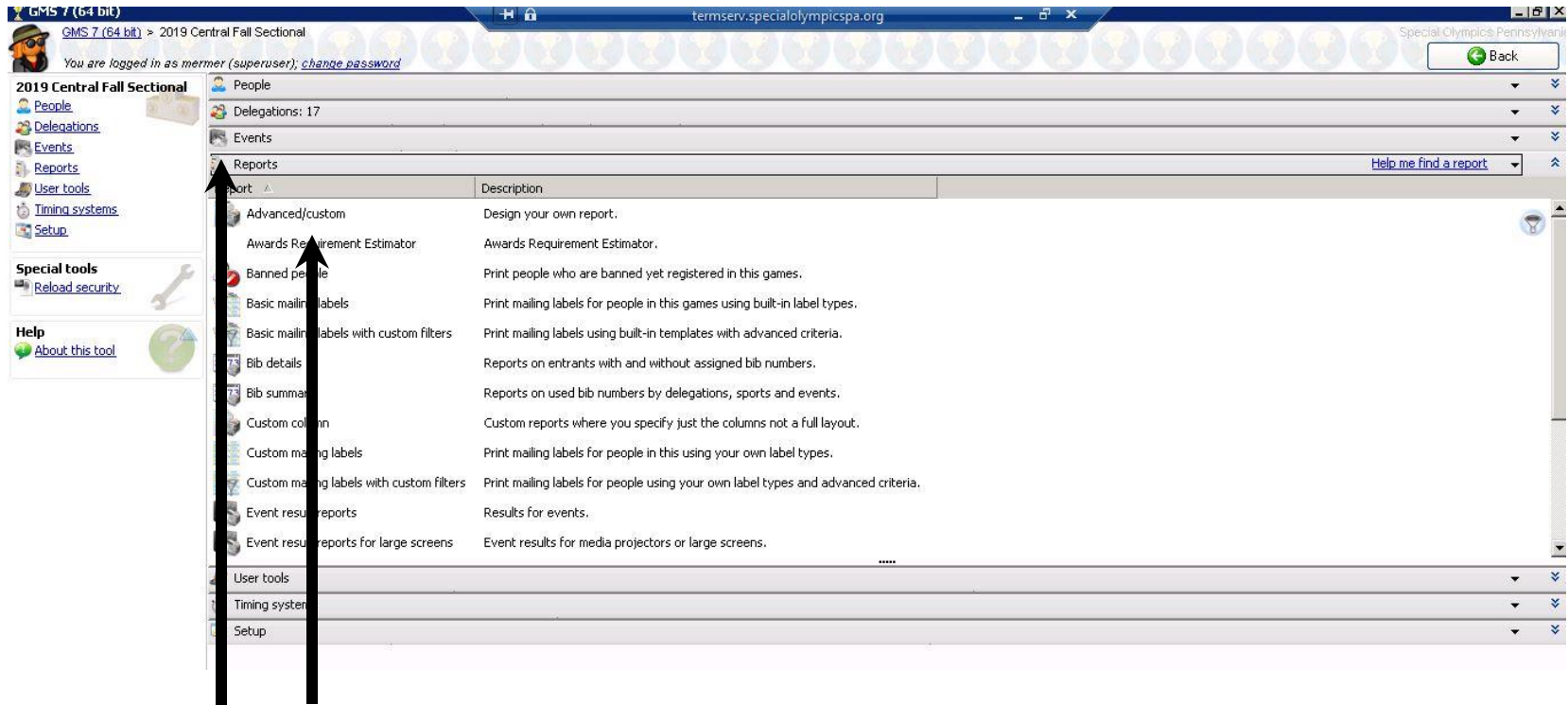




Games Management System (GMS)

Coach Report

1. Go into your event in GMS



Go to "Reports" menu
Then pick "Advanced/Cutsom"

