

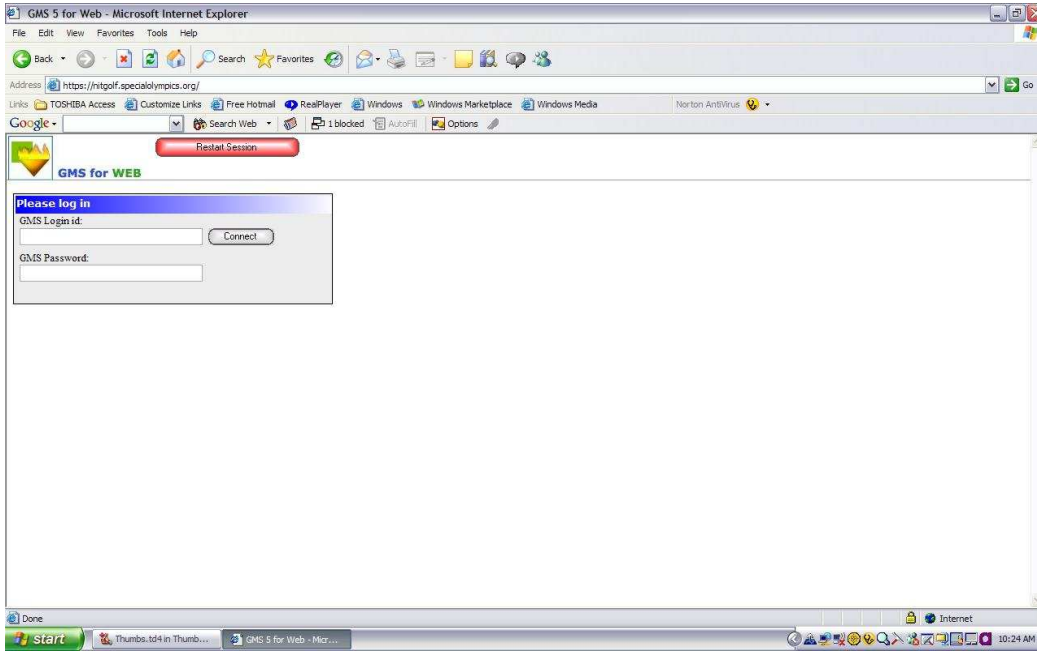
GMS WEB REGISTRATION GAMES INSTRUCTIONS

1. In your web browser address bar type in: <https://registration.specialolympicsga.org/>

NOTE: Insure that you use https (not http)

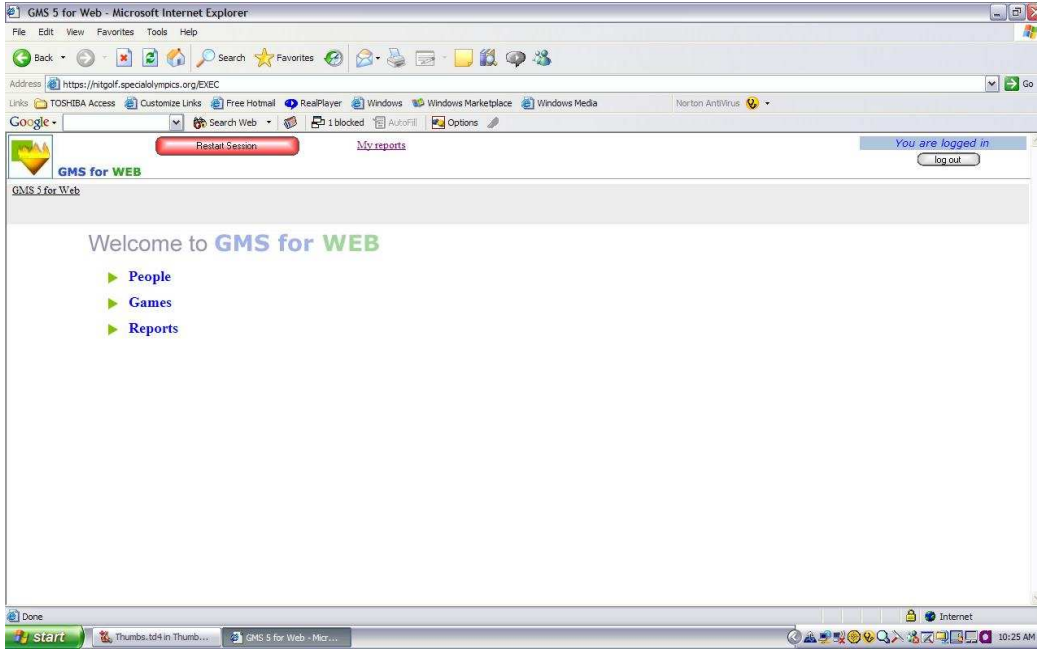
2. Enter your GMS Login Id and Password, then click on Connect. If you do not have your Login Id and Password or are having problems connecting please contact your Regional Manager or your Sports Manager.

