

## Introduction

This section covers creating and editing both permanent and games delegations in GMS.

GMS organizes people into groups called delegations. When a new person is added to the database they must be assigned a *permanent* delegation for searching and data management purposes. Each person has exactly one permanent delegation, and this is where they'll be found when looking up people (this value can be changed in their person editor's "Special" tab).

When adding entrants to games, every entrant has to be placed into a delegation within that games, called a games delegation. Permanent delegations and games delegations can and often do have the same name, but they are unique objects in GMS. Renaming a delegation within a games does not affect any of the permanent delegations, and you can register someone who's in permanent delegation "Area 01" into games delegation "Area 02" in one games and "Area 03" in another without changing the entrant's permanent delegation.

## Getting Started

Open the permanent delegations section by clicking "System Configuration" icon from the main GMS screen then on the "Permanent Delegations" icon.

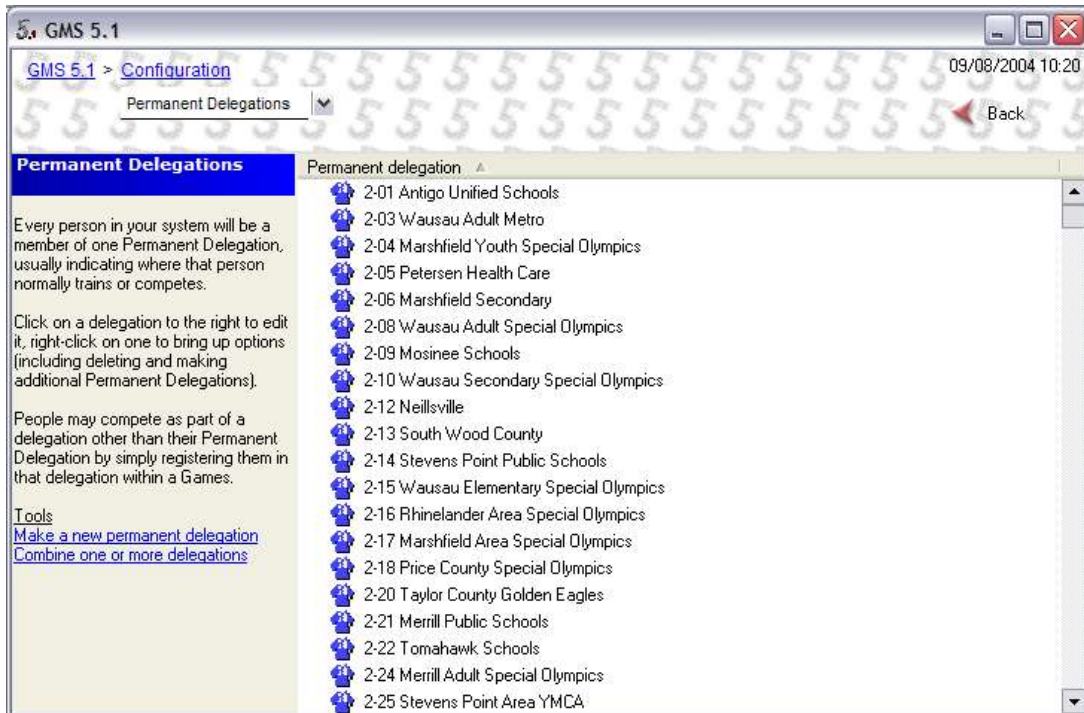


Illustration 1, List of permanent delegations

On the left side of the screen you have two tools: Make a new permanent delegation, and Combine one or more delegations.

### **Permanent Delegation Properties**

Click on any permanent delegation's name to edit it.



Illustration 2, Permanent delegation properties

#### *Specifications*

The delegation name, abbreviated name (for certain reports, credentials and scoreboards), primary language spoken (one value only) and other languages spoken (multiple options can be selected). Languages set here will be the default for entrants in this delegation.

#### *Custom Fields*

Displays all of the custom fields which apply to permanent delegations. These are not values for the people within the permanent delegation, just for the permanent delegation itself.

#### *Addresses*

The address editor allows you to assign any number of addresses to this permanent delegation.

