

# Manager Practice Scheduling

Team Managers,

Managers have rights add or edit practices in the pre-season. This gets turned off after opening days because fields are prepped for games. The practice schedule is live, if you cancel, move or add a practice everyone will get a notification immediately. Reminder notices for the original practices are turned off for about a week to allow Managers to maintain their practices first. If you know you are not going to practice on a certain day you should cancel (or delete) the practice so the field time is available for others.

## **To maintain your practice schedule:**

1. Click "LOG IN" in the top right corner of the website
2. Enter your email in the box on the left and your account password on the right – Click "LOG IN" (this only works if you are assigned to a team as a manager).
3. Select the correct season league and team in the horizontal menu (if needed)
4. Then select "Schedule" under the team horizontal menu to get to the Event Schedule for your team

Season: 2013 League: Softball T-Ball Team: Team 1

### Event Schedule

Options

Softball T-Ball > Team 1  Games Only  Include past events

	Date	Time	Event	Type	Field	Actions
<input type="checkbox"/>	Thu, Apr 11	6:00p to 7:30p		Practice	Field 15 West Complex	

5. You have the rights to edit or delete any event with the action icons. Click edit icon. This will take you to the "Edit Game" menu (A practice is a category of a game)

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## Edit - Game #2408246

(MM/DD/YYYY) Last edited on 03/19/2012 7:36 PM by TL

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

**Location:**   <- **New Location**

**Category:**

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

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**Season:**

**Team:**    Or **Winner**  of Game #:

**Opponent:**   Or **Winner**  of Game #:

**Outside Opponent:**    **Other:**

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**Note:**

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**Send Notices To:**

- Team Managers
- Team members and their parents
- Officials

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

**To cancel a Practice:** Check the “Cancelled:” box on the right side of that word. Write a reason in the Notes: field (possibly replacing contents) and click “Submit” which sends Notices.

**To move a practice:** First find an open time on a field then edit the “Date: Start: Finish: and Location:” as needed. Update your Note: and click “Submit”. (You must put AM or PM after the time or P or A)

**To add a practice:** Click the “Add Event” button on the top of the page, select the date, times (remember A or P) and location. Select your “Team:” for the current season then write your Note: Click “Submit”

### **Rules for Scheduling Practice Fields:**

- You can only reserve open field slots on Grandville fields 1 to 15. If you reserved the field you have the rights to that field. Fields are first come first serve for reservations, not first come first serve at the field.
- Only reserve the amount of time you need for a practice.
- Please cancel any practices you are not going to use as soon as you know. This opens up the field for anyone else.
- Stay on fields that are appropriate for your division. Example: We do not want T Ball teams on the major fields and vice-versa.
- Fields 4 and 5 are off limits at this time as those schedules are still being worked out. You will be booted if you take a slot there.