

# Schedule a Practice

1. Log into league website
  - a. <http://gbwybaseball.org/>
2. Log into your user account
  - a. Click on Sign in (Top Right)



- b. Sign into Account

## Please Log In

Email Address:

Password:

3. Click on Teams>Choose a Team>majors, minors, etc...>team name
  - a. My example Minor>Royals



4. On left hand, click on Schedule



CHOOSE A TEAM >

- Contacts
- Hey Coach >
- Heat Tournament Info
- 2016 - 8U/7U
- 2016 - 10U
- 2016 - 12U
- 2016 11U - White
- 2016 11U - Blue
- Cal Ripken State Tournament
- Heat Merchandise
- Schedule**
- Roster
- Results
- Standings
- Multi-Schedule
- + Add Page

**Royals**

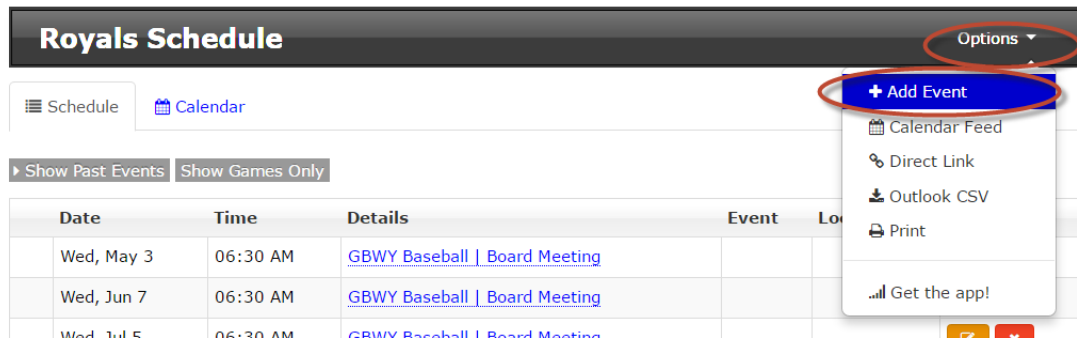
**PLAY BALL!**

by **Chad Heath** posted 04/04/2017



**PLAY BALL!** Welcome **Royals** players and families to a season of really fun things planned for the 2017 season and playing the game the right way. enjoying every mi

5. Click on Options>+Add Event (Right hand side)



**Royals Schedule** Options ▾

Schedule Calendar

Show Past Events Show Games Only

Date	Time	Details	Event	Loc
Wed, May 3	06:30 AM	<a href="#">GBWY Baseball   Board Meeting</a>		
Wed, Jun 7	06:30 AM	<a href="#">GBWY Baseball   Board Meeting</a>		
Wed, Jul 5	06:30 AM	<a href="#">GBWY Baseball   Board Meeting</a>		

- + Add Event
- Calendar Feed
- Direct Link
- Outlook CSV
- Print
- Get the app!

6. New screen will pop-up to create Practice
  - Click on the Game / Practice Tab
  - Date = Date of Practice
  - Next to Date = Start time, Duration and End Time
  - Location = Where your practice will be held
    - Ask your commissioner to add facilities for you if you don't see yours
  - Category = Practice
  - IMPORTANT BEFORE YOU SAVE, make sure the following is set too
    - Season = 2017 GBWY Spring Baseball
    - Teams = Select your Team
  - Hit Submit to Save

Game / Practice [General Event](#)

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Date   TBD  for  min. to  ?

Location   ?

Category  ?

Status  ID

Arbiter ID

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Season   Link to tournament bracket

Teams

Outside Opponent  ? Define Other

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Event Note  ?

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### 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

7. Event will be saved under your schedule















# Delete a Practice

1. If you need to delete a practice, click on the red X
  - a. It will ask if you want to delete your event
  - b. Say OK and the event is deleted

## Royals Schedule Options ▾

[Schedule](#) [Calendar](#)

[Show Past Events](#) [Show Games Only](#)

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Wed, May 3	06:30 AM	<a href="#">GBWY Baseball</a>   <a href="#">Board Meeting</a>			 
Wed, Jun 7	06:30 AM	<a href="#">GBWY Baseball</a>   <a href="#">Board Meeting</a>			 
Wed, Jul 5	06:30 AM	<a href="#">GBWY Baseball</a>   <a href="#">Board Meeting</a>			 
Wed, Aug 2	06:30 AM	<a href="#">GBWY Baseball</a>   <a href="#">Board Meeting</a>			 
Wed, Sep 6	06:30 AM	<a href="#">GBWY Baseball</a>   <a href="#">Board Meeting</a>			 
Wed, Oct 4	06:30 AM	<a href="#">GBWY Baseball</a>   <a href="#">Board Meeting</a>			 
Wed, Nov 1	06:30 AM	<a href="#">GBWY Baseball</a>   <a href="#">Board Meeting</a>			 
Wed, Dec 6	06:30 AM	<a href="#">GBWY Baseball</a>   <a href="#">Board Meeting</a>			