Formatted: Bullets and Numbering

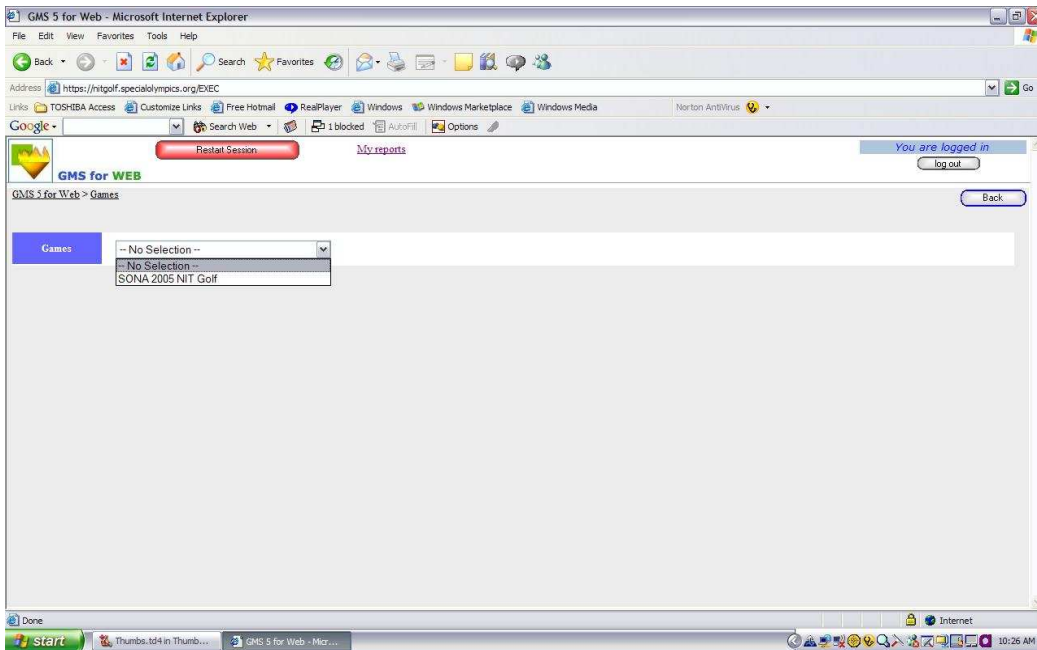


GMS WEB REGISTRATION GAMES INSTRUCTIONS

4. Click on *Games*

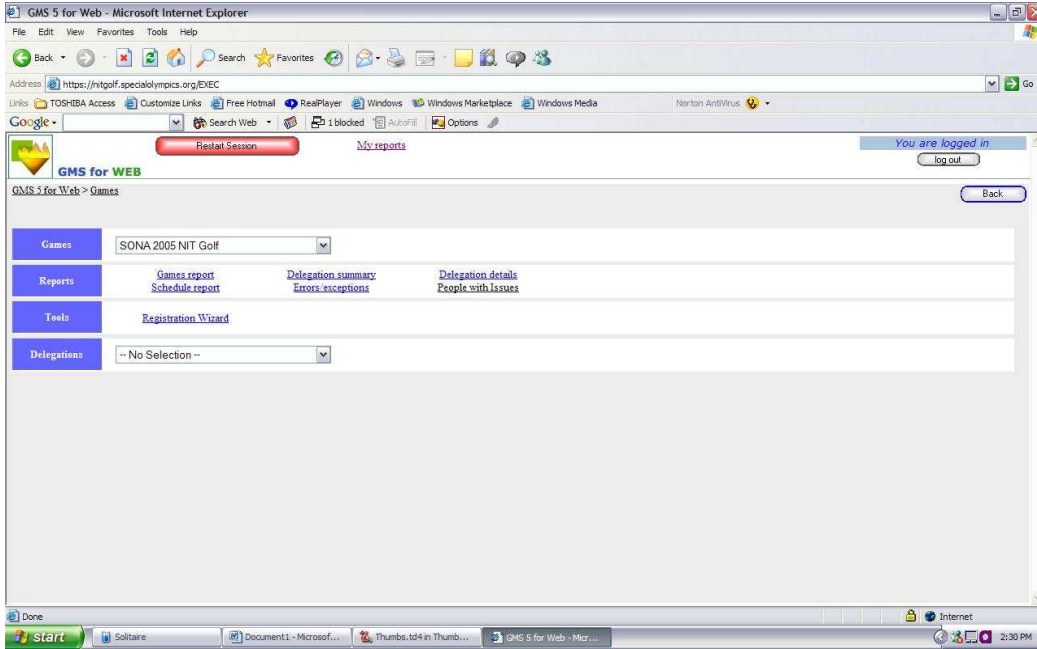


5. From the Games Pull Down, select 2008 Indoor Winter Games.

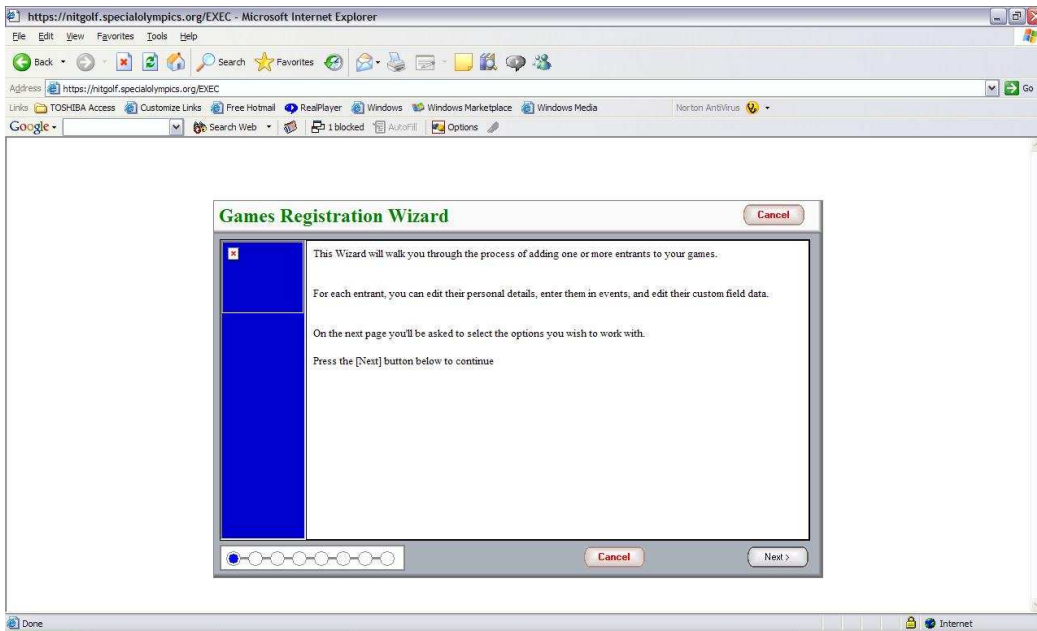


