

## **Introduction**

This section covers scheduling in GMS, which associates dates/times, locations, and statuses to divisions and their competitors within a games.

## **Getting Started**

Before you can start to schedule an event you must enable scheduling both within GMS (which creates the `schedule` table), then enable scheduling within the games itself.

(This first process need only be done once for each GMS installation.) Click on “System configuration”, then “System setup”. Go to the “Enabling” tab. It should look like below:



*Illustration 1, Enabling scheduling*

If scheduling is not enabled, click on the [Enable scheduling system] button.

Scheduling must also be enabled within each games. As you create a new games, there will be a checkbox to enable scheduling, and it is checked by default. For existing games, right-click on the games, select “Setup/redefine games”, then on the “Advanced” tab check the “Use scheduling for this games” checkbox then click on [Save].

## **Seconds**

By default, GMS will not use seconds when working with scheduling, as most events do not require that degree of precision. To have GMS use the full hh:mm:ss format for times, check “Use seconds in the scheduling system” on the “Other” tab under “System configuration” then “System setup” from the main GMS screen.

## **Scheduling Ownership**

Within an event, scheduling can be assigned either to each division, which is then propagated automatically to each entrant, or individually to each entrant or team. For most events, scheduling should be done by division (and thus the default setting). For events like golf, where different entrants in a division may have different tee times, you can associate scheduling with entrants or teams. To do this, open up the event's definition and on the “Scheduling” tab, select either “Each team, and all entrants in a team get the team's schedule” or “Each individual gets his/her own schedule”, then click on [Save].

**Assigning Schedules: Single divisions**

An event must be divisioned before scheduling can be assigned. Schedules are assigned either to the divisions or directly to the event's entrants on a round-by-round basis.

To edit the properties of a single division, right-click on that division in the division summary window and select "Properties & Scheduling". This will bring up the properties for the selected division.

