

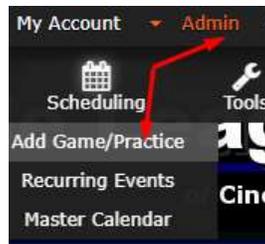
Steps to Schedule a Game

Your initial game schedule will be entered for you before the season starts. Since this is baseball during the season chance are at least one of your games will be called because of rain or for another reason. The home team manager will need to add the makeup game to their schedule as soon as possible after a cancellation and to request an umpire from ATLL's Umpire Coordinator - Christopher Varatta at cvaratta@zoomtown.com if you game requires an Umpire.

1. Once you are logged into the web site select Scheduling > Add Game or Practice:



Or at the top of the page click Admin > Scheduling > Add Game/Practice



2. On the Game/Practice Screen select the Date and time for the game. If the time is not known yet click on TBD. Then use the Location field to select the field for you game. If you are having a game during a scheduled practice time select the field that the practice is usually held at and this is the preferred way to schedule a make-up game. If you would need to schedule a game that is not on either coaches practice night this will need to be coordinated through the ATLL's Field Coordinator - atll.field.coord@gmail.com to see if there are fields available and set the Location as TBD until this is known. Finally set the category to Game and the status as Confirmed.

Date TBD for min. to

Location

Category

Status ID

Arbiter ID

3. In the next section select the teams for the game. Make sure the correct Season is selected. The first team selected or top team will be the home team and the team that is selected as the Opponent will be the visiting team. If needed enter an Event Note that will show on the schedule:

Season Link to tournament bracket

Teams

Outside Opponent  Define Other

Event Note

4. Finally select to notify the members and click on Submit to schedule your game:

Send Notifications Now?

This will send email and text notifications immediately to all members affected.

- Notify Team Managers
- Notify Team members and parents
- Notify Officials

Just a reminder that the home team manager needs to contact ATLL's Umpire Coordinator - Christopher Varatta at cvaratta@zoomtown.com to request an umpire for AAA-National and above make-up games.