2. Pick a Report



GMS 7 (64 bit) > 2019 Central Fall Sectional > Advanced/custom reports (Delegation Report - Fall)

You are logged in as mermer (superuser); [change password](#)

Settings: Advanced/custom reports

Type of report: People

Select saved report

Exclu	Name	Keywords	Last changed	Sports
(no f	(recent)			
<input type="checkbox"/>	Delegation Report - Fall		09/07/2018	
(special)				
<input type="checkbox"/>	(last used) Delegation Report - Fall		09/07/2018	
<input checked="" type="checkbox"/>	(last run) Delegation Report - Fall		09/07/2018	
(unassigned)				
<input type="checkbox"/>	2019 Summer Games Credential v2		05/30/2019	
<input type="checkbox"/>	ACM_Test of historical powerlifting events	powerlifting	10/11/2018	
<input type="checkbox"/>	ACM_Test people in wg iwwg 2019	powerlifting	02/11/2019	
<input type="checkbox"/>	Bocce Fall Fest Drawing	results	09/25/2018	
<input type="checkbox"/>	Condensed heat sheets - individual		04/20/2010	
<input type="checkbox"/>	Delegation Report - Bowling		01/04/2019	
<input type="checkbox"/>	Delegation Report - Bowling		03/16/2019	Athletics/Track and Field
<input type="checkbox"/>	Delegation Report w/ advancement		04/25/2018	
<input type="checkbox"/>	Delegation Report w/ advancement - Fall Fest 2018		09/19/2018	
<input type="checkbox"/>	Delegation Reports - CFS		09/16/2016	
<input type="checkbox"/>	DuBios Jeff Track and Field Day Credential w/ Places and levels 2019		04/22/2019	
<input type="checkbox"/>	Games People		03/29/2010	
<input type="checkbox"/>	Games People w/events		03/29/2010	

Search:

[Load from a file](#) [Show hidden reports](#) [Ignore sport filters](#) [Ignore groupings](#)

Showing only sports: Athletics/Track and Field, Bocce, Football/Soccer, Powerlifting, Volleyball

Select Cancel

Select your report. This pop up will happen the first time you enter the report screen for an event. After that, if you want to change the report, use “Load settings” on the left hand side under “Tools”.

3. Filter your needs



A screenshot of a web browser window displaying the 'Settings: Advanced/custom reports' page for the Special Olympics Pennsylvania website. The browser's address bar shows 'termserv.specialolympicspa.org'. The page is titled 'Settings: Advanced/custom reports' and includes a 'Back' button in the top right corner. The left sidebar contains a 'Tools' section with links for 'Delegation Report - Fall', 'Load settings', 'Save settings', 'Properties', 'Clear settings', 'Save as a shortcut', 'Design report', 'Calculated fields', and 'Detail filtering/sorting'. Below this is a 'Sorting' section with 'Sort #1: Delegation' and 'Sort #2: Name', and an 'Output options' section with 'Print to: Screen'. The main content area is titled 'Settings: Advanced/custom reports' and includes a 'Type of report:' dropdown menu set to 'People'. Below this is a 'Source criteria' section with 'Exclude people with these flags:' set to '(no filter)'. There are three checkboxes for filtering entrants: 'Filter entrants by gender' (unchecked), 'Filter entrants by age' (unchecked), and 'Filter entrants by delegation' (checked). Below these is another dropdown menu set to '(no filter)'. There are two checkboxes for filtering entrants by role: 'Hierarchical delegations' names' (unchecked) and 'Filter entrants by role' (checked). Below this is a list of roles: 'Volunteer' (selected), 'Athlete', 'Coach', 'Donor / Sponsor', 'Family member', 'Staff', 'Unified Partner', and 'Volunteer' (checked). A 'Print' button is located in the bottom right corner of the page.

Once a report is selected, you will be brought back to this screen where you can manage your filters.

