



## **Registering individuals as more than one person type (i.e. Unified Partner and Chaperone)**


To help ease confusion during the registration process, if you have Unified Partners that will also be acting as chaperones please follow these steps (the first few steps are the same as you would normally register an individual):





 People


Tool

 Register people using the Registration Wizard


 See all people in 2016 Fall Games


 Find people in 2016 Fall Games


 Delegations: 91

 Events

 Reports

 User tools

 Timing systems

 Setup

When a game is selected this is the home screen that appears. Under the “People” tab select, “Register people using the Registration Wizard” left click to begin registering athletes.



This screen that will appear when the option to “Register people in the Registration Wizard” is selected. To continue select the “Next>” button, in the lower right hand corner

**Registration Wizard**

**Lookup method**

- Quick
- Personal information
- Address, phone, e-mail
- See everyone in system
- People on lists

**Tools**

- Create a new person
- Show checkboxes
- Print a report
- Show default columns
- Clear criteria
- Save

**Person lookup: Personal information**

Groups: (no filter) People types: (no filter)

Family name: First/given: Middle:

Gender: (no filter) Date of birth: Short ID:

Exclude: Deceased, Status: Inactive, Status: Rejected, Status:

Search

Entrant delegation: A07 Role: Volunteer Sport:

Register as an alternate

< Back Next > Cancel

1. At the top of the page under groups, use the down arrow to select your area, to the right of groups select the people type to register. On the left hand side click on “see everyone in system” left click the “search” button on right hand side. All of your individuals will appear. Left click on the person to register

2. Once you click on the individual, their profile will pop up. Review the “person type” field and “additional types” field. If they are acting as a Unified Partner select that for “person type.” If they are also acting as a chaperone or coach (for those sports that allow it) select this as an “additional person type”

The screenshot shows the 'Registration Wizard' window with the 'Edit person' tab selected. The window is divided into several sections:

- Profile Editor:** A sidebar on the left with links for Personal data, Additional data, Addresses, Relationships, Alerts, Certifications, Personal Best, Background checks, and Training.
- Tools:** A sidebar below Profile Editor with a link for Lists.
- Personal data:** The main content area, titled 'Personal data' with the user ID 'XKRTM'. It includes fields for Name (Prefix/title, First/given name: Kellie, Middle: J, Family/last: Murphy, Suffix/generation:), Mailing label title, Dear ... title, Credential name, Gender (Female), Date of birth, and a checkbox for 'Requires wheelchair and/or handicapped-accessible locations'.
- Person type and Additional types:** A section where 'Person type' is set to 'Unified Partner' and 'Additional types' is set to 'Volunteer'. This section is highlighted with a red box.
- Group:** Set to 'SO Michigan'.
- Status:** 'Active'.
- Weight:** '0.00 pounds (0.00 kgs)'.
- Archived, Banned, Deceased:** All checkboxes are unchecked.
- Date started, Date active, Inactive date:** 'Date started' and 'Date active' are both set to '01/03/2017'.

At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

3. Continue registering the individual the same way you have in past events.

Reminders:

- Unified Partners must be 18 years old or older to be a chaperone
- If a Unified Partner is acting as a chaperone they must complete all class A requirements (Volunteer A form/Unified Partner form, Protective Behaviors, & General Orientation)
- Unified Partners cannot coach the sport they are competing in except for bowling, golf, and cycling
- Athletes may serve as chaperones/assistant coaches for an event if over the age of 18. They cannot participate as an athlete for that sport and they must have a Volunteer A form on file.
- **If an athlete is acting as an assistant coach or chaperone please change the person type from athlete to volunteer.**