



Step 1: Request a Delegation Roster

- WWW.SOOK.ORG
- Coaches Corner – Enter a Competition. On this page click Request Delegation Roster

Give us 24-48 hours to get you your roster depending on time and day of submission. We are checking this list daily but does take time on how busy we are. You will receive an email from smartsheet on behalf of Special Olympics Oklahoma asking you to open a sheet. Thank you for your patience.

Step 2: Retrieving your Roster

- **When you do not have a Smartsheet account:** When you click in the email to view your sheet that has now been shared you will create a free Smartsheet account with your email and creating a password. Smartsheet may ask later to upgrade and pay just say no and keep it a free account.
- **When you have a Smartsheet account:** When you click in the email to view your sheet it will take you directly to your account in Smartsheet and view your delegation roster. This sheet is now included in your sheets.

Step 3: Managing your Delegation Roster – You are now in Smartsheet editing your Delegation Roster

- You will make sure all Athletes – Unified Partners – Young Athletes – Assistant Coaches and YOU the HOD (Head of Delegation) are in the delegation roster.
- Here is what a empty delegation roster looks like also showing where the conversations button is.

| 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 | Processed | Conversations (0) Comments |
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If you see a lock on the column that is for the state office only. GMS ID CODE, Medical Date, Processed and Processing log is only for state office so do not worry about those columns. When you are done with your delegation roster go to the right side above the paper clip and click the box above that shows conversations like shown on picture above. Here you will click all type @sports@sook.org Roster compete. As you update your roster you will comment @sports@sook.org Roster Updated.



- **Code/GMS ID:** THESE CODES ARE CREATED FOR ONE PERSON SPECIFIC YOU CANNOT SHARE THESE CODES WITH ANY OTHER PERSON THAN WHO IT WAS CREATED FOR. We will get you these codes.
- **Group/Delegation Name:** Your Delegation name is at the top of the sheet you will put that delegation name into the delegation name column. Example: 00.Special Olympics Oklahoma DO NOT change the name or type it differently it must be as shown. If you want to change the delegation name the HOD must get ahold of state office.
- **Person Type Role:** This you will click the arrow for a dropdown and select from the following. Athlete, Unified Partner, Young Athlete, HOD (Head of Delegation) or Assistant Coach. A person can be more than one so click all that apply.
- **Participant First Name & Participant Last Name:** List the individuals first and last name.
- **Gender:** Select one of the choices in the drop down
- **DOB:** Put the persons Date of Birth. Example: 05/23/1995
- **Custom Field PI:** PI=Physically Impaired. Select from the dropdown. We want to better serve our athletes and help our volunteers know as much as possible about helping your athlete succeed at competition. If you have anything that is not on the list please let us know.
- **Custom Field HOD:** Put your HOD Name on every person in your delegation. Last Name, First Name Example: Isenhower, Stacy
- **Athlete Medical Date:** This is where the state office will put in a date or a red box. If you get a date, we have that individual required paperwork if it is red, for whatever reason, we do not have that individual paperwork on file. You will need to follow the instructions on our website on how to submit that paperwork. Coaches Corner – Medical Release Forms If you ever have any questions please email meds@sook.org requiring all athlete and unified partner release forms.
- **Custom Field: HOD Email & Custom Field HOD Cell Number:** This you will put the HOD email and cell number on every person in your delegation except assistant coaches. We want assistant coach email and cell number in their rows. ALL athlete & unified partners get HOD information.
- **Ethnicity:** Please, if at all possible put the ethnicity of everyone in your delegation. This is not mandatory but if capable we ask you to do so. Thank you!
- **Status:** You must put active from the dropdown on everyone that is active in your delegation. If the person only competes in one sport in the spring and it is fall you KEEP them active. If there is someone that is leaving your delegation and going to a new delegation you can delete them. You can delete them by going over to the number of their row right clicking and then clicking delete. If they say they are no longer competing in special Olympics Oklahoma anymore you can put inactive in the status.

If you have any questions please contact John Seals, Brittany Dionne or Maddy Alaluf