Games Registration Wizard

A person must first be registered before you can work with them in a Games or give them assignments. This tool walks you step-by-step through registering a person into a Games.

To access the Registration Wizard, from within your desired Games select Register people using the Registration Wizard. The Registration Wizard can also be launched from within a Delegation by choosing one of the Person types listed on the Add entrants tool panel.

To begin the registration process, search for and select the individual you wish to register for the Games. Edit the individual’s delegation and role at the bottom of the screen. Selecting the Register as an alternate check box allows you to register an individual as an alternate entrant in a Games. Select Next to continue.
The wizard will present an **Events** screen on which you select the **Sport(s)** and **Event(s)** in which the individual will participate. You can use the Qualifying field to use either the athlete’s best score from a previous event in the same database, or the most recent score from a previous event within the same database as their Qualifying score.

Once complete, select **Next** to move to the **Finish** screen.
On the **Finish** screen GMS will display a confirmation of the individual you are registering as well as their delegation and role. Selecting **Finish** will complete this individual's registration process and return you to the first screen to begin registering the next individual.

![Registration Wizard](image)

**Note:** If the **Run this Wizard again check box** is unchecked, the **Registration Wizard** shall close, rather than return you to the first screen to begin registering additional entrants.