

GMS User Training

Webinars

Webinars and shared screen sessions are both time-saving and cost-efficient ways to facilitate GMS User Training to your staff, volunteers, and GOC members. With appropriate planning and preparation, content can be very broad or tailored to cover specific features and functions.

Number of Participants

Between 1 and 1,000 participants.

Though 1-on-1 training sessions are available, we recommend training multiple users at once to establish continuity and knowledge-share among your users.

Format

Duration: 30 – 120 minutes, depending on content. The content is determined by the Program and the GMS Trainer.

Sessions can be as broad as a General Overview of GMS, to constituent management and reporting, to a Games-specific training (e.g. Summer Games)

Equipment Needs

Each participant should have:

Desktop/laptop with

- Windows OS or OSX with Windows running in a virtual environment
- Broadband internet access

Audio options

- Headset w/microphone through desktop/laptop, or
- Phone

Training Setup Check List

- ✓ Email gmshelp@specialolympics.org to request user training. (Include proposed date/time options and details about content needed to be covered)
- ✓ Work with participants and GMS Trainer to confirm training date and time. (GMS Trainer will provide webinar link and calendar invite for training session)
- ✓ Ensure all participants have required equipment for training.

If GMS Trainer determines participants should use sample data for training, the sample data and installation instructions will be sent out to each user ahead of training session.

Tips and Best Practices

Plan training sessions 30-60 days in advance.

Include individuals who can then train other staff and volunteers as needed.

Consider offering training for GOC members and other volunteers as part of Games Management training.

Contact the GMS Helpdesk with any questions.

