternates into a single division and select to ignore those entrants already in divisions. Select **Next** when complete.
On the **Options screen** you can configure the maximum number of entrants in each division, the score field and maximum different in percentage between entrants in each division. You may also designate whether divisions should be differentiated by gender and age.
The **Division sorting and naming screen** allows you to designate how divisions are prefixed and sorted, whether by age group, gender or a custom designation.
On the **Finish screen** you will be presented with a summary of the auto-created divisions. Select **Finish** to complete the auto-divisioning process.