

Pioneer League Practice Scheduler

- Go to the leagues website: www.thenewburyportpioneerleague.com
- On the home page, Click on PRACTICE SCHEDULER on the right side, or access it from the Managers and Coaches area.
- Enter the following:
- Username: Your manager "username"
- Password: Your manager "password"

USERNAME and PASSWORD are the same pass codes you use to access your team manager page on the Pioneer League website.

The screenshot shows a multi-window view of a web browser. The main window displays the 'NEWBURYPORT PIONEER BASEBALL/SOFTBALL LEAGUE' website. A navigation menu on the left includes 'Home', 'Mission Statement', 'Executive Board', 'Register Online', 'Contacts', 'Team Contacts', 'Team Calendar', 'Fields', 'Feedback', 'Exchange', 'Downloads', 'Links', and 'Log My account'. The main content area features a 'Useful Links' section and a 'Practice Scheduler' link. A smaller window shows a 'Log In' form with fields for 'Username:' and 'Password:'. A third window, titled 'Newburyport Pioneer League On-line Practice Sign-up', is the primary focus. It contains a calendar for April 2009, a 'Select a service' dropdown menu (with 'Practice - selected 60 or 90 min' and '60min' checked), a 'Review appointment settings' form (with fields for Date, Time, Service, First Name, Last Name, Phone(day), Phone(leave), and Email), and a '5. Press confirm' button. Below the calendar is a chart showing available time slots for various fields: Bress 60, Bress 90, Cashman, Founders, Hignelles, HS 60, Nook Upper, and Pepe. The chart shows blue bars indicating scheduled practices.

To schedule a practice:

- 1) Select a date
- 2) Select a "Service" – i.e. Practice / 60 minutes. Must select practice and desired time slot (60 or 90 minutes).
- 3) Select an opening "field" and available timeslot displayed in the chart
- 4) Update contact info. **Please add your email and phone number.** If you are a returning manager, this information may already be filled in. Please confirm your email address.
- 5) Press **"Confirm"** button.
- 6) An email will be sent to you confirming scheduled practice.

- Practices can be scheduled up to 4/18/10.
- After 4/18/09 – the practice fields will be made available one week at a time. (time-slots will be released on Sunday night)

Practices do not get added to your teams' calendar/ schedule. You must notify your team of a scheduled practice.