GMS: 2024 Athlete Forms – Certification Import Instructions

This documentation serves as a guide for users on setting up the latest Athlete Forms within the Games Management System (GMS) using the Certification Import Tool.

Importing Instructions

- **Step 1**: Save the newest form(s) within the same folder that your GMS application is saved. You can do this by opening the link to a form on the SOI GMS Learning Center Resources page and then right clicking in the screen and saving.
    - ***Find the newest form(s) on the SOI GMS Learning Center Resources page at this [link](#).***
- **Step 2**: Open the GMS application. From the home page, under the ***Setup*** section, select the ***Certifications*** section.
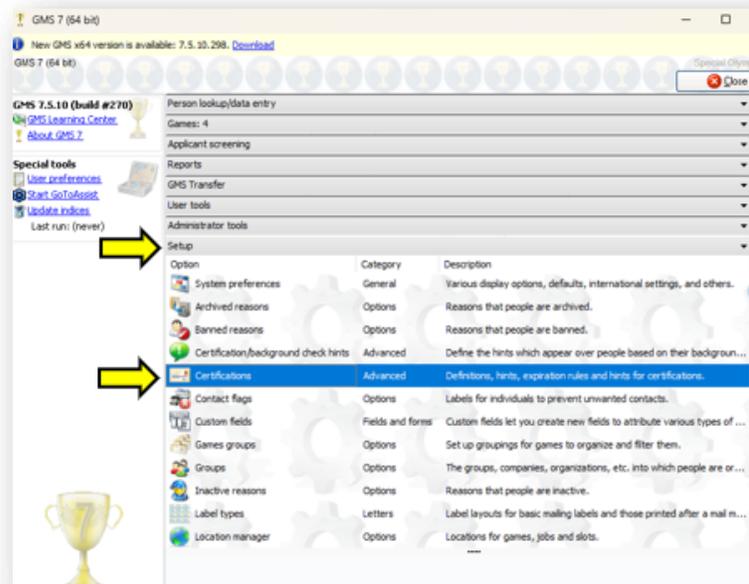
- **Step 3**: From within the ***Certifications*** section, select the ***Import a definition option***, in the upper left corner under ***Tools***.
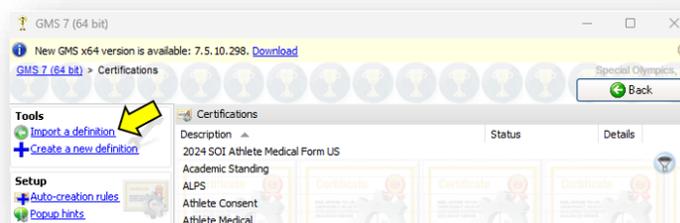
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- **Step 4**: After selecting the *Import a definition* option, a window will pop up asking you to select a file to open. Navigate in this window to your GMS application folder, then select and **Open** the form in which you want to import.
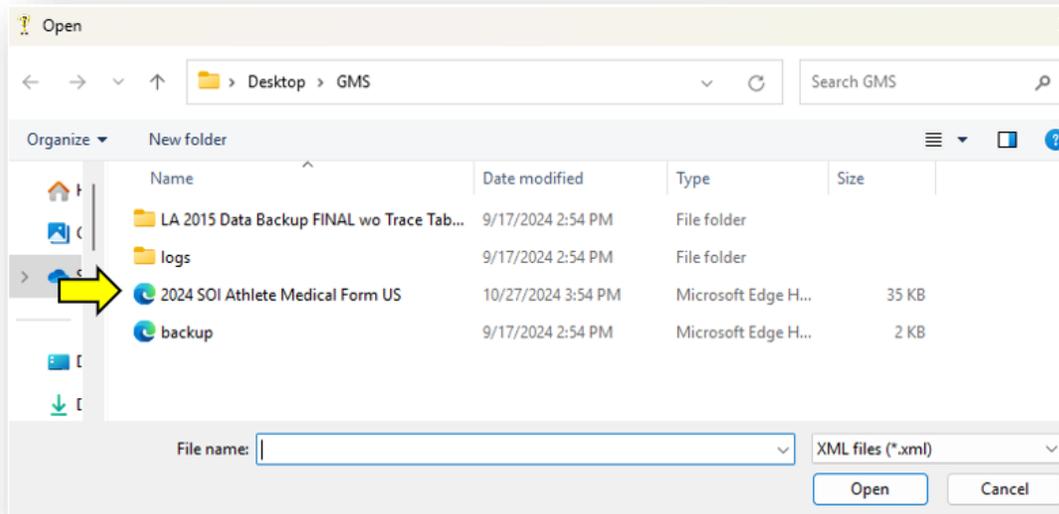
- **Step 5**: Once opened, the form page should be opened in GMS (see below). No edits needed, select the **Back** button on the top right corner of the page.
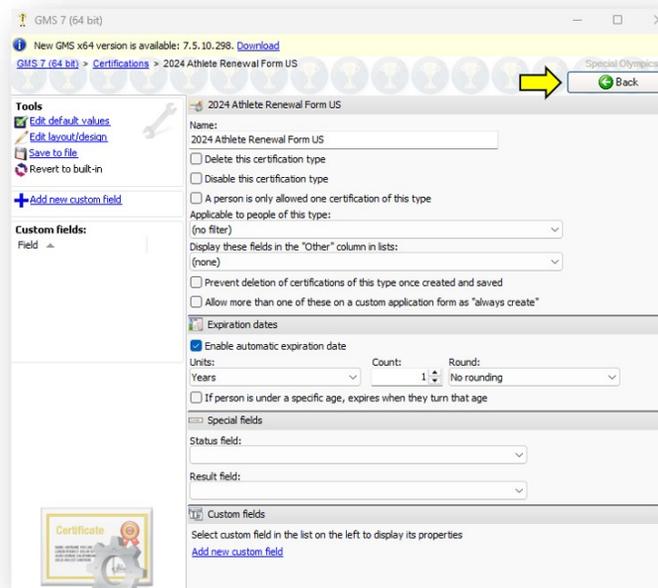
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- **Step 6**: After pressing the Back button, you should be redirected to the main **Certifications** page. *You should now see the newly imported certification within your certifications list.* Select the **Save** button in the top right corner of the page to save this new certification. **Your new certification should now be available for use**.