

Adding Game or Practice

To add a game or practice, click the "Add Game or Practice" choice on the Admin menu. (Remember, games are posted to the NECLAX site....practices are posted to your local site). This will bring up the Event Information form where you can enter the following information:

- **Date**
Enter the date of the event using the form "mm/dd/yyyy" or "mm-dd-yyyy." Note: This field will default to the date that was last entered using this form.
 - **TBD**
Check this box to show the event as To Be Determined on the schedule.
- **Start**
Enter the start time of the event using the form "hh:mm." If the time is in the morning, this is all that's needed. If it's in the afternoon, you need to add a "p" to the end or use 24-hour time instead. Note: This field will default to the start time that was last entered on this form.
- **Finish**
Enter the time the event is over using the same form as above, that is, "hh:mm." Again, If the time is in the morning, this is all that's needed. If it's in the afternoon, you need to add a "p" to the end or use 24- hour time instead.
- **Location**
Select the location of the event from the drop-down list. See the [Facilities](#) chapter for information about adding facilities.
 - **New Location**
You can select the New Location link and enter a new facility for your website.
- **Category**
Select the category of the event. The standard categories built into the site are "Tryout," "Practice," and "Game." You can add to this list by entering new categories in the Other field to the right of the "Category" list box.
 - **Other (Category)**
If the category you want is not in the list box mentioned above, you can enter your own category by typing it into this field. After you submit this form, whatever you typed here will show up in the "Category" list on subsequent forms. Be careful when adding new categories. If you create too many, the list will be hard to understand and navigate. If you later decide to eliminate a category that you've added, it won't be easy. First, you'll have to find all events that use the category, and then either change or delete them all. This can be a very daunting task so think carefully about adding new categories.

To delete categories you have already created, go to Admin>Scheduling>Event Maintenance. Here you will want to Change the Event Type from a previously created category to something else. Once changed to a different category, or category that currently exists, such as "game," the original category you had created will be removed. You can also remove categories by deleting all events that include this. To find these events, go to Admin>Scheduling>Export and export all of your events from your website. You will then need to find all events of this type and go to Admin>Scheduling>Master Calendar to delete them. Once all of them have been deleted or changed, the category will be removed from the website.

Also, a very important note to observe is that game results are only shown for events that have the words "game" or "tournament" somewhere in their names. Everything else is ignored so be sure to include one of these words somewhere in your new category names if you want them to show up on results pages.

- **Confirmed**
Check this box to confirm the event.

- **Cancelled**
Check this box to cancel the event, but still have it remain on the schedules.
- **ID**
This is an optional field where clubs may provide their own unique event ID.
- **Season**
Select the appropriate season from the drop-down list. This will populate the "Team" and "Opponent" drop-downs with only teams from the selected season.
- **Team**
Select the name of the home team for the event from the drop-down list of association teams that have already been defined. See the [Teams](#) chapter for information about adding teams. If this is an inter-organizational event, such as a house game or practice, you can select the away team from the Home Opponent list below. Please do not re-enter this event for opponents from your own organization. The web site will break out individual team schedules for you based on the master schedule. If you enter a home team and a home opponent on this form and submit it, the event will appear on the schedules of both teams.

Also note that you should NOT select league names from the list. These are designated with an asterisk at the beginning of their names. They are here only to distinguish the various teams defined for your organization.

- **Opponent**
If this is an inter-league (or association) event, such as a "house" game or practice, select an opponent team from the list of association teams. As noted above under [Team](#), you should not re-enter this event as a separate event for this team. The web site will break out individual team schedules for you based on the master schedule. If you enter a home team and a home opponent on this form and submit it, the event will appear on the schedules of both teams.
- **Or Winner/Loser of Game #**
Optionally enter the game ID of a preceding game in an elimination series bracket. The ID must be the internal database ID like the one displayed at the top of this form (if an existing game). You can also get a game's ID by moving your mouse over a game's edit icon on any schedule. Your browser's status bar will display the link which contains the ID number.

If you are creating a single elimination tournament, select winner from the drop down window. If you are creating a double elimination bracket you have the option of selecting the winner or loser of a previous game.

See the chapter on [Brackets](#) for information about setting up a playoff elimination series.

- **Outside (Opponent):**
Select the name of an outside (non-association) opponent from the list of previously entered opponents. If the opponent is not in the list, you can use the Other field to the right of this one to enter new outside (or travel) opponents.
 - **Other (Opponent):**
Use this field to enter new outside (travel) opponents. Names you enter here will appear in the "Travel" list in subsequent forms. Be careful when adding new opponents here. If possible, use as generic a name as possible for each. For instance, it's probably best to use the name of the opponent's club or town alone, rather than a specific team. This way, you can reuse the opponent name for various league or division games with different teams within your organization. Otherwise, you'll end up with a large amount of opponents that are very hard to understand and navigate. For instance, it's probably enough to know that your "Squirt" team is playing "Lancaster." You don't need to specify "Lancaster - Squirts." This way, "Lancaster" can be used to designate other teams as well, such as "Lancaster" PeeWees, etc. In this situation, you'll only have one "Lancaster" opponent name in your opponent list that is used for several association teams.
- **Note**
Use this field to enter event notes for the event. You're limited to 32 characters, but you should try to keep the notes as brief as possible as they will cause schedules to expand in width by the

length of whatever text you type here. If you add too much data, team schedules may end up being wider than can be printed on standard paper.

- **Officials (optional):**

Once you have entered members as officials, this section will appear with a list of all officials in your database. You can select the checkbox to the left of their name (for officials with multiple positions assigned, you can select their position from a drop down window) and the official will be assigned to the game.

Note: Officials will automatically be emailed a reminder of their assignment, at minimum, 24 hours prior to their assignment.

- **Send Notices To**

When checked, this will send automatic event notices to those affected by changes made on the event information form. If you would not like to send notices, uncheck all of these boxes.