



Online Game Scheduling User Guide

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Introduction

The LeagueOne Online Game Scheduler is a tool for scheduling games and managing the availability of your fields. This document explains how to use these features.

How To Use This Document

This document is intended to be both a guide and a reference. The guide will help you to solve your particular scheduling situation and the reference will help you understand how to use particular screens.

For a general introduction, please see 'Getting Started With Your First Schedule' on page 4. This will give you an introduction to the basics. After you are comfortable with the basics, please look at the 'Common Scheduling Scenarios' section on page 8 which will provide some helpful tips on dealing with various scenarios.

Terminology

It is helpful to understand the terminology that is used.

Locations	A location is a resource that can be scheduled. For example: a field, a court, a pool, etc.
Overlapped Location	Sometimes a location can be subdivided. For example a full size soccer field can be divided into two smaller fields that can be used for younger players.
Schedule	A collection of games at a designated time and location.
Blackout	A period when games can not be scheduled. A blackout can apply to a Location or to a Schedule.
Scheduling Engine	Our software that creates a schedule using the parameters that you define.

User Guide

Getting Started With Your First Schedule

To get started we recommend that you proceed with the following steps:

- 1) **Create one or more Locations** (fields, courts, etc.) that you will use for scheduling.
 - a. **Add your first Location.** See 'Add A Location' on page 4.

Specify when the Location is Available. Specify when that location can be used (dates and times) by setting the Availability for the location. See '

- b. Location Availability Dates' on page 13. If there are exceptions to the availability, specify them in the Location Blackout section. See 'Location Blackout Dates' on page 14.
 - 2) **Create your first schedule.**
 - a. **Add A Schedule Entry.** See 'Add A Schedule' on page 22.
 - b. **Define your scheduling parameters.** This is where you define the length of the season, number of games and a variety of other parameters that the scheduling engine will use to build your schedule. See 'Schedule Settings' on page 24.
 - c. **Define which locations can be used by this schedule.** See 'Schedule Locations' on page 26.
 - d. **Identify the teams that will be scheduled.** See 'Schedule Teams' on page 27.
 - e. **Define which days and times to schedule.** See 'Schedule Availability Dates' on page 31. Exceptions can be added via 'Schedule Blackout Dates' on page 32.
 - f. **Generate the schedule** by pressing the Generate button. The Results will be displayed on the Games tab which is described in 'Schedule Games' on page 33.
 - 3) **Learn Key Scheduling Concepts.** Read the 'Important Concepts' section on page 20. This section includes:
 - a. 'Schedule Generation Process' on page 20.

'When Timeslots Are Reserved' on page 20.

- b. Schedule Groups' on page 21.
 - 4) **Learn Scheduling Strategies That Will Save You Time.** Review the 'Common Scheduling Scenarios' section on page 8 to understand strategies for solving different scheduling problems. This section includes:
 - a. 'Scheduling An "In-house" League' on page 8.
 - b. 'Scheduling A Travelling League' on page 8.

Common Scheduling Scenarios

An “In-house” League is one where all of the teams are from the same organization and play on common fields. A Travelling League is one where teams are from different locations and each game will be scheduled at the preferred field of the home team.

Scheduling An “In-house” League

When scheduling an In-House League, there is no need to define preferred locations for each team. When the Preferred Location is not defined the fields are assigned in the order that they appear on the Locations tab of the Schedule. The schedule engine attempts to fill up a location before it moves to the next location so that one referee can officiate continuous games. The schedule in ‘Figure 19 - Schedule Locations Tab’ on page 26 would fill up the Sycamore 4 field before filling up Sycamore 5.

Sometimes you may want to schedule two different groups on the same location. For example you may want the 10 year old boys teams and the 10 year old girls teams to play on the same field. If you create a separate schedule for each, the first schedule will get all of the early times and the second schedule will get all of the late times. Schedule Groups solve that problem by allowing you to schedule both groups in the same schedule while only allowing them to play other teams in their group. You can find out more at ‘

Schedule Groups’ on page 21.

Scheduling A Travelling League

Within A Governing Body (i.e. State Soccer Association, Pop Warner, etc.)

Problem: In a travel league, the league scheduler may not know when the home field of each team is available.

Solution: The Shared Location feature allows an organization to share the ability to schedule games at their location with another organization. This is a handy feature for a Travelling League because it allows them to see the availability of the home fields of each team.

Example:

- Travelling League X consists of 4 teams from 4 organizations (Org A/Team A, Org B/Team B, Org C/Team C, Org D/Team D).
- Org A defines a location called Location A and shares it. Org B, C, and D all do the same.

- Travelling League X creates a Location from the shared Location A.
 - Both Org A and League X can now schedule using Location A and can see the availability of Location A.

The preceding example demonstrates a strategy for setting up locations for a Travelling League so that the League scheduler can schedule the home team on their home field. To use this approach the Organizations must share the location (see 'Add A Location' on page 11) and the League must use these shared locations in Location Management. All of the locations for the teams in the Schedule should be added to the schedule (see 'Schedule Locations' on page 26).

After the Locations are set up, the one remaining step is to set the Preferred Locations for each team in the Schedule. Instructions for doing this are located in the 'Schedule Teams' section on page 27.

