

FC EUROPA – EVENT SCHEDULING

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Coaches and team managers have been given rights to create, edit and delete events on FC Europa’s website and mobile app. For all events that occur on home fields and facilities, it is very important that managers only schedule those events provided by the coach, phase director, or FC Europa staff. Team managers are not permitted to schedule extra practices simply because a field appears to be available – it is important to ask first. Please check entries carefully to avoid double bookings and confusion. Please do not schedule any phase-wide events, like Fit & Fast and Open Play. Phase-wide events will be scheduled by the club.

CREATE NEW PRACTICE/GAME

To add individual events that do not repeat on a regular pattern:

- Login at fceuropa.org and select Admin > Scheduling > Add Game/Practice
- Enter the date, time and duration for the event
- Select the location. Home fields are listed first and sorted by city (Mill Road Park is under “Chesterbrook”).
 - Because the drop-down list does not provide the complete address, it is recommended to check the full [list of away facilities](#) in advance of booking to ensure it is the correct location. Requests to add additional sites or to correct errors in the club’s listing should be sent to admin@fceuropa.org
 - Note that the specific field name for the selected location can be entered in the “Event Note” at the bottom of the screen.
- If the event has been confirmed, indicate that under “Status”

The screenshot shows a web form for creating a new event. At the top left, there is a tab labeled "Game / Practice" and a sub-tab labeled "General Event". The form fields are as follows:

- Date:** A text input field containing "06/08/2016", followed by a checkbox labeled "TBD", a time input field containing "6:15p", the word "for", another time input field containing "60", the word "min. to", and a final time input field containing "7:15p".
- Location:** A dropdown menu showing "Chesterbrook, Mill Road Park" with a downward arrow, and a button labeled "+ New Location" with a question mark icon.
- Category:** A dropdown menu showing "Practice" with a downward arrow and a question mark icon.
- Status:** A dropdown menu showing "N/A" with a downward arrow, followed by an "ID" label and a text input field containing "optional".
- Arbiter ID:** A text input field containing "optional".

- Select the FC Europa team to be scheduled.
- If scheduling a game, select an opponent. Unless it is an intra-club scrimmage, use the “Outside Opponent” drop down list. If the outside opponent is not in the list, you can use the “Define Other” field to enter a new one.
 - Opposing teams should be listed in this format: Club Name, Year, Gender, Team Name. For example, “Continental 03 Boys Dortmund.”
 - It is recommended to use part or all of the club name to avoid confusing acronyms
- Extra information, i.e. a field number, can be entered in the Event Note field

Season Link to tournament bracket
 Teams
 Opponent
 Outside Opponent

 Event Note

- Please double check the information to avoid double bookings and confusion
- Select notifications if any (If multiple games and/or practices are being added, it might be best to send one notification when all scheduling is complete).

Identifying Scheduling Conflicts

One benefit of League Athletics is that all the club’s team calendars are tied together, and the system will automatically flag potential conflicts in red. When entering practices, warnings can be ignored if multiple teams are using the same facility at the same time. When entering games, please do not enter the event and notify the coach of the conflict. Below is an example of a conflict.

Date TBD for min. to
 Location
 Category

Scheduling from the Mobile App

Events also can be added from the mobile app by clicking on the + button at the bottom of the schedule page, and following the same procedures as above. However, for entering multiple events, it is likely that the web-based platform will be easier to use.

ADDING RECURRING EVENTS

To add events that occur on a repeating basis, such as weekly training sessions, go to Admin=>Scheduling=>Recurring Events.

- In the top box, enter the recurrence pattern – 1x week for training that happens on the same day each week, or daily for something like summer team camp.
- Enter the date range and time for the recurring event. Please take care to select the correct start date for the event (i.e., if the event occurs every Wednesday, the start date must be a Wednesday)

Recurrence pattern

The screenshot shows a form titled "Recurrence pattern" with three main sections:

- Repeats Every:** A text input field containing "ex. 1" and a dropdown menu set to "Week(s)".
- Date Range:** Two text input fields separated by a "to" label.
- Event Time:** Two text input fields in the format "HH:MM P" separated by a "to" label.

- In the next section, select the FC Europa team from the drop down list. Leave opponent name blank.
- Choose the location for the event.
- Select the category for the event (i.e., practice). Optionally, enter an "Event Note," but keeping in mind that for recurring event the note will carry forward to all future events. Event notes can later be added to individual events.

GENERAL EVENTS

Using the General Events tab, team meetings and parties can be scheduled. These are not assigned to a specific location and attendance is not tracked like practices or games.

- Enter the start date and time
- Enter the end date and time
- Enter a title and description
- Select the team

General Events
These events occur off the playing field. These can be things like parties and meetings. Games or similar, such as scrimmages should not be scheduled as general events.

Game / Practice **General Event**

Start date Time HH:MM

End date Time

Title

Description 

- For a recurring event, enter the span information

Rekurs every Week(s)

Or of the month

Stop after Occurrences or By

EDITING AND CANCELING EVENTS

Events can be easily edited or canceled from the mobile app or the web-based platform. To make changes on the web-based platform, navigate to the team's schedule (Schedule tab=>Schedule or Schedule tab=>team name=>schedule). Click on the pencil icon (shown at right arrow below). Alternately, view the schedule by calendar and click on the event to edit.

2008 Boys Premier Schedule						Options ▾
Schedule		Calendar				
Show Past Events		Show Games Only				
Date	Time	Details	Event	Location	Actions	
<input type="checkbox"/> Tue, Jun 7	05:00 PM - 06:30 PM	2008 Boys Premier	Practice	Wilson Farm Park - CYLAX	  	
<input type="checkbox"/> Wed, Jun 8	06:00 PM - 07:30 PM	2008 Boys Premier	Practice	Delaware Valley Friends	  	

An event detail screen will be displayed where updates can be made. If the event is cancelled, use the drop down "Status" box to indicate that.

Date TBD

Location

Category ⓘ

Status ID

Arbiter ID

If the date or time of an event has changed, checking the box "Reset the RSVP responses for this event" is recommended.

For any change or cancellation, checking the box "Notify Team managers and parents" is recommended.

Reset RSVP responses for this event

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

Submit

Cancel

Unlike scheduling for a season, the mobile app may be more frequently used to cancel or change events on the fly. To edit an event, simply click on the blue pencil at the bottom of the screen, which will bring up an Edit Event screen very similar to the web-based platform.

