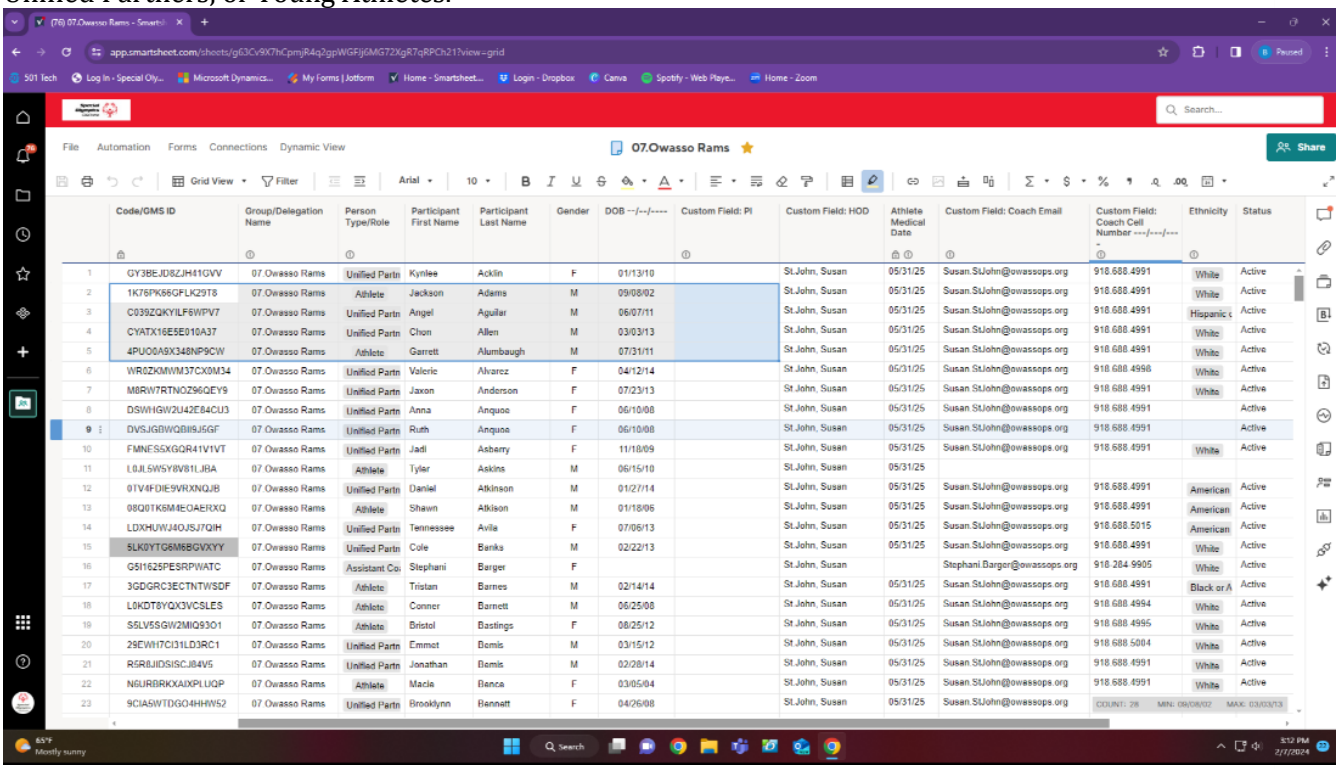
Special Olympics Oklahoma

Step 1 – Go to SOOK Website

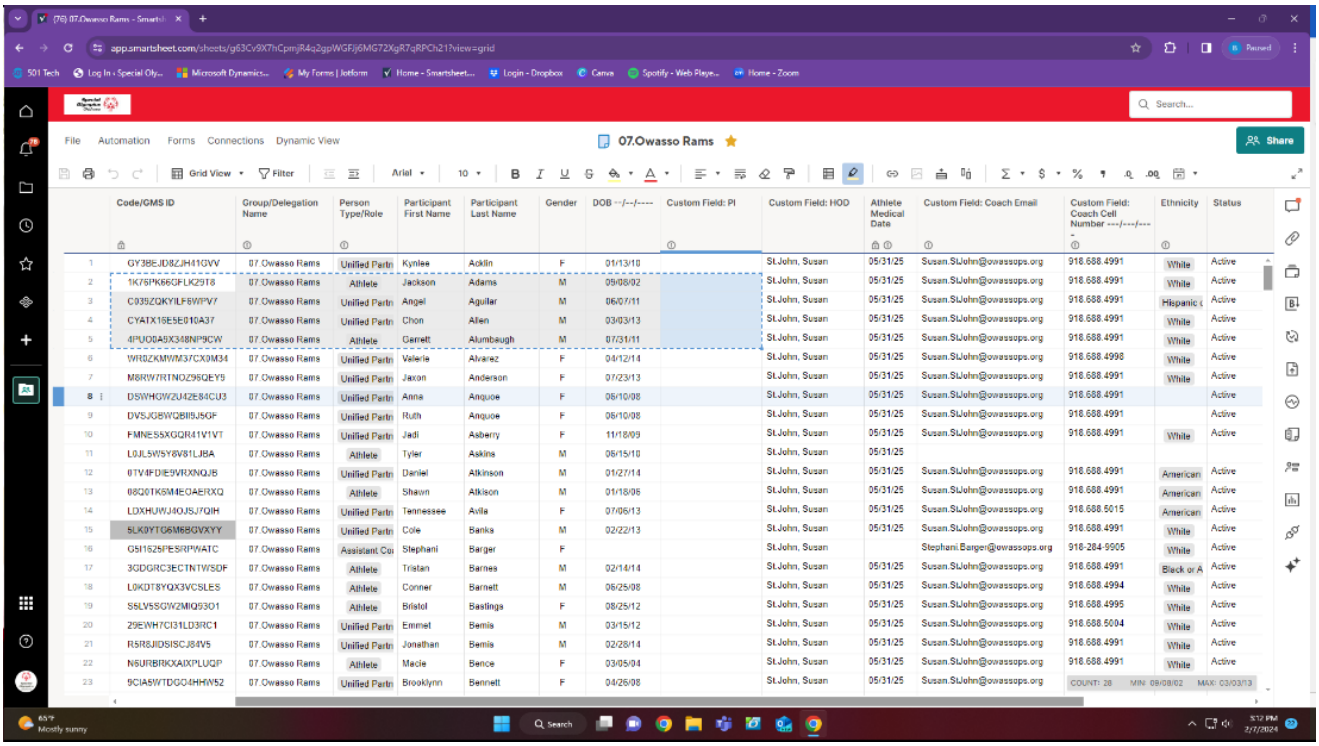
- Under "Enter a Competition" you will locate your desired sport and download the template.
- This will open an excel document for Microsoft devices and then either open numbers or google sheets for apple devices. If