When the schedule is generated, each game will be scheduled at the preferred location of the home team.

Outside A Governing Body

The Shared Location capability is only relevant within a governing body. When outside a governing body the League would create Locations for each Organization but they would not be Shared locations. The League would not know if the field was available without offline information from the organization but they would be able to use the scheduler to schedule the games.

Reference

The Reference section of this document describes how to use each scheduling feature.

Location Management

The Location Management feature allows you to define Fields, Courts, Pools, etc. that you will use when building schedules.

You can access the Location Management feature from the Club menu.

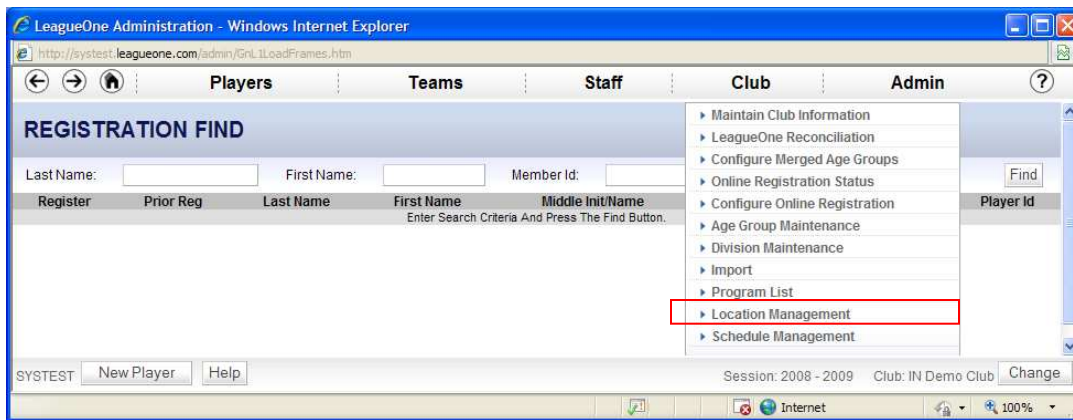


Figure 1 - Accessing Location Management

This will display a list of your existing locations.

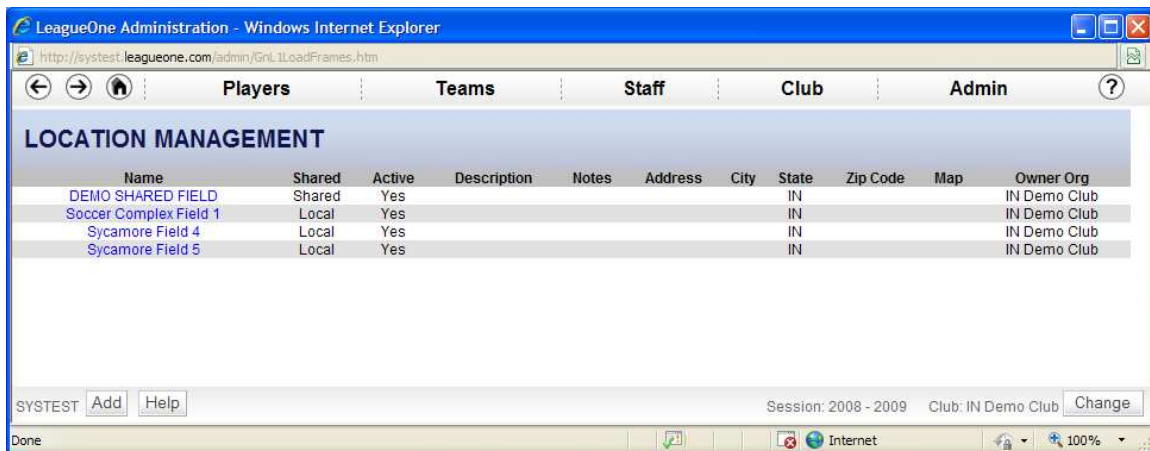


Figure 2 - Location Management List

From this list you can edit an existing location by clicking on the Name (see 'Edit A Location' on page 12) or you can add a new location by clicking the Add button (see 'Add A Location' on page 11).

Add A Location

When you click the Add button from Location Management, the Add Location dialog appears:

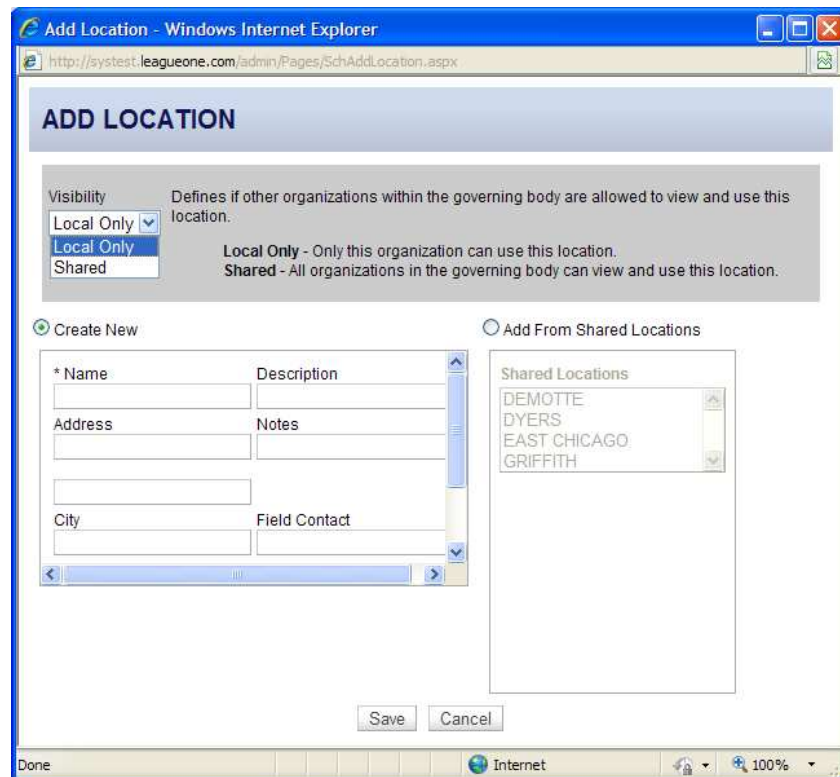


Figure 3 - Add Location

The shaded area at the top, the Visibility section, only appears for our Governing Body customers. Visibility is an advanced feature that allows organizations to share a field with other organizations so that all can see when the field is available and schedule accordingly. This is especially useful when scheduling travelling leagues.

The Visibility setting has two options: “Local Only” and “Shared”.

- **“Local Only”** means that only this organization can use this location. If you do not see the Visibility section, your location will be set to “Local Only” automatically.
- **“Shared”** means that other organizations will be able to also use this location to schedule games.

Choose either “Create New” or “Add From Shared Locations”.

- **“Create New”** is the process of creating a new location for your organization. You have the ability to specify the address, field contacts, and a map URL for the location.
- **“Add From Shared Locations”** allows you to select a location that was shared by another organization so that it can be used in your organization. Note: You can only share locations that you create therefore the system will not let you set the Visibility to “Shared” and choose “Add From a Shared Locations”.

Pressing the Save button will create the location and allow you to configure it.

Edit A Location

When you click on the name of a location from Location Management, you will see the Edit Location screen.

Available From	Available To	Day of Week	Start Time	End Time	Notes
06/01/2009	12/31/2010	Saturday	8:00 AM	6:30 PM	Remove
06/01/2009	12/31/2010	Sunday	8:00 AM	6:30 PM	Remove

Figure 4 - Edit Location

The Edit Location screen allows you to change the settings that you created on the Add Location screen and provides access to further configuration via three tabs:

- **Availability Dates** → Defines when this field can be used. Allows you to define different time periods for each day of they week. Allows you to define different availability during seasons (perhaps longer availability when the days are longer, etc.). Availability must be defined before a field will be scheduled by the schedule engine.
- **Blackout Dates** → Allows you to define exceptions to the Availability Dates. Perhaps there is an event that prevents the location from being used on a particular weekend.
- **Overlapping Locations** → Sometimes a location can be subdivided into smaller locations. For example a full sized soccer field can also be used for two smaller fields for younger players. Overlapping locations allows the scheduler to prevent double booking between fields and sub-fields. Define an overlap when the availability of this location is constrained by the availability of another location.

The “Update” and “Delete Location” buttons appear on each tab.

- “Update” → Saves any changes that were made to the fields that are displayed above the tabs.
- “Delete Location” → Will delete this location.

Location Availability Dates

The Availability tab displays any existing availability entries. Availability entries define when this location can be used.

Available From	Available To	Day of Week	Start Time	End Time	Notes
06/01/2009	12/31/2010	Saturday	8:00 AM	6:30 PM	Remove
06/01/2009	12/31/2010	Sunday	8:00 AM	6:30 PM	Remove

Figure 5 – Location Availability Tab

You can change an existing entry by clicking the “Day of Week” associated with that entry. You can remove an entry by clicking the “Remove” link associated with that entry.

Click the “Add Availability” button to create a new Availability entry.

ADD LOCATION AVAILABILITY

Add Location Availability allows you to define the Date range and Day this Location is available for Scheduling games.

* Available From:

* Available To: (mm/dd/yyyy)

* Day of Week:

* Start Time:

* End Time:

Notes:

Figure 6 - Add Location Availability

“Available From” and “Available To” specify the date range that this entry is valid for. “Day Of Week”, “Start Time”, and “End Time” specify the availability of this location. Press “Add” to create this entry.

Location Blackout Dates

The Blackout Dates tab displays black out periods for this location. Blackouts are used to record exceptions to a locations availability.

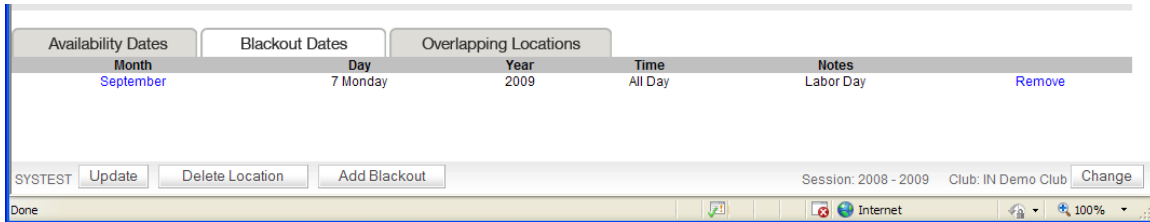


Figure 7 - Location Blackout Dates

You can change an existing entry by clicking the “Month” associated with that entry. You can remove an entry by clicking the “Remove” link associated with that entry.