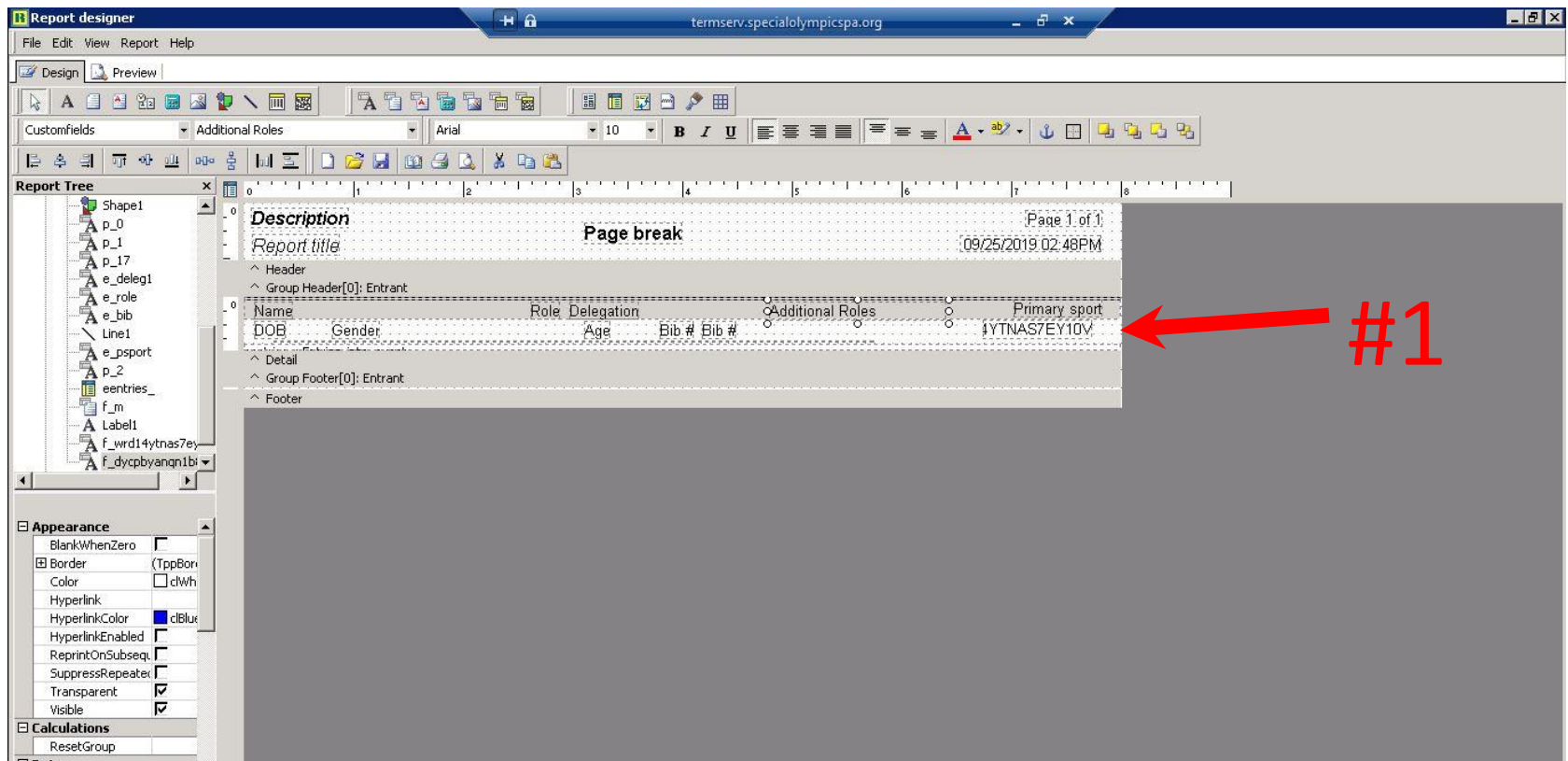
4. Into the matrix...



