

SCHEDULING GAMES AND PRACTICES

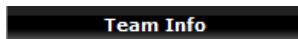
1. Login by pressing the Admin button (email billwygal@gmail.com for login credentials).



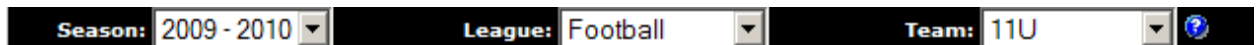
2. Enter your login credentials.

A login form titled "Restricted Area" in a blue header. It contains two input fields: "Your Full Name:" and "Password:". Below the fields are two buttons: "Submit" and "Reset".

3. Go to YOUR team page by pressing the Team Info button.

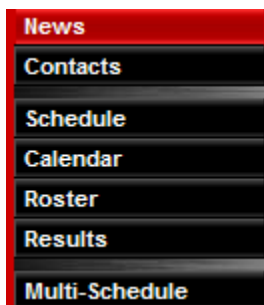


4. Select the season, sport, and your team.

A horizontal filter bar with three dropdown menus. The first is labeled "Season:" and has "2009 - 2010" selected. The second is labeled "League:" and has "Football" selected. The third is labeled "Team:" and has "11U" selected. A small blue question mark icon is on the far right.

5. Now you are on your team page.

6. From the menu on the left press the Schedule button.



7. Press the New Game button.



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8. Fill in the yellow highlighted fields and press the SUBMIT button to save the game/practice. Your parents will get email reminders of the games once they are scheduled. Also, after you press SUBMIT it will be ready to enter another game/practice. Once you are done scheduling click the SCHEDULE link on the left menu again and you should see all your events (by default it shows all your players birthdays).

New - Game Information

(MM/DD/YYYY)

? **Date:** <- TBD ? **Start:** **Finish:**

? **Location:** <- [New Location](#)

? **Category:** ? **Other:**

Confirmed: **Cancelled:** **ID:** (optional)

? **Season:**

? **Team:** ? Or of Game #:

? **Opponent:** ? Or of Game #:

? **Outside:** ? **Other:**

? **Note:**

Send Notices To:

- Team Managers
- Team members and their parents
- Officials

Note: Teams MUST be set to "Live" for notices to be sent

9. That's it!

Call or email me if you have any problems.

Bill Wygal – (410)714-1404 or billwygal@gmail.com