Click the “Add Blackout” button to create a new Blackout entry.

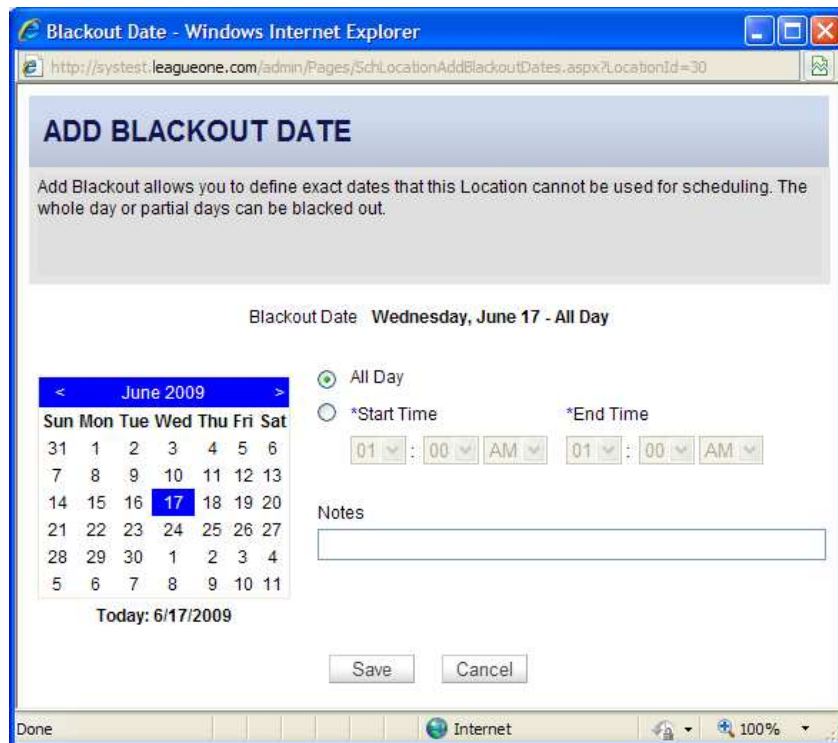


Figure 8 - Add Blackout

Choose the date from the calendar on the left. The Blackout period can either be all day or a specific time period during the day. Press “Save” to store the record.

Overlapping Locations

Define an overlap when the availability of this location is constrained by the availability of another location. An overlap will prevent games from being scheduled at a location if there are conflicting games at the overlap location.

Here are a couple of real world examples of overlapping fields.

One Large Field That Is Also Used As Two Small Fields

Location	Example
<p>Name: Howard Field (FULL SIZE) Description: Full length Soccer field Overlap: Howard Field Overlaps with North and South Fields.</p>	
<p>Name: Howard Field North (HALF SIZE) Description: North half of Howard Field Overlap: Main Howard Field</p>	
<p>Name: Howard Field South (HALF SIZE) Description: South half of Howard Field Overlap: Main Howard Field</p>	

Dual Use Fields That Physically Overlap

Location	Location Layout
<p>Name: Sycamore Park (Dual use park) Description: Dual use park (Baseball and Soccer) Overlap: Baseball Field and Soccer Field</p> <p>* Note that the Soccer field extends into the outfield of the Baseball field.</p> <p>Real world example: http://maps.yahoo.com/#mvt=s&lat=37.808275&lon=-121.944881&zoom=19&q1=sycamore%2520park%2520danville%2520ca.</p>	

The Overlapping Locations tab displays locations that overlap this one.

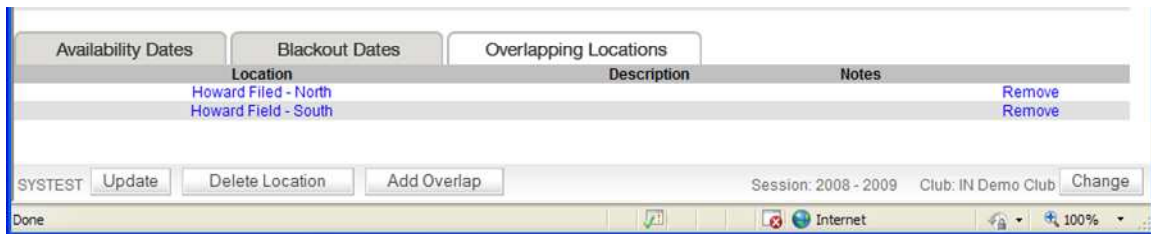


Figure 9 - Overlapping Locations

You can change an existing entry by clicking the “Location” associated with that entry. You can remove an entry by clicking the “Remove” link associated with that entry.

Click the “Add Overlap” button to create a new Overlapping Location entry.

