

SOMT Games Roster & Registration Form Instructions

Please follow the instructions to successfully complete your State Basketball Roster & Registration Forms.

Roster Forms are submitted as your indication to participate in the State Basketball Tournament.

- Please include **EVERYONE** you think will participate in the season. Include your team Local Program Coordinator, all athletes, coaches, team volunteers, and Unified Partners that will participate.

Registration Forms are your official registration for the State Basketball Tournament.

You will complete this form **twice**. You will submit your initial roster and submit the updated form when you submit your final registration.

- **NEW!** Final Registrations should include the **“Team Summary Form”** for each team within your delegation (3v3 and 5v5). Please see the Games Information Packet for more information (final pages).
- **Individual Rating Scores** must also be submitted on the final registration form. Do not calculate team scores on the final registration. Only include individual rating scores.
 - These should be taken throughout the season, and the last score collected for each athlete should be submitted (closest to the final registration due date). Do not submit a score from early in the season, as athletes improve throughout the season.

Instructions:

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.
 - a. The Contact Form must be completed to assist in planning. If this portion of the form is not complete, the roster or registration will not be accepted.
 - b. Some delegations have multiple basketball teams competing. Please include each “Team Name”, “Head Coach”, and “Assistant Coach” by team below the initial contact information.
3. **Columns coded Blue are due by 9/25. Columns coded orange are due at final registration by 10/16.**
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.
 - a. Please let Bill Polk (bpolk@somt.org) know if your delegation is not included on the drop-down menu.
6. **Role:** Select the role for each participant.
7. **Event:** Select the event you want to enter your athlete/partner in.
8. **Event ID:** The event ID should automatically populate for you.
9. **Modification:** Select the modification needed for **modified** individual skills athletes. Individual Skills athletes who do not need modifications, should be entered in "Individual Skills". Athletes who require modifications, should be entered in "Modified Individual Skills"
 - a. Include all modifications. If an athlete has multiple modifications, move down one cell under modifications until you have all the modifications listed for the athlete listed (shorter target pass, 6ft hoop, etc.)
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. SOMT Sports staff will calculate your team Divisioning score. Individual Skills will not use Event Team Names.
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, attach it to an email, and send it to Bill Polk bpolk@somt.org and Brittani Bush bbush@somt.org
 - a. If you send your form via Google Docs, please make sure the form is accessible.
 - b. If you update the form after you send us your roster (to turn in your final registration), you must notify Bill or Brittani. We are unable to track your Google Docs unless you let us know they have been updated.

Thank you for completing your roster and registration forms!