

## 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 <u>link</u>.
- **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.

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• **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.

GMS 7 (64 bit) > Certifications >	2024 Athlete Renewal Form US     Special Olympics, Ir     Back				
Tools	💪 🍕 2024 Athlete Renewal Form US				
🚰 Edit default values 🦯 Edit layout/design	Name: 2024 Athlete Renewal Form US				
🛅 <u>Save to file</u> 🖚 Revert to built-in	Delete this certification type Disable this certification type				
Add new custom field	A person is only allowed one certification of this type     Applicable to people of this type:				
Custom fields:	(no filter)				
Field 🔺	Display these fields in the "Other" column in lists: (none) V				
	Prevent deletion of certifications of this type once created and saved Allow more than one of these on a custom application form as "always create"				
	Expiration dates				
	Enable automatic expiration date Units:     Count: Round:				
	Years V 1 🙀 No rounding V				
	If person is under a specific age, expires when they turn that age				
	Special fields				
	Status field:				
	Result field:				
	TF Custom fields				
Certificate We was a way to a	Select custom field in the list on the left to display its properties Add new custom field				



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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.

New GMS x64 version is available	le: 7.5.10.298. <u>Download</u>			$\otimes$	
<u>GMS 7 (64 bit)</u> > Certifications		C 🔒 Save	Special O	lympics, Inc Cancel	
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About this tool	Athlete Release Form				
	Automated Background Check Request: IntelliCorp				
Certifications	Automated Background Check Request: Lexis/Nexis Contifica	Permanently disabled			
commonly used for things like	Automated Background Check Request: Lexis-Nexis/ChoicePoint				
medical certifications, tracking	Background Fingerprinting				
coaching requirements, or	Background Reference Check				
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ertifications of your own here,	Employer Data 🙆 Certificate 🙆 Certifica				
delete ones you have created, or modify existing designs. Click on a certification to edit it, right-click to modify or delete it, or use the <u>import a</u> new definition or <u>Create a new</u> <u>definition</u> links to add new certifications.	General Medical Release				
	General Release				
	Manual Background Check Request				
	Personal Profile				
	SOI Medical Form				
	SOI Medical Form 2017				
	SONA Sport Certification				
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