GMS WEB REGISTRATION GAMES INSTRUCTIONS

6. Click on the *Registration Wizard* – (to the right of the Tools button)

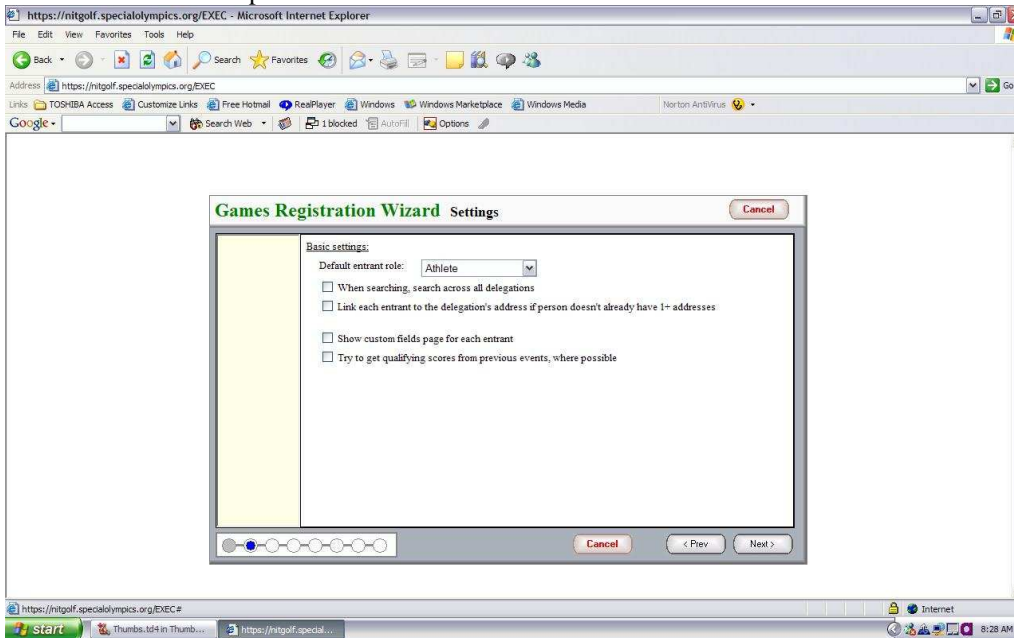


7. This will start the process to register your athletes and coaches for this event, Click *Next*

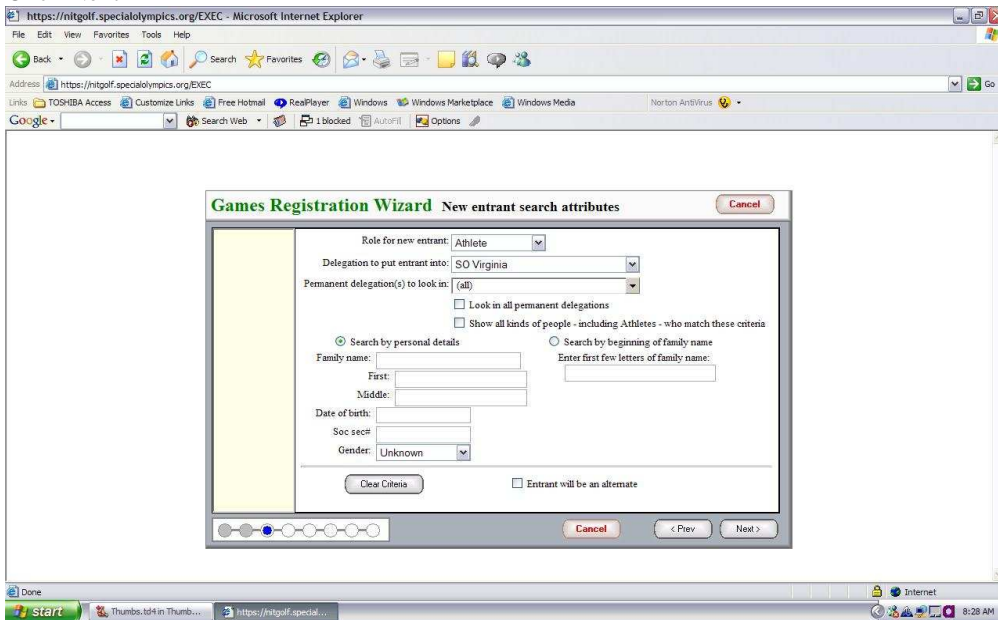


GMS WEB REGISTRATION GAMES INSTRUCTIONS

8. Insure that the correct *Default entrant role* is selected, the default is **Athlete**. If you need to change this use the pull down menu – you will need to change this when you start entering your coaches and/or unified partners.