google sheets that's fine, you may continue. If numbers, you must convert it to google 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 – 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, or Young Athletes.

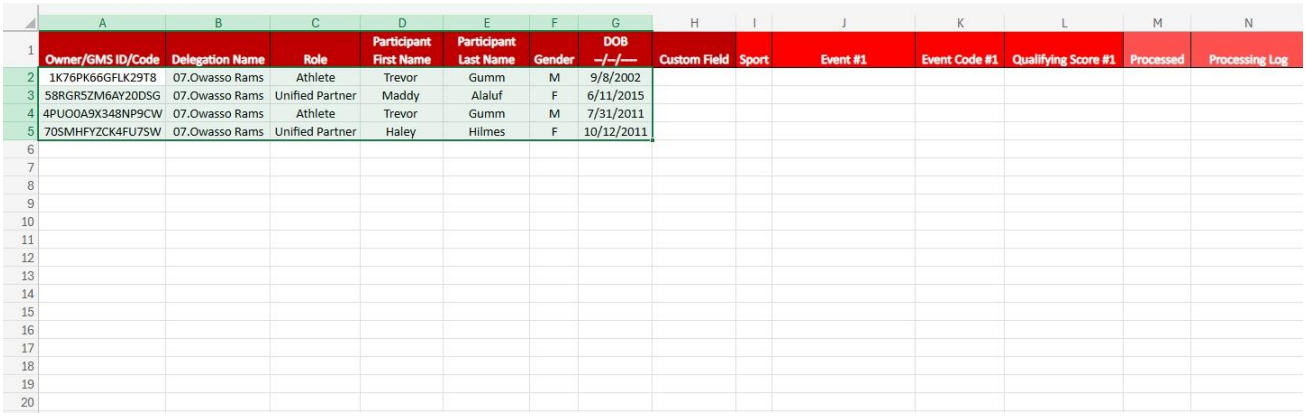


- Do Ctrl + C and you will see a dotted line around what you highlighted for copy.



