

# **SOMT Games Registration Form Instructions**

Please follow the instructions to successfully complete your State Basketball registration.

1. Open the State Basketball registration form. Please do not change the formatting of the excel spreadsheet. If you are saving it to your computer, please save the workbook in the same format it is currently in (.xlsx).
2. **Only work in the contact information and registration tabs at the bottom of the workbook.** The SOMT USE ONLY tab is filled with information, so your drop-down menus work.
3. **Columns coded Blue are due by 9/26 Columns coded orange are due at final registration by 10/17.**
4. The registration form is set up so that when you click on a cell in the **Delegation, Role, Event, and Modification** columns you get a drop-down menu.
  - a. You must use the drop-down menu.... Do NOT enter information in these columns manually.
  - b. When you click on a cell a small arrow will appear. Click this arrow and scroll to the menu choice.
5. **Delegation:** Select the delegation name for each participant
6. **Role:** Select the role for each participant
7. **Event:** Select the event you want to enter your athlete/partner into.
8. **Event ID:** The event ID should automatically populate for you.
9. **Modification:** Select the modification needed for individual skills athletes
10. **Team Name:** Type the name of the team your participant is playing on. Team names will be used in scheduling and bracketing. In the event that a name gets duplicated, we will use delegation first, followed by name.
11. **Qualifying Score:** Individual rating score for team basketball. SOMT Sports staff will calculate your team Divisioning score. Individual Skills will not use Event team names, but will need a skills score submitted.
12. **Processed and Processing Log:** Ignore the last two columns.
  - a. Do not enter any information in either column as GMS will use these columns when your registration is uploaded.
13. **Save and Send:** Now save your registration form and attach it to an email sent to Bill Polk [bpolk@somt.org](mailto:bpolk@somt.org) or Brittani Bush [bbush@somt.org](mailto:bbush@somt.org)
14. **Thank you for completing your registration**

Please remember to fill out the contact info tab. This includes contact information, hotel, bus information, and special event numbers. You will fill this out when you submit the roster form in September and the registration form in October.