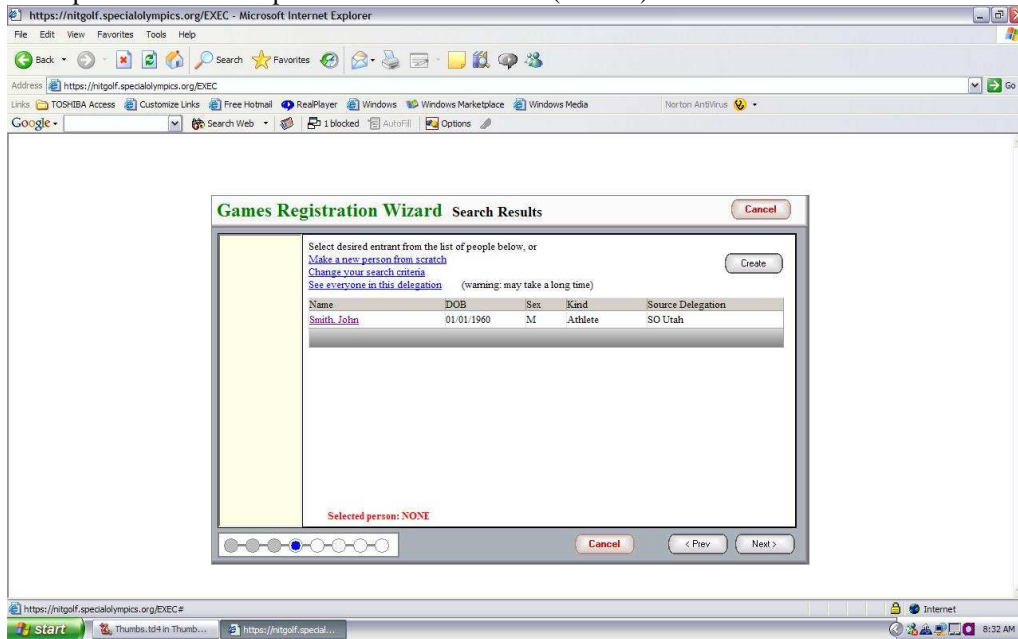


9. By default, the name of your delegation should appear in the “Delegation to put entrant into” (Note; this is set by your login rights) Type in the Last name of the individual you want to register. Click Next

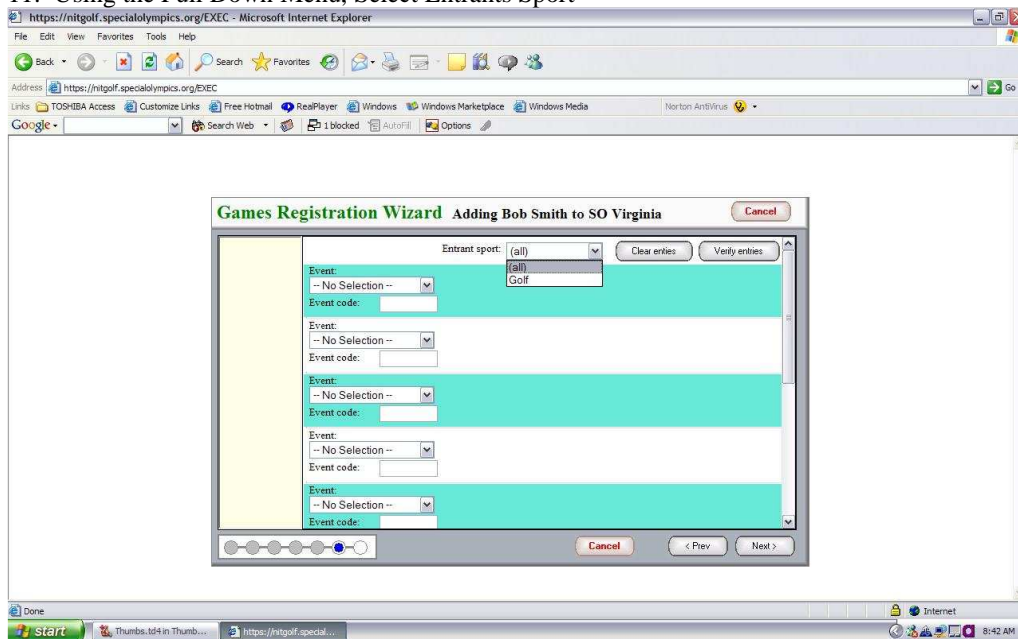


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10. Search for your athlete's name and then select your athlete and click next. On the next screen please select certifications from the drop down menu and ensure that your athlete's medical form is not expired or will not expire before Winter Games (1/18/08). Once satisfied click next.

