



### Step 1 – Go to SOOK Website

- Coaches Corner – Enter a Competition
- Scroll down to the calendar and find the competition you want to register for.
- Look at the deadline and then click on the sport registration template.
- This will open an excel document for Microsoft devices and then either open numbers or google sheets for apple devices. If google sheets that's fine continue. If numbers, you must convert it to google sheets. We do not take pdf files or number files.
- Go to step two.

### Step 2- Login to Smartsheet

- Open a new tab (web browser)
- [www.smartsheet.com](http://www.smartsheet.com) – login with your credentials
- Click the folder on the left hand side for sheets then click on your designated delegation roster.
- In your delegation roster Click (hold and drag) from Owner GMS ID Code to Custom Field PI on the participants you want to register for that specific registration. This includes Athletes, Unified Partners, HOD and Assistant Coaches. Whoever is attending the competition must be on the registration.

	Code/GMS ID	Group/Delegation Name	Person Type/Role	Participant First Name	Participant Last Name	Gender	DOB --/--/----	Custom Field: PI	Custom Field: HOD	Athlete Medical Date	Custom Field: Coach Email	Custom Field: Coach Cell Number --/--/----	Ethnicity	Status
1	GY3BEJDEZJH41GVV	07.Owasso Rams	Unified Parts	Kynlee	Acklin	F	01/13/10		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
2	1K7F9K56FLK29T8	07.Owasso Rams	Athlete	Jackson	Adams	M	09/08/02		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
3	C039ZQKYLF6WPV7	07.Owasso Rams	Unified Parts	Angel	Aguilar	M	06/07/11		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	Hispanic	Active
4	CYATX18E9E010A37	07.Owasso Rams	Unified Parts	Chon	Allen	M	03/03/13		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
5	4PU00A9X348NP9CW	07.Owasso Rams	Athlete	Garrett	Alumbaugh	M	07/31/11		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
6	WR6ZKMM37CX0M34	07.Owasso Rams	Unified Parts	Valerie	Alvarez	F	04/12/14		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
7	M8RW7RTNOZ96GEY9	07.Owasso Rams	Unified Parts	Jaxon	Anderson	F	07/23/13		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
8	DSWHG9W2U4ZE84CU3	07.Owasso Rams	Unified Parts	Anna	Anquoo	F	06/10/08		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
9	DVSJGBWQBHSJ5GF	07.Owasso Rams	Unified Parts	Ruth	Anquoo	F	06/10/08		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
10	FMNESXGQR41V1VT	07.Owasso Rams	Unified Parts	Jadi	Asberry	F	11/10/09		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
11	L8JL5H5Y8V81JBA	07.Owasso Rams	Athlete	Tyler	Askins	M	06/10/10		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
12	0TV4FDIE9VRRXNQJ8	07.Owasso Rams	Unified Parts	Daniel	Atkinson	M	01/27/14		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	American	Active
13	08Q0TKM4EOAERXQ	07.Owasso Rams	Athlete	Shawn	Atkins	M	01/18/06		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	American	Active
14	LDXHJWJ40JSJ7QIH	07.Owasso Rams	Unified Parts	Tennessee	Avila	F	07/06/13		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.5015	American	Active
15	SLK0YT6M58GVXXY	07.Owasso Rams	Unified Parts	Cole	Benka	M	02/22/13		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
16	G511625PESRPWATC	07.Owasso Rams	Assistant Co	Stephani	Berger	F			St.John, Susan	05/31/25	Stephani.Barger@owassops.org	918.284.9905	White	Active
17	3GDGR3CECTNTWSD	07.Owasso Rams	Athlete	Tristan	Barnes	M	02/14/14		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	Black or A	Active
18	L0KDT8YQX3VCSLES	07.Owasso Rams	Athlete	Conner	Barnett	M	06/25/08		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4994	White	Active
19	S5LV5SGW2MIQ9301	07.Owasso Rams	Athlete	Bristol	Basings	F	08/25/12		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4995	White	Active
20	29CW17C1LD3RC1	07.Owasso Rams	Unified Parts	Emmet	Bemis	M	03/15/12		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.5004	White	Active
21	R6RIJDISIC84V5	07.Owasso Rams	Unified Parts	Jonathan	Bemis	M	02/28/14		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
22	N6URBRKXAXPLIQP	07.Owasso Rams	Athlete	Macia	Benca	F	03/05/04		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
23	9CIA5WTDG04HHWS2	07.Owasso Rams	Unified Parts	Brooklyn	Bennett	F	04/26/08		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active

- Do Ctrl + C and you will see a dotted line around what you highlighted for copy.