Now we need to make sure we have the needed fields in the report.
Stuff get's interesting when you hit "Design Report" (also under "Tools").

A screenshot of a web application interface for Special Olympics. The browser window title is "termserv.specialolympicspa.org". The page shows a navigation menu on the left with options like "Tools", "Delegation Report - Fall", "Load settings", "Save settings", "Properties", "Clear settings", "Save as a shortcut", "Design report", "Calculated fields", and "Detail filtering/sorting". A red arrow points to the "Design report" link. The main content area is titled "Settings: Advanced/custom reports" and includes sections for "Type of report:" (set to "People"), "Source criteria", "Filter entrants with these flags:" (with a dropdown set to "(no filter)"), and "Filter entrants by:" (with checkboxes for gender, age, delegation, hierarchical delegations' names, role, and a list of roles including Athlete, Coach, Donor / Sponsor, Family member, Staff, Unified Partner, and Volunteer, where "Volunteer" is checked). There is a "Print" button at the bottom right and a printer icon at the bottom left.

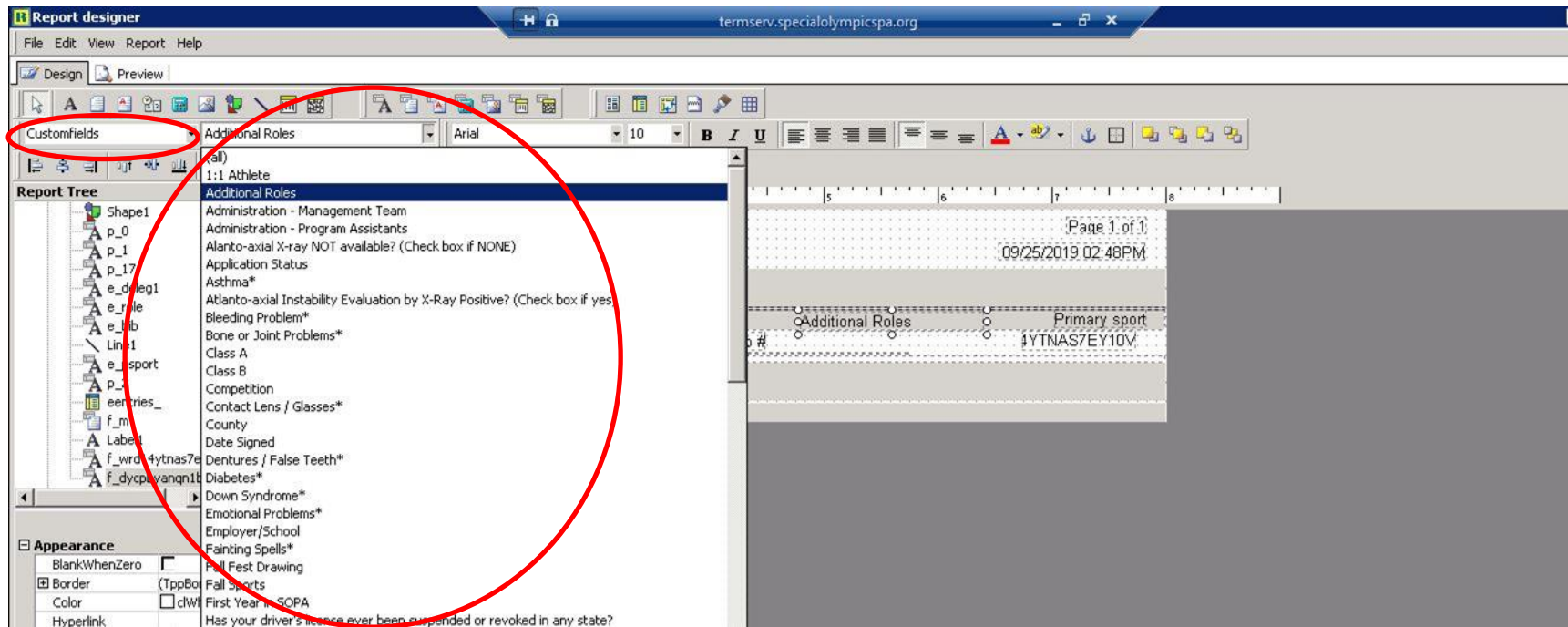
Custom fields don't transfer in these reports well. #1 below is a bunch of random numbers... a "Custom Field" is notrmally there.