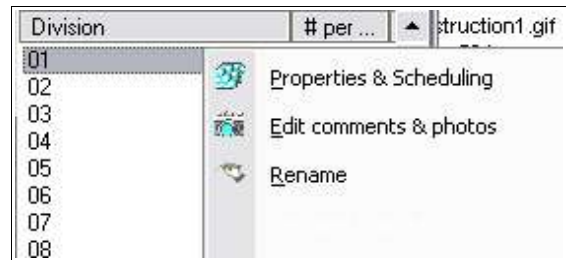


Illustration 2, Select one division

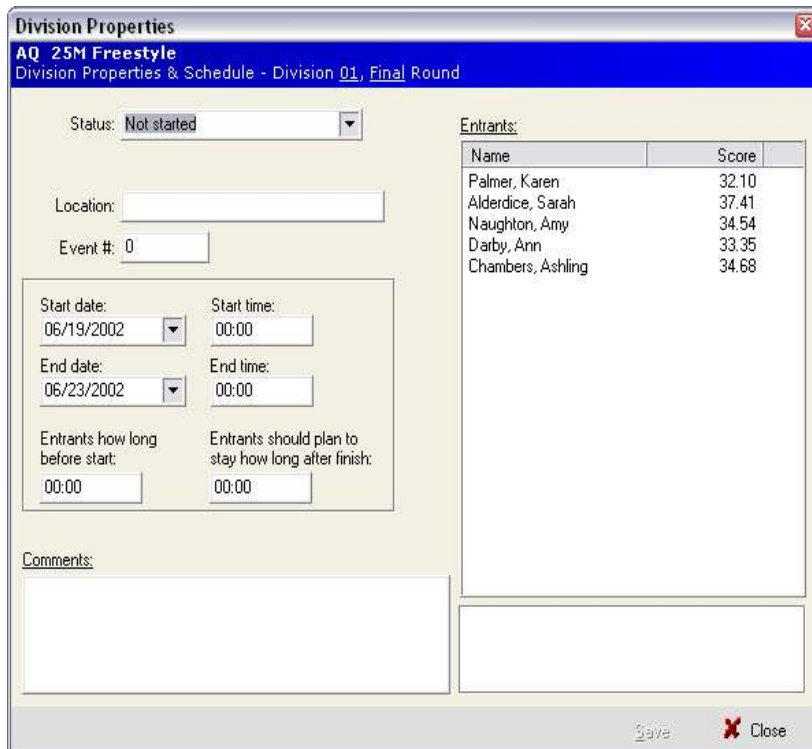


Illustration 3, Division schedule properties

**Status**

- Not started: the division has not been started yet
- Staging: athletes are being staged and prepared for the event, but the division still has not started
- Started: the division is actively being run
- Finished – unofficial: the division has been run, but results are not yet official. If the event is defined so that unofficial results become official after a set period of time, this will be changed automatically to "Finished – official" after that time.
- Finished – official: the division has been run and results are official.
- Finished – in protest: the division has been run but a protest over the results was filed. GMS will *not* change this value to "Finished – official" automatically.

Fill in any remaining items on the page that apply to this division and click [Save] to commit or [Close] to return without saving any changes.

### **Assigning Schedules: Multiple divisions**

GMS allows you to assign scheduling data to multiple divisions in a single operation.

Select the division(s) you want to work with from the division summary window on the right-hand side within the event. (You can [Ctrl] click to select multiple divisions, or right-click on the list to select all or no divisions.)

Note: All times in scheduling are in 24-hour military format and displayed as hours:minutes, so a start time of 2 PM needs to be entered as 14:00 and an interval between divisions of 5 minutes needs to be 00:05.

### **Easy Scheduling**

Right-click on the list of selected delegations and choose “Scheduling for multiple divisions (Easy)”.

Division Scheduling Assignments  
Division Scheduling for AT 100M Dash

Start date: 05/30/2003

Start time for first division: 00:00

Each division takes how long: 00:00

All divisions happen at once - give all divisions the same start time

Change each division's status to:  
Not started

Change each division's location to:

100 divisions selected

NOTE: all times are in military (24-hour) form, for example:  
8:00 am is 08:00,  
4:00 pm is 16:00,  
noon is 12:00,  
3:15 pm is 15:15,  
2:00 am is 02:00.

Apply

Close

*Illustration 4, easy scheduling for multiple divisions*

Enter the start date (by default the date is either the games or event start date), the start time for the first division and either how long each division takes (time between each division's start) or select the “All divisions happen at once” checkbox and every division will have the start time of the first division. You can change the status of divisions from “Not started” to “Staging”, “Started”, “Finished – official”, “Finished – unofficial”, or “Finished – in protest” and set a location for the divisions.

When finished entering values click the [Apply] button to assign values and return to the event window or [Close] to return without saving.

GMS will take the given values and apply them to each of the selected divisions, overwriting any values already there.

Advanced Scheduling

Right-click on the list of selected delegations and choose “Scheduling for multiple divisions (Advanced)”.

**Division Scheduling Assignments**  
**Division Scheduling for AT 1500M Walk**

Apply start date & time

Start date: 05/30/2003    Start time for first: 00:00    Interval between divisions: 00:00

Number of divisions per interval: 1    Entrant is expected to arrive how long before start: 00:00

Apply end date & time

End date: 06/01/2003    End time for first: 00:00    Interval between divisions: 00:00

Number of divisions per interval: 1    Entrant is expected to stay how long after finish: 00:00

Apply event numbers

First event #: 0    Increment between divisions: 1

Apply location

Apply status

Not started

**NOTE: all times are in military (24-hour) form, for example:**

8:00 am is 08:00,  
 4:00 pm is 16:00,  
 noon is 12:00,  
 3:15 pm is 15:15,  
 2:00 am is 02:00.

Apply     Close

5 divisions selected

Illustration 5, advanced scheduling for multiple events

Check the boxes for each section you want to change. Unchecked sections will be left unchanged for each division.

*Apply start date & time*

GMS will assign each division the start date and time given. If multiple divisions are assigned and the “Interval between divisions” is greater than zero, each successive division will be given start time that much beyond its predecessor. If the “Number of divisions per interval” is greater than zero, each *n* divisions (where *n* = the number of divisions per interval) will get the time increment. For example, If two divisions are released per interval, the start time is 11:00, and each division takes 1:30, divisions 1 and 2 will be at 11:00, 3 and 4 will be at 11:01.30, 5 and 6 will be at 11:03, etc.

Note: if seconds are not enabled in scheduling, all times will be expressed in hh:mm format (hours then minutes).