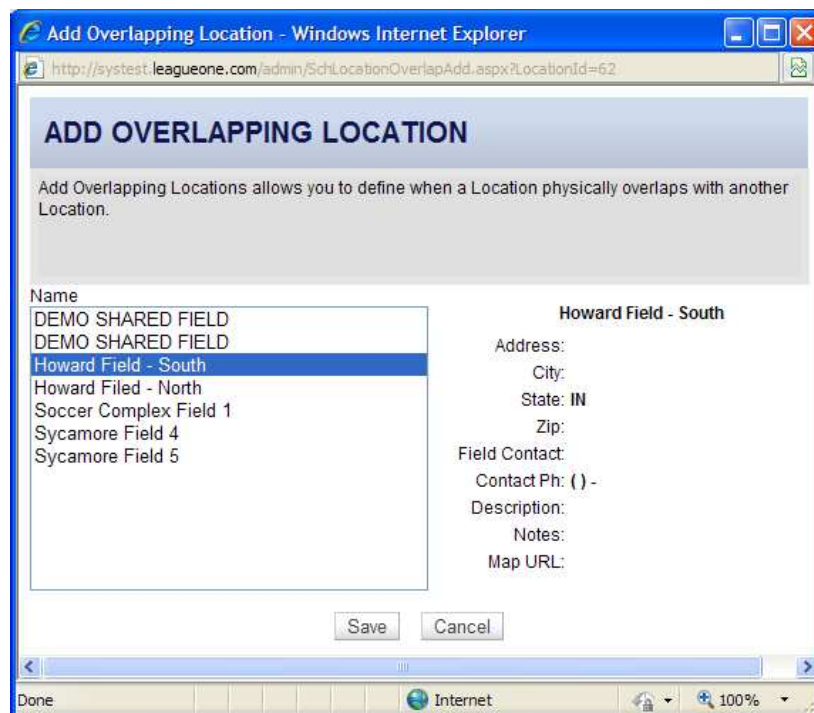


Figure 10 - Add Overlapping Location

Select the name of the Overlapping field and then press the Save button.

Location Reporting

The location screens have a Reports button which will display a selection of Location reports.

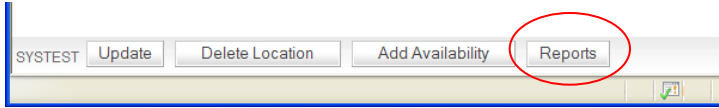


Figure 11 - Location Reports Button

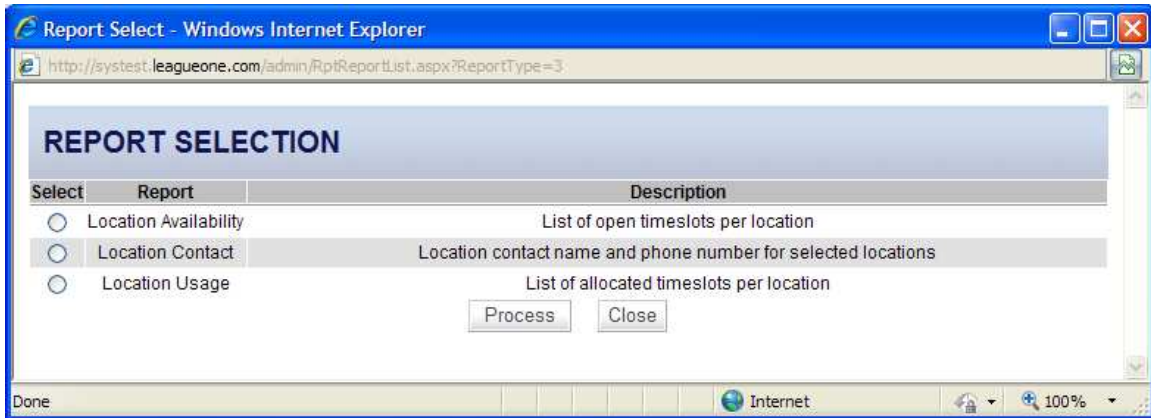


Figure 12 - Location Reports

To run a report, select the desired report and then press the Process button to display the Report Parameter page.