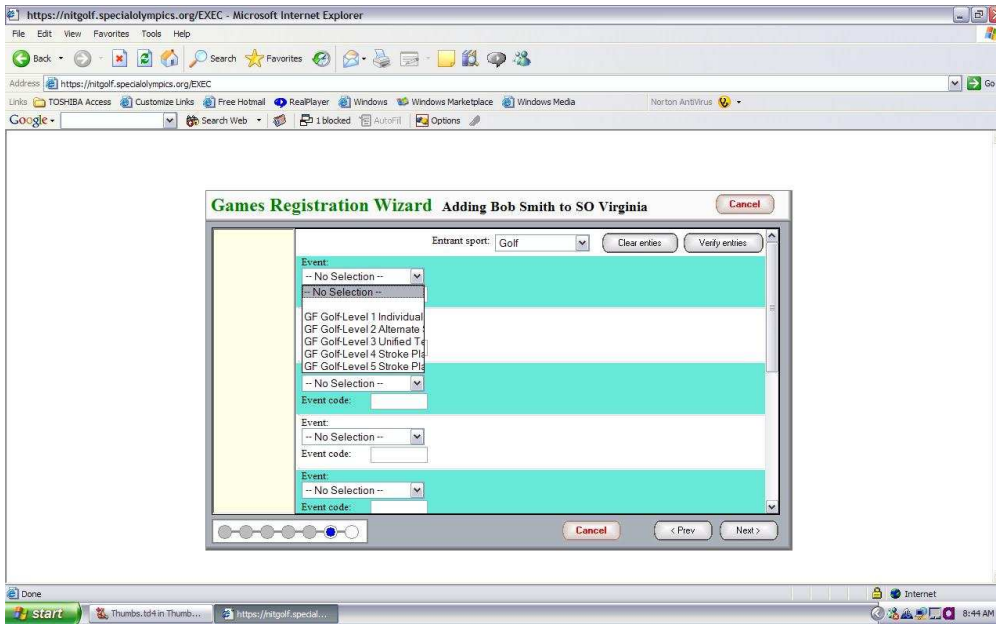


11. Using the Pull Down Menu, Select Entrants Sport

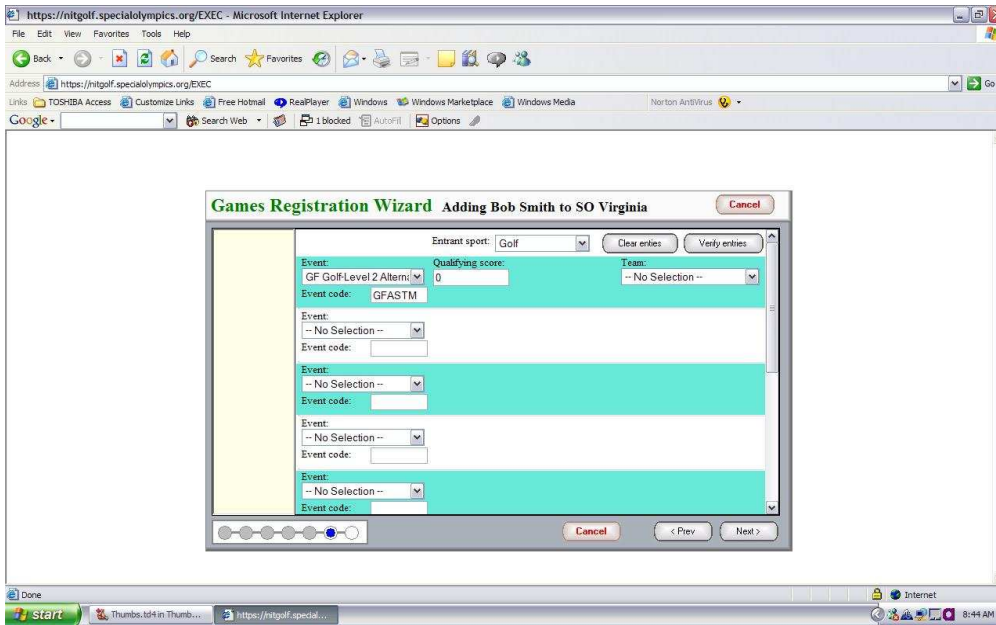


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12. On the Event Pull Down, select the Event.