*Apply end date & time*

Identical to the start date & time section, affecting obviously the end date/time.

*Apply event number*

Sets the event number to each division, starting with the first event number and incrementing by the given value.

When finished entering values click the [Apply] button to assign values and return to the event window or [Cancel] to return without saving.

**Assigning Schedules: Individuals/teams**

This mode of scheduling only works if you have set the event definition so that each individual or team gets his/her/its own schedule.

From the grid of entrants, right click on an entrant and select “Edit scheduling info” to see the window like Illustration 6, Entrant scheduling.

The screenshot shows a software dialog box titled "Entrant Schedule Properties". The subtitle bar indicates the event is "AT 100M Dash" for entrant "Grant, Barbara M." in "Division 001, Round 1 Round". The dialog includes a "Location:" dropdown menu. A central group box contains scheduling details: "Start date:" (05/30/2003), "Start time:" (09:00), "End date:" (06/01/2003), and "End time:" (00:00). Below this, there are two time input fields: "Entrants how long before start:" (00:15) and "Entrants should plan to stay how long after finish:" (00:00). A "Comments:" text area is located at the bottom of the dialog. At the bottom right, there are "Save" and "Close" buttons.

*Illustration 6, Entrant scheduling*

Type in a location for the entrant, if locations have been previously entered for this event they will appear on the drop down menu. The start date, start time and end date fields can be filled in to reflect when this entrant or team is due to compete. Existing values in these fields will reflect the games or event default. Fill in how long before or after an entrant/team is supposed to be at the venue and add any comments for this entry. When complete click the [Save] button to commit changes and return to the entry grid.

## Viewing Schedules

To view schedule information for an individual you can open the person editor within the games and click on the “Scheduling” tab. Event name, start date, time, and location information is listed on screen. (There is no editing option here, this is a read-only page.)

## Scheduling Reports

Scheduling is used on two reports: heat sheets and scheduling reports. Heat sheets normally include division start date/time and location information if applied, and can be sorted by start time.

Schedule reports include more detail and allow you to filter what information appears by event, delegation, start date/time and end date/time. Access these by clicking on “Reports” then on “Schedule reports”.


What to Include		Sorting	
<input checked="" type="checkbox"/>	Include a detail line for every entrant	Field 1:	Start date <input type="text"/> <input checked="" type="checkbox"/> Group
<input type="checkbox"/>	For teams, include the team instead of the team's entrants		<input checked="" type="checkbox"/> Page break
<input type="checkbox"/>	Don't include the finish times for each entrant	Field 2:	Start date & time <input type="text"/> <input checked="" type="checkbox"/> Group
<input type="checkbox"/>	Don't include the locations		<input type="checkbox"/> Page break
Events:		Field 3:	Description <input type="text"/> <input type="checkbox"/> Group
<input type="text" value="(all)"/>		Sort detail records:	
<input checked="" type="checkbox"/>	All Delegations	<input type="text" value="Entrant name"/>	
Filters		Printing Specifications	
<input checked="" type="checkbox"/>	Start date/time	<input type="text" value="05/30/2005"/>	<input type="text" value="00:00"/>
	through	<input type="text" value="06/01/2005"/>	<input type="text" value="00:00"/>
		Note that all times are given in 24-hour (military) format	
<input checked="" type="checkbox"/>	End date/time	<input type="text" value="05/30/2005"/>	<input type="text" value="00:00"/>
	through	<input type="text" value="06/01/2005"/>	<input type="text" value="23:59"/>
		Note that all times are given in 24-hour (military) format	
		Report header:	<input type="text"/>
		Screen:	<input type="text"/>
		Options:	<input type="text" value="A4"/>
 Print			

Illustration 7, Schedule reports

### *Include a detail line for every entrant*

When checked, rather than listing the divisions to be run, lists every entrant scheduled to compete who meets the given criteria. (This can then be filtered by delegation.)

### *For teams, include the team instead of the team's entrants*

For team events, rather than listing every entrant in each team, lists only the team name itself.