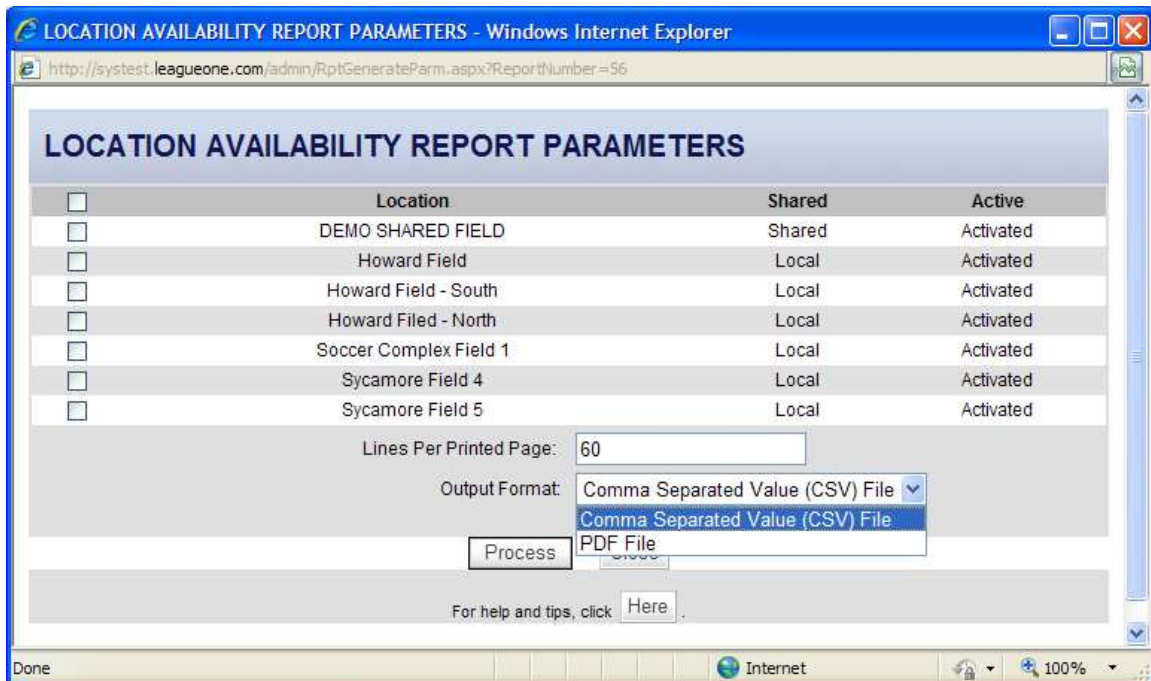



Figure 13 - Location Report Parameter Selection

Choose one or more locations to display on the report. You can also choose the output format:

- **Comma Separated Value (CSV) File** → CSV is a format that can be displayed by Excel. If you choose this format and you have Microsoft Excel on your computer, the report will open in Excel.
- **PDF File** → This format can be opened by Adobe Acrobat. Almost all computers have Adobe Acrobat. If you do not have Acrobat, you can download it for free from

<http://www.adobe.com>. Click the  button.

Reminder about Location Reports: Timeslots are only reserved when a schedule is activated. Schedules that have created but not activated will not appear on the Location Usage report and therefore their timeslots will be available on the Location Availability report.

Schedule Management

The Schedule Management feature allows you to create schedules. You can build a schedule automatically using our Schedule Generator or manually by adding individual games or use a combination of both.

You can access the Schedule Management feature from the Club menu.

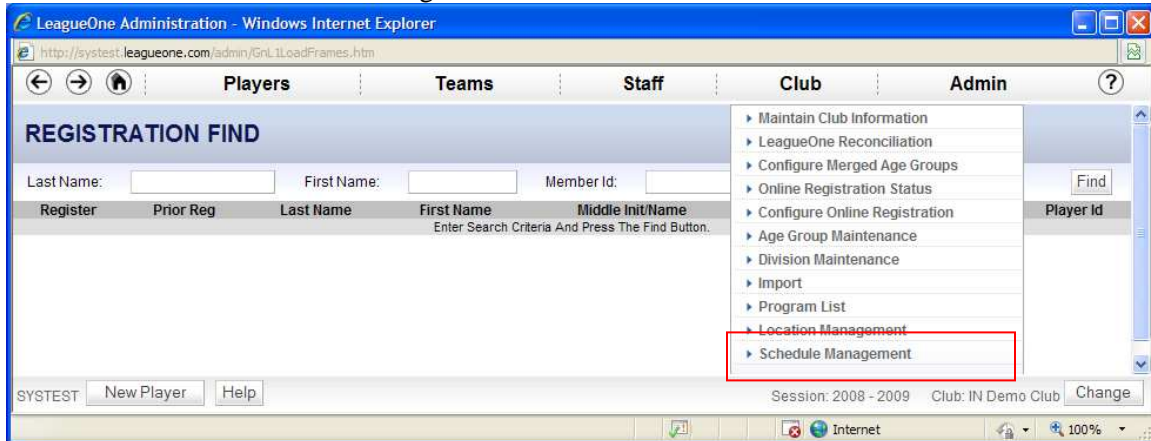


Figure 14 - Accessing Schedule Management

This will display a list of your existing schedules.

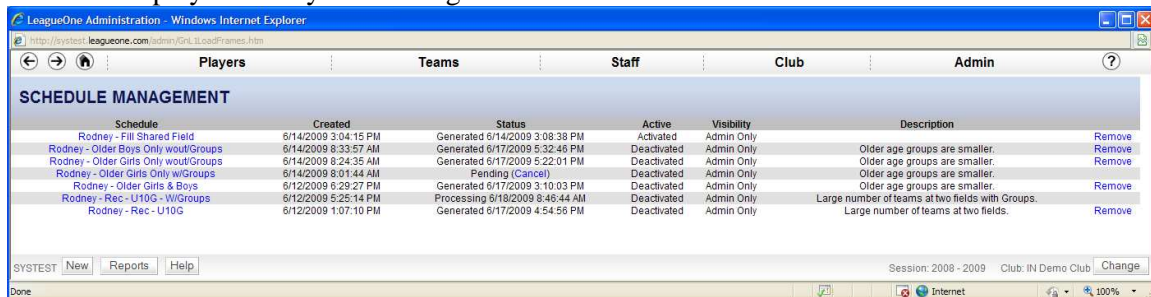


Figure 15 - Schedule Management List

From this list you can edit an existing schedule by clicking on the name or you can add a new schedule by clicking the "New" button. You can delete a schedule by clicking the "Remove" link.