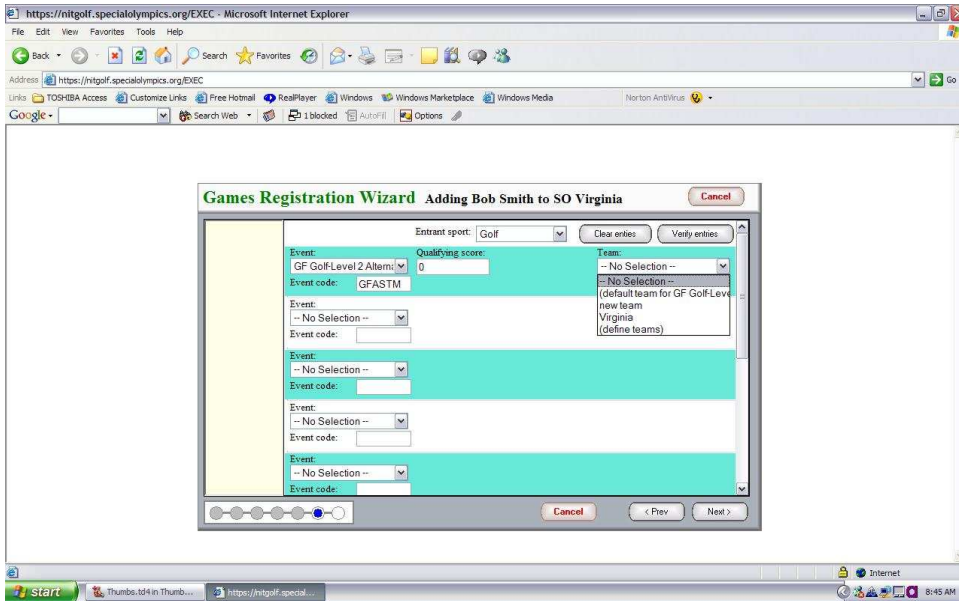


13. Enter the Qualifying Score for those events that require them. If this is a Team Event, follow the directions for #14. For individual events click next after entering events and scores, and proceed to #17.

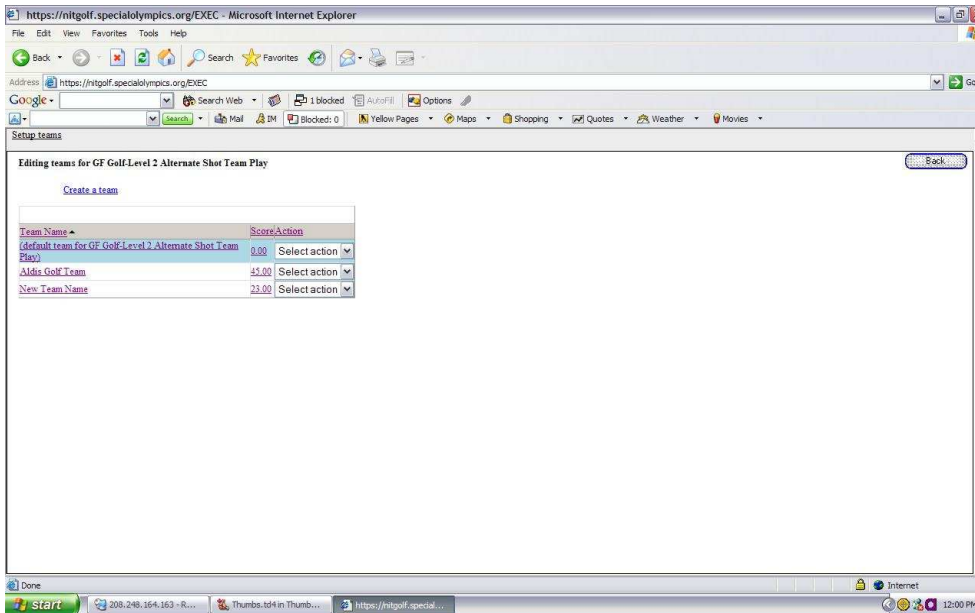


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14. If you are entering an athlete into a team such as a unified bowling team you will need to create the team. You will select the event “Bocce Unified Team” – Then, using the pull down under Team, click on Define Teams.