	Code/GMS ID	Group/Delegation Name	Person Type/Role	Participant First Name	Participant Last Name	Gender	DOB --/--/----	Custom Field: PI	Custom Field: HOD	Athlete Medical Date	Custom Field: Coach Email	Custom Field: Coach Cell Number ---/---/----	Ethnicity	Status
1	GY3BEJDRZJH1GVV	07.Owasso Rams	Unified Partn	Kytlee	Adkin	F	01/13/10		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
2	1K78TK66GFLKZ3T6	07.Owasso Rams	Athlete	Jackson	Adams	M	05/05/02		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
3	C035ZQKYLFPWV7	07.Owasso Rams	Unified Partn	Angel	Aguilar	M	06/07/11		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	Hispanic	Active
4	CYATX18E9E910A37	07.Owasso Rams	Unified Partn	Chon	Allen	M	03/03/13		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
5	4P10QDA0X348NP9CW	07.Owasso Rams	Athlete	Garrett	Alumbaugh	M	07/23/11		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
6	W8DZKMVM37CX0M34	07.Owasso Rams	Unified Partn	Valelia	Alvarez	F	04/12/14		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4990	White	Active
7	M8RW7RTNOZ9S0EY9	07.Owasso Rams	Unified Partn	Jaxon	Anderson	F	07/23/13		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
8	DSWHGWZUJZB34CU3	07.Owasso Rams	Unified Partn	Anna	Anque	F	06/10/08		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
9	DVSJGBWQB89J50F	07.Owasso Rams	Unified Partn	Ruth	Anque	F	06/10/08		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
10	FMNE5XGQR41V1VT	07.Owasso Rams	Unified Partn	Jadi	Asberry	F	11/18/09		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
11	LJL5W9Y8V81LJBA	07.Owasso Rams	Athlete	Tyler	Askins	M	06/15/10		St.John, Susan	05/31/25				
12	0TV4FD9E9VXNQB	07.Owasso Rams	Unified Partn	Daniel	Atkinson	M	01/27/14		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	American	Active
13	88QTKSMEOAERXQ	07.Owasso Rams	Athlete	Shannon	Atkinson	M	01/18/06		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	American	Active
14	LDXHUWJH0J5J7QH	07.Owasso Rams	Unified Partn	Tennessee	Avila	F	07/06/13		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.5015	American	Active
15	SLK0YT06M85GVXXY	07.Owasso Rams	Unified Partn	Cole	Banks	M	02/22/13		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
16	05115ZPESR1WATC	07.Owasso Rams	Assistant Coi	Stephani	Barger	F			St.John, Susan		Stephani.Barger@owassops.org	918.284.9505	White	Active
17	3GDGR3CECTN1W5DF	07.Owasso Rams	Athlete	Tristan	Barnes	M	02/14/14		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	Black or A	Active
18	LKQDTSYQX3VCSLES	07.Owasso Rams	Unified Partn	Conner	Barnett	M	06/25/08		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4994	White	Active
19	SSLV55QW2MQ9301	07.Owasso Rams	Athlete	Bristol	Bestings	F	08/25/12		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4995	White	Active
20	Z9EWH7C13LD3RC1	07.Owasso Rams	Unified Partn	Emmet	Bemis	M	03/15/12		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.5004	White	Active
21	R5RJUDSIC8J4V5	07.Owasso Rams	Unified Partn	Jonathan	Bemis	M	02/28/14		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
22	N6URBRKXADPLQUP	07.Owasso Rams	Athlete	Macie	Bence	F	03/05/04		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active
23	9C1A5VTDQ4HKNX2	07.Owasso Rams	Unified Partn	Brooklyn	Bennett	F	04/25/08		St.John, Susan	05/31/25	Susan.StJohn@owassops.org	918.688.4991	White	Active

- Click back over to the sport specific registration template either in Excel or Google Sheets.
- Click one time on the first empty cell below the GMS ID Code column. Do not double click into the cell where there is a cursor to type. Just on it where it will have a green border around the cell.
- Hit Ctrl + V everything you highlighted in Smartsheet will now paste across in the template.

### Step 3 – Completing Registration

- Now that you have copied over the athlete, unified partners, HOD and assistant coaches you will complete the rest of the spreadsheet.
- Put sport on everyone.
- Events are only for athletes and unified partners.
- Qualifying scores must be entered when it is a column and team name must be entered if it is a column.
- Save spreadsheet as delegation name sport of competition. Example: 07.Owasso Rams Singles Bowling

**NOTE:**

- **Team name for team sports are delegation name and color or other kind of way to differentiate the teams within the delegation. Example: Owasso Red, Owasso Black, Idabel Mega Warriors, Idabel Alpha Warriors.**
- **Team name for unified doubles Athlete First & Last name / Unified Partner First & Last Name. Example: John Smith/Sarah Jones.**
- **Team Name goes on everyone all athletes and unified partners that are in that specific team.**
- **YOU MUST HAVE ALL INFORMATION IN TO BE REGISTERED. From the copy and paste to the sport specific information.**

**Step 4 – Submit Registration**

- Go back to the competition on the website and click on Submit sport registration template.
- This will take you to dropbox where you will add files.
- Click files from computer.
- Click where you saved your spreadsheet and double click your file you want to download.
- You will have a file in dropbox
- You will enter your name and email before clicking upload.
- It will show you - Finished Uploading. We'll let Special Olympics Oklahoma know you uploaded files.

**You then are done and successfully registered for a competition.**