Notes about other columns:

- **Status** is the status of the Schedule Generation process. See 'Schedule Generation Process' on page 20.
- **Active** indicates if the schedule has been activated or not. See 'When Timeslots Are Reserved' on page 20 for more information.
- **Visibility** indicates if the schedule is visible to the public. This is not relevant until Release 3.1 when the schedule viewing interface is release.

Important Concepts

Schedule Generation Process

Since schedule building requires a lot of computer horsepower and can be time consuming, we allow you to continue working on the system while we build your schedule. When you request the Generation of a new schedule the Status field will go through a progression of statuses as your schedule is processed.

Status	Description
Pending (Queue)	The initial status when a request to generate a schedule.
Processing	Our schedule engine is working on this schedule.
Generated	This schedule was successfully built.
Error (reason)	The scheduler was unable to create the schedule using the specified settings. The most common reason for an error is that there are not enough timeslots for the schedule that was requested (i.e. attempting to play 8 games in a 6 week time period when there is a maximum of 1 game per week and 1 game per day).

Since there are a number of ways that you could specify a schedule that could not be built by providing settings that are mutually exclusive, we provide error messages in two ways:

1. When you generate the schedule we perform a series of validations and prevent the request from being submitted if these validations fail. We report the error so that you can correct it.
2. For more complicated validations that require the full logic in the Scheduler Engine, we return the error in the Status field as described above.

When Timeslots Are Reserved

Timeslots are only reserved when a schedule is activated. It is assumed that an administrator will create a schedule, adjust it, and review it for correctness before deciding that it is a valid schedule that reserves timeslots. At this point the administrator will activate the schedule and reserve the timeslots.

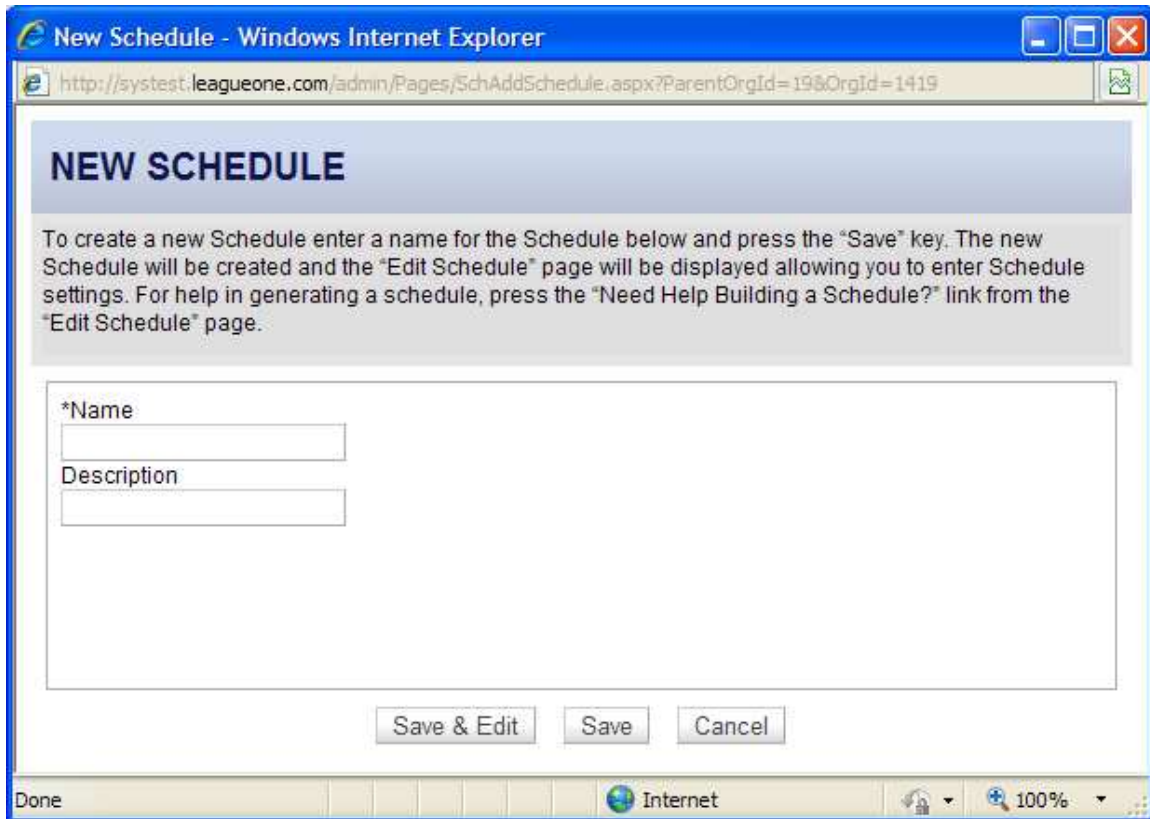
Schedule Groups

Sometimes a location (field, court, etc.) is shared by two different groups of teams that do not play each other (i.e. 10 year old girls and 10 year old boys). If you were to build a separate schedule for the first group and then a schedule for the second group, the first group would get all the early times and the second group would get all of the late times.