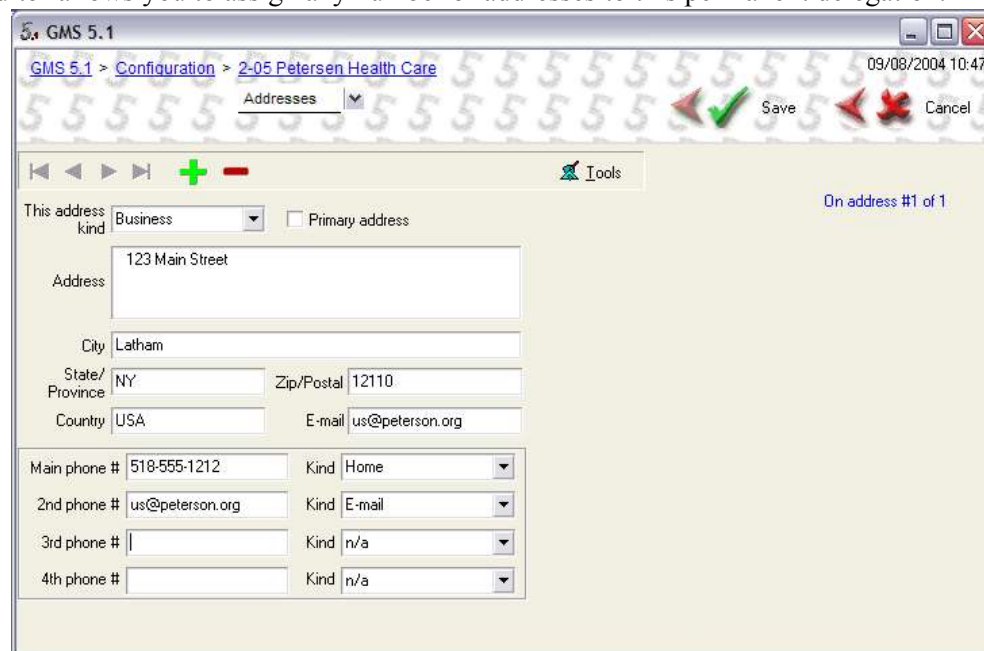


Illustration 3, Address editor

Set the type of address from the “This address kind” list. Type the address details in their appropriate fields. (Hint: hitting the F2 key will open a zip code finder window; after entering a valid zip/postal code, GMS will enter that, the city, state/province, zip/postal code and country into the editors automatically)

A section for phone numbers and additional email addresses is below the main address. Enter up to four phone numbers associated with this address and select the type for each.

To add additional addresses, click on the green “plus” icon; delete one by clicking on the red “minus icon”. You can move between addresses using the black back and forward buttons. If multiple addresses are entered, check the “Primary address” checkbox on the person's primary address; GMS will use this as its preferred address for exports and mailing labels.

#### Address Tools

GMS can have multiple people “share” a set of addresses. When this happens, changes made to the addresses for one person affect the addresses for others. This is most commonly used when entrants in a delegation share the delegation's address, which is done by the Registration Wizard, but can also be done manually. To have this object share the addresses of someone else, click on the “Tools” icon and select “Inherit all addresses from another object”, then whether or not the sharing should be read-only, and find the person whose addresses will be shared. If an address already exists for the delegation, a confirm window advising that all existing addresses will be deleted will appear.

If a set of addresses is already shared, when the screen opens blue text will appear listing who the original owner of the address is and if changes are allowed from here. If changes are not allowed the address fields will be listed but grayed out from any edits. You can stop sharing addresses by clicking on “Tools” and then “Stop sharing these addresses”.

As always, a list of things you can do with a permanent delegation appears when you right-click on one.

### **Make a new permanent delegation**

Enter the name of the new permanent delegation then click on [OK].



### **Delete a permanent delegation**

This will delete the permanent delegation *without deleting the people within it*. If there are people in the permanent delegation, GMS will prompt you with their count and whether you want to “orphan” them. If a permanent delegation is deleted without first moving the people within it, the people become (almost) inaccessible; use GMS 5 Enterprise Manager to correct this problem if it occurs.

### **Combine one or more delegations**

This brings up the “Permanent Delegations Combination Wizard”, which will move all of the entrants from one or more permanent delegations into another, then delete the original permanent delegation(s).



*Illustration 4, Permanent Delegations Combination Wizard*

Select the permanent delegation that will receive all entrants from the other delegation(s). If you want to delete the source delegations after the transfer, check “Delete source permanent delegations once the transfer is done”. Click [Next] to continue.



Illustration 5, Source delegations

Select the permanent delegations that will have their entrants moved, then click [Next] to continue.

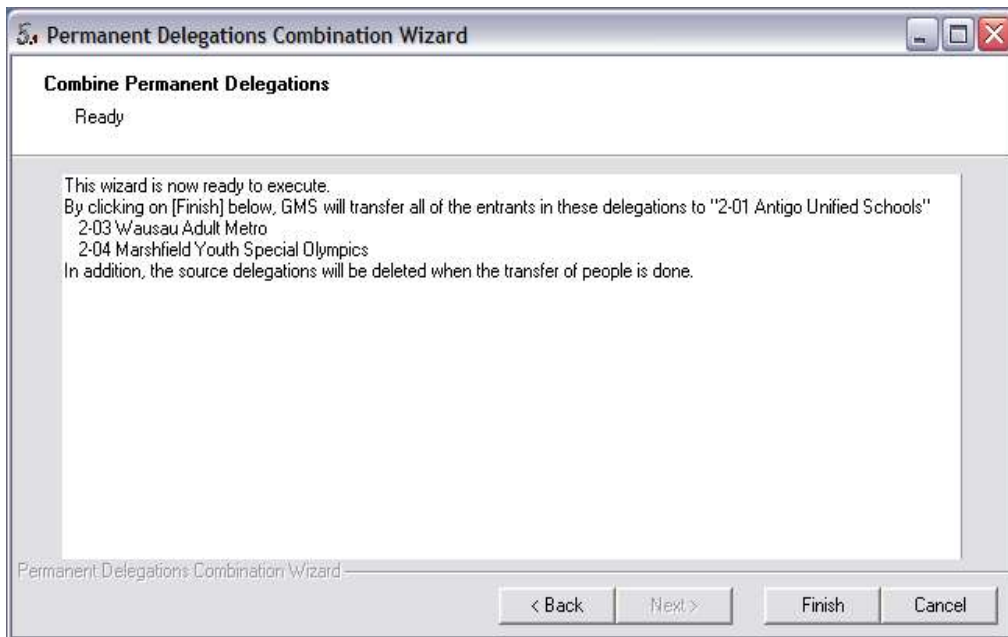


Illustration 6, Ready to finish

Verify that the delegation selections are correct, then click on [Finish]. Once started, you can't cancel this process, and once finished, all changes are permanent.