- 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 curser 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.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Owner/GMS ID/Code	Delegation Name	Role	Participant First Name	Participant Last Name	Gender	DOB –/–/––	Custom Field	Sport	Event #1	Event Code #1	Qualifying Score #1	Processed	Processing Log
2	1K76PK66GFLK29T8	07.Owasso Rams	Athlete	Trevor	Gumm	M	9/8/2002							
3	58RGR5ZM6AY20DSG	07.Owasso Rams	Unified Partner	Maddy	Alaluf	F	6/11/2015							
4	4PUO0A9X348NP9CW	07.Owasso Rams	Athlete	Trevor	Gumm	M	7/31/2011							
5	70SMHFYZCK4FU7SW	07.Owasso Rams	Unified Partner	Haley	Hilmes	F	10/12/2011							
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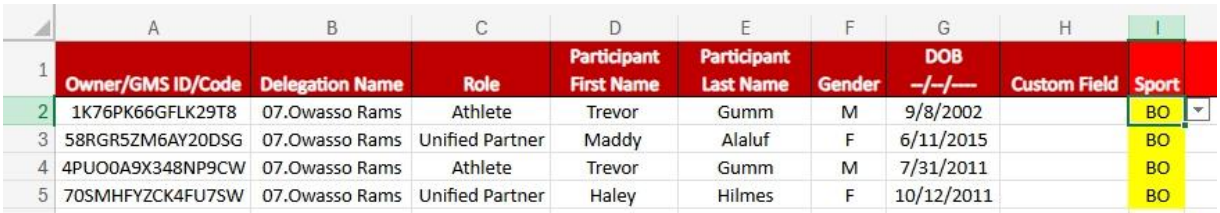
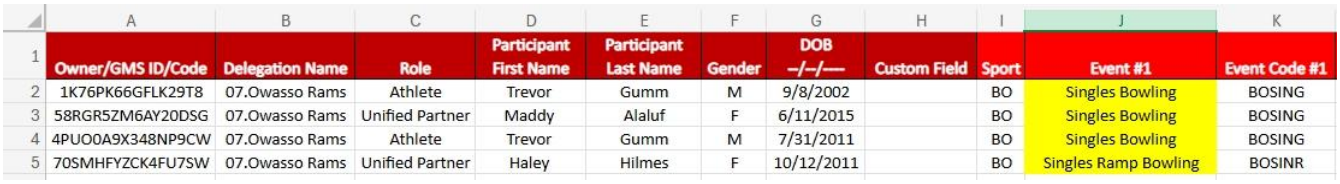
Step 3 – Completing Registration

- Now that you have copied over the athlete, unified partners, or young athlete, you will complete the rest of the spreadsheet.
- Put sport on everyone.



	A	B	C	D	E	F	G	H	I
1	Owner/GMS ID/Code	Delegation Name	Role	Participant First Name	Participant Last Name	Gender	DOB –/–/––	Custom Field	Sport
2	1K76PK66GFLK29T8	07.Owasso Rams	Athlete	Trevor	Gumm	M	9/8/2002		BO
3	58RGR5ZM6AY20DSG	07.Owasso Rams	Unified Partner	Maddy	Alaluf	F	6/11/2015		BO
4	4PUO0A9X348NP9CW	07.Owasso Rams	Athlete	Trevor	Gumm	M	7/31/2011		BO
5	70SMHFYZCK4FU7SW	07.Owasso Rams	Unified Partner	Haley	Hilmes	F	10/12/2011		BO

- Select the event for each person (NOTE: There may be multiple options for event so ensure you choose the correct one. Example: Singles Bowling OR Singles Ramp Bowling)



	A	B	C	D	E	F	G	H	I	J	K
1	Owner/GMS ID/Code	Delegation Name	Role	Participant First Name	Participant Last Name	Gender	DOB –/–/––	Custom Field	Sport	Event #1	Event Code #1
2	1K76PK66GFLK29T8	07.Owasso Rams	Athlete	Trevor	Gumm	M	9/8/2002		BO	Singles Bowling	BOSING
3	58RGR5ZM6AY20DSG	07.Owasso Rams	Unified Partner	Maddy	Alaluf	F	6/11/2015		BO	Singles Bowling	BOSING
4	4PUO0A9X348NP9CW	07.Owasso Rams	Athlete	Trevor	Gumm	M	7/31/2011		BO	Singles Bowling	BOSING
5	70SMHFYZCK4FU7SW	07.Owasso Rams	Unified Partner	Haley	Hilmes	F	10/12/2011		BO	Singles Ramp Bowling	BOSINR

- Qualifying scores must be entered when it is a column

D	E	F	G	H	I	J	K	L
Participant First Name	Participant Last Name	Gender	DOB –/–/––	Custom Field	Sport	Event #1	Event Code #1	Qualifying Score #1
Trevor	Gumm	M	9/8/2002		BO	Singles Bowling	BOSING	89
Maddy	Alaluf	F	6/11/2015		BO	Singles Bowling	BOSING	105
Trevor	Gumm	M	7/31/2011		BO	Singles Bowling	BOSING	107
Haley	Hilmes	F	10/12/2011		BO	Singles Ramp Bowling	BOSINR	121

- and team name must be entered if it is a column.

D	E	F	G	H	I	J	K	L	M
Participant First Name	Participant Last Name	Gender	DOB –/–/––	Custom Field	Sport	Event # 1	Event Code # 1	Event Team Name # 1	Qualifying Score #1
Trevor	Gumm	M	9/8/2002		BO	Unified Double Bowling	BODBLEU	Trevor Gumm/Maddy Alaluf	150
Maddy	Alaluf	F	6/11/2015		BO	Unified Double Bowling	BODBLEU	Trevor Gumm/Maddy Alaluf	150
Trevor	Jackson	M	7/31/2011		BO	Unified Double Bowling	BODBLEU	Trevor Jackson/Haley Hilmes	200
Haley	Hilmes	F	10/12/2011		BO	Unified Double Bowling	BODBLEU	Trevor Jackson/Haley Hilmes	200

- Save spreadsheet as delegation name sport of competition. Example: 07.Owasso Rams Singles Bowling

NOTE:

- Team name for team sports are your delegation's name and a 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 Smartsheet copy and paste to the sport specific information.**