User Guide:

Registering Participants

for

KIMIK iT's

Games and Event Management Systems

(GEMS.pro)

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Participant Registration

Online participant registration in GEMS.pro is designed to maintain as much administrative control over the registration process, while accommodating to the flexible nature of registrants representing a delegation

The ultimate goal is to make participant registration an easy process. Below are a few recommendations on how to ensure the best possible experience with the participant registration within GEMS.pro.

Who are participants?

Participants include the following people:

- Athlete
- Coach
- Manager
- Chef de Mission
- Assistant Chef de Mission
- Mission Staff
- Support Person (anyone designated as a chaperone for a Special O athlete, or as otherwise approved by the council and/or Host Society)

Anyone who falls into one of the above categories will register online as a Participant. All Chef de Missions and other chosen Mission Staff personnel will be given access to the participant registration for their team. This means that you will have access to each individual registration, and will be able to keep track of who has registered, who has not registered, who needs to upload a picture etc..

How will participants register?

There are two options for the registration of participants.

1) Individual Registration

Once the participant registration is ready, a link will be distributed via e-mail to all Chef de Missions. This will be a direct link to the participant registration page. We then ask all Chef de Missions to distribute this link via e-mail to all of their coaches and managers, or sport contacts, as well as their mission staff. The coach or manager will be responsible for distributing the link and registration instructions to the athletes. Once participants have received the link, they can follow it to complete their registration.

2) Batch Upload

If a region does not want each participant individually responsible for registering themselves, specific information can be collected and typed into an excel spreadsheet. Once all necessary information has been completed for all participants, this spreadsheet can be uploaded to GEMS.pro so that individual registration forms are automatically populated.

Who is responsible for the participant registrations?

Ultimately, every Chef de Mission is responsible for the registration of all participants; however, it will be the responsibility of the coaches and managers to ensure that their athletes have registered, or the appropriate information has been gathered for the batch upload.

How are participant registrations managed?

All Chef de Missions and designated Mission Staff will be given access to the participant registration system. This will allow the following:

- Access to each individual registration page
    - Can make any necessary or requested changes to profiles
    - Can retrieve participant UserID in case they have lost their login information

- Ability to calculate how many participants have registered
- Determine who has not registered by comparison to sport rosters
- Establish who has not yet uploaded a photo, or if a photo does not meet requirements
- Extract different reports
  o Birthday report
  o Medical report
  o Contact information
  o Etc.

Registration process

It is highly recommended that the regions choose for the participants to be able to individually complete their participant registration forms online. If this option is chosen, here are some recommendations to ensure that every participant completes the registration.

1) Request that coaches and managers have a few lap tops, computers, tablets or smart phones that have access to the internet at a try-out or a practice. Athletes will then have to complete their registration using one of those devices.

2) Request that coaches and managers take headshots of all athletes at a try out or during a practise. Depending on how the coach/manager decides to organize the registration process, they can distribute the headshots to the athletes (via e-mail, dropbox, etc.), or they can upload the photos to each individual registration page.
   a. Note that a coach/manager will only have access to the athlete participant page if they (1) choose to register the athletes themselves, therefore having userIDs and passwords to all registration profiles, or (2) request that the athlete provides them with their userID and password after completion of the registration process.

3) If an athlete cannot register themselves online, coaches/managers can print a version for the athlete to complete. It will then be the responsibility of the coach/manager to transfer the written information into the online registration.