6. Adjustments



The field can be adjusted by clicking on the field, then using the drop down menu to find the correct fields.



The first red circle above indicates that it is a custom field.
The second is the menu of said custom fields.

7. And we're out!



Close out with the X in the top left to return to your filter page, if you have the filters you need, hit “Print”,

GMS 7 (64 bit) > 2019 Central Fall Sectional > Advanced/custom reports (Delegation report - Fall)

You are logged in as mermer (superuser); [change password](#)

Special Olympics Pennsylvania Back

Tools
Delegation Report - Fall
[Load settings](#) [Save settings](#)
[Properties](#) [Clear settings](#)
[Save as a shortcut](#)
[Design report](#)
[Calculated fields](#)
[Detail filtering/sorting](#)

Sorting
Sort #1: Delegation [with page break](#)
Sort #2: Name [\(no page break\)](#)
[Add sort](#)

Output options
Print to: [Screen](#)

Settings: Advanced/custom reports

Type of report:
People

Source criteria

Exclude people with these flags:
(no filter)

☐ Filter entrants by gender
☐ Filter entrants by age
☒ Filter entrants by delegation
(no filter)
☐ Hierarchical delegations' names
☒ Filter entrants by role

Volunteer
☐ Athlete
☐ Coach
☐ Donor / Sponsor
☐ Family member
☐ Staff
☐ Unified Partner
☒ Volunteer

Print

Print

8. Save the PDFs



Review to make sure it's good, then print to "Other devices" as a PDF and you're good!

The screenshot shows a web browser window with the URL `termserv.specialolympicspa.org`. The page displays a list of athletes for the 2019 Central Fall Sectional, Adams County. The list includes names, birth dates, genders, and roles. A 'Print Preview' window is open, showing a dropdown menu for 'Other devices' with options: PDF file, HTML file, Excel file, Images, Color images, and RTF file. A red arrow points to the 'PDF file' option.

2019 Central Fall Sectional		Adams County		Page 1 of 18	
People wevents				09/25/2019 02:49 PM	
Brager, Samantha	10/16/1997 Female	Volunteer Adams County	21	Head Coach	Volleyball
Clarke, Mackenzie	1/10/2002 Female	Volunteer Adams County	17	Delegation Volunteer	Powerlifting
Cobb, C. B. G.	05/19/70 Male	Volunteer Adams County	49	Assistant Coach	Powerlifting
Douakron, Colleen	9/13/1967 Female	Volunteer Adams County	62	HOD	(Quarter Guard)
Dwyer, Marya	05/02/03 Female	Volunteer Adams County	16	Delegation Volunteer	Volleyball
Foley, Susan	9/05/1949 Female	Volunteer Adams County	70	Assistant Coach	Volleyball
Hollister (Hollister), Katherine	02/21/89 Female	Volunteer Adams County	30	Head Coach	Volleyball
Hewitt, Bonnie	10/10/1950 Female	Volunteer Adams County	68	Head Coach	Boogie
Powell, Dylan	03/19/91 Male	Volunteer Adams County	22	Assistant Coach	Volleyball
Reedling, Sarah	9/27/1949 Female	Volunteer Adams County	70	Assistant Coach	Boogie
Smith, Sheron	10/25/1951 Female	Volunteer Adams County	67	Head Coach	Powerlifting
Tillett, Corrie	02/19/59 Female	Volunteer Adams County	60	Head Coach	(Quarter Guard)