<b>Scheduling Report</b>		06/29/2004 5:56:16 PM	
06/19/2002		Page 1 of 4	
06/19/2002	06/23/2002	AT 10M Wheelchair Race, Round Final, Division 602	
Keogh, Claire		Special Olympics Ireland-LE	Lane 4
06/19/2002	06/23/2002	AT 10M Wheelchair Race, Round Final, Division 603	
Groarke, Joesph		Special Olympics Ireland-CO	Lane 4
06/19/2002	06/23/2002	AT 10M Wheelchair Race, Round Preliminary, Division 01	
Dillon, Suzanne		Special Olympics Ireland-LE	Lane 3
Groarke, Joesph		Special Olympics Ireland-CO	Lane 4
Keogh, Claire		Special Olympics Ireland-LE	Lane 4
06/19/2002	06/23/2002	AT 25M Assisted Walk, Round Final, Division 524	
Connolly, Nicola		Special Olympics Ireland-CO	Lane 1
06/19/2002	06/23/2002	AT 25M Assisted Walk, Round Preliminary, Division 02	
Connolly, Nicola		Special Olympics Ireland-CO	Lane 1
06/19/2002	06/23/2002	AT 25M Race, Round Final, Division 575	
Harley, Jacqui		Special Olympics Ireland-CO	Lane 4
Kealy, Eoghan		Special Olympics Ireland-CO	Lane 5

Illustration 8, Entrant details, sorted by start date and time

<b>Scheduling Report</b>		06/29/2004 6:29:56 PM	
Special Olympics Ireland-LE		Page 2 of 5	
06/19/2002	06/23/2002	AQ 50M Freestyle, Round Preliminary, Division 01	
Carey, Lorraine		Special Olympics Ireland-LE	Lane 1
Grimes, Mary		Special Olympics Ireland-LE	Lane 5
Loftus, Grainne		Special Olympics Ireland-LE	Lane 2
O'Reilly, Ann		Special Olympics Ireland-LE	Lane 6
06/19/2002	06/23/2002	AQ 50M Freestyle, Round Preliminary, Division 02	
Keamey, Catriona		Special Olympics Ireland-LE	Lane 5
Philips, Meave		Special Olympics Ireland-LE	Lane 2
06/19/2002	06/23/2002	AQ 50M Freestyle, Round Preliminary, Division 03	
Corcoran, Kathleen		Special Olympics Ireland-LE	Lane 4
Holohan, Karen		Special Olympics Ireland-LE	Lane 1
Palmer, Karen		Special Olympics Ireland-LE	Lane 6
06/19/2002	06/23/2002	AQ 50M Freestyle, Round Preliminary, Division 04	
Buckley, Emma		Special Olympics Ireland-LE	Lane 2
06/19/2002	06/23/2002	AQ 50M Freestyle, Round Preliminary, Division 05	
Denver, Julie Ann		Special Olympics Ireland-LE	Lane 2
Edmonds, Alish		Special Olympics Ireland-LE	Lane 3
Flood, Lorraine		Special Olympics Ireland-LE	Lane 5
Kirwin, Angela		Special Olympics Ireland-LE	Lane 6
Murphy, Norma		Special Olympics Ireland-LE	Lane 3
Ryder, Elaine		Special Olympics Ireland-LE	Lane 4

Illustration 9, Entrant details, sorted by delegation then start date & time

<b>Scheduling Detail Report</b>		06/29/2004 5:57:14 PM	
06/19/2002		Page 1 of 2	
06/19/2002	06/23/2002	AT 10M Wheelchair Race, Round Final, Division 602	
06/19/2002	06/23/2002	AT 10M Wheelchair Race, Round Final, Division 603	
06/19/2002	06/23/2002	AT 10M Wheelchair Race, Round Preliminary, Division 01	
06/19/2002	06/23/2002	AT 25M Assisted Walk, Round Final, Division 524	
06/19/2002	06/23/2002	AT 25M Assisted Walk, Round Preliminary, Division 02	
06/19/2002	06/23/2002	AT 25M Race, Round Final, Division 575	
06/19/2002	06/23/2002	AT 25M Race, Round Final, Division 576	
06/19/2002	06/23/2002	AT 25M Race, Round Final, Division 577	
06/19/2002	06/23/2002	AT 25M Race, Round Final, Division 578	
06/19/2002	06/23/2002	AT 25M Race, Round Final, Division 579	

Illustration 10, Non-detail report