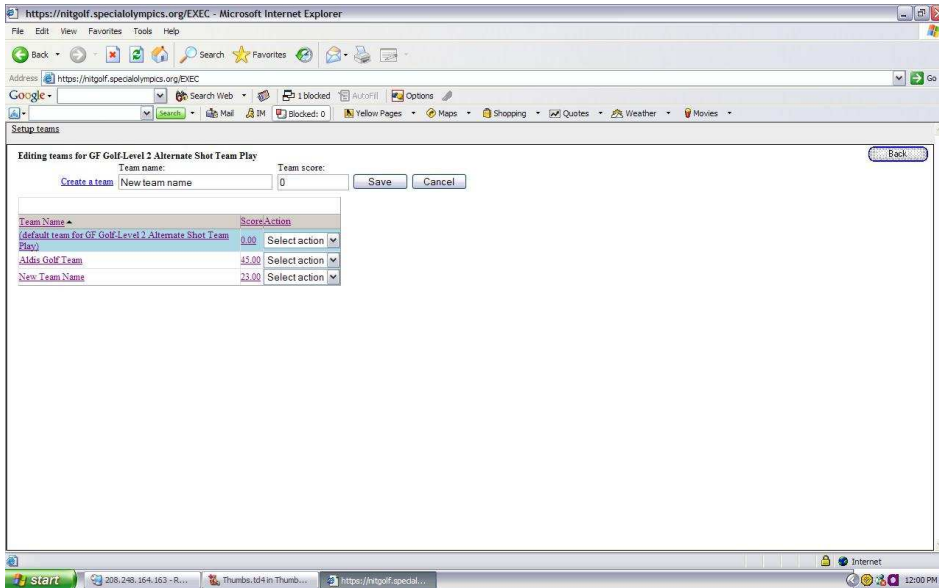
15. To create a Team, click on create a team



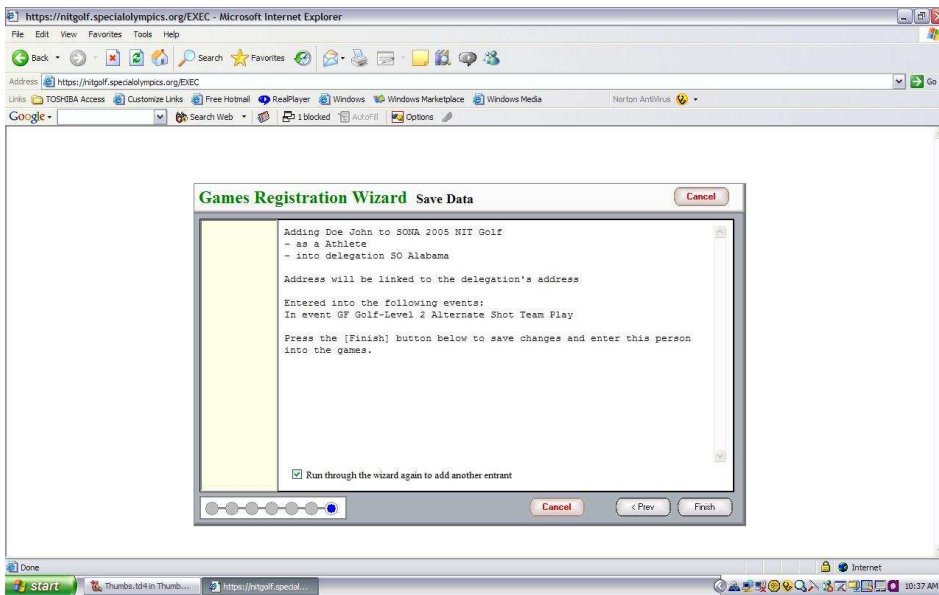
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16. Enter the Team Name using this format, the delegation name followed by team name. (for example Carrollton Slammers).

Click SAVE Then Click BACK to return to the Events Screen



17. This screen will review the registration Process, When you Click **Finish**, the Registration Wizard will Start Over. If you have entered your last person, uncheck the "Run through the wizard again to add another entrant" box, then Click **Finish**



**GMS WEB REGISTRATION
GAMES INSTRUCTIONS**

18. You will follow this same process for adding your unified partners and coaches to your roster.

If you have questions please contact your Sports Manager: 770-414-9390

For Areas 1, 2, 4, 5, 10, 18 – Josh Hanson ext. 118

For Areas 3, 8, 9, 13, 16, 17 – Ryan Fleming ext. 116

For Areas 6, 7, 11, 12, 14, 15 – Larry Geiger ext. 103