Schedule Groups provide a solution that will balance game times across the groups that share the same location(s) while still only scheduling the members of the group against other members in the group. For more on Schedule Groups see the 'Schedule Teams' section which begins on page 27.

Add A Schedule

From the Schedule Management screen (see 'Figure 15 - Schedule Management List' on page 19) press the New button to begin the process of creating a new schedule.



The screenshot shows a web browser window titled "New Schedule - Windows Internet Explorer". The address bar contains the URL: <http://systest.leagueone.com/admin/Pages/SchAddSchedule.aspx?ParentOrgId=198&OrgId=1419>. The main content area has a header "NEW SCHEDULE" and a text block: "To create a new Schedule enter a name for the Schedule below and press the 'Save' key. The new Schedule will be created and the 'Edit Schedule' page will be displayed allowing you to enter Schedule settings. For help in generating a schedule, press the 'Need Help Building a Schedule?' link from the 'Edit Schedule' page." Below this is a form with two input fields: "*Name" and "Description". At the bottom of the form are three buttons: "Save & Edit", "Save", and "Cancel". The browser's status bar at the bottom shows "Done", "Internet", and "100%".

Figure 16 - New Schedule

Complete the "Name" and optionally the "Description." Press the "Save & Edit" button to create the schedule and begin editing the settings. Press the "Save" button to create the schedule and return to the Schedule Management List.

Edit A Schedule

When you click on the name of a schedule from Schedule Management, you will see the Edit Schedule screen.

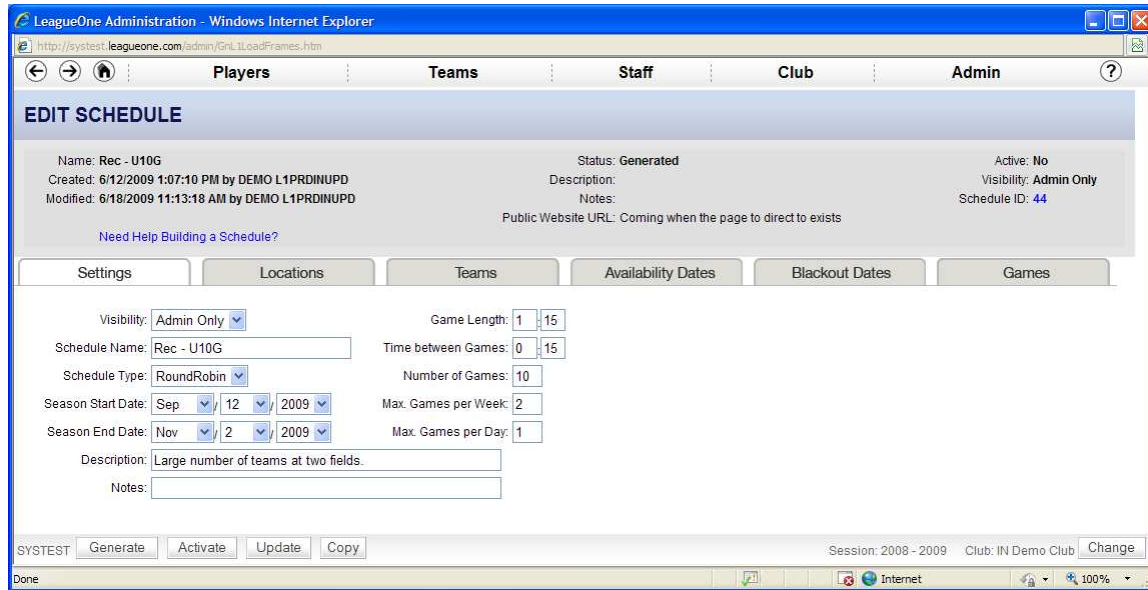


Figure 17 - Edit A Schedule

The Edit Schedule screen displays status fields in the top section and provides access to a series of tabs that allow you to configure and view your schedule.

- **Settings** → Allows you to change the name/description of the schedule as well as configuring a variety of settings that will be used to generate your schedule.
- **Locations** → The locations that can be used by this schedule.
- **Teams** → The teams that will be scheduled. Allows you to configure preferred locations and navigate to the team to set team blackout dates.
- **Availability Dates** → Defines the days and times that the games in this schedule should occur on. Note: Locations also have availability dates. The scheduler will only schedule days and times that are available for the schedule AND available for the locations associated with the schedule.
- **Blackout Dates** → Allows you to define exceptions to the Availability Dates. Perhaps there is a day during the season that is normally scheduled but you do not want games to be played on that day.
- **Games** → This is a listing of games associated with this schedule. You can Add/Edit/Delete games from this tab.

The “Generate” and “Activate/Deactivate” buttons appear regardless of which tab is active.

- **“Generate”** → Generates a new schedule. Existing games are deleted and a new set are created by the scheduling engine. You must add Locations, Teams, and Availability dates before generating a schedule.
- **“Activate”/“DeActivate”** → Activate reserves the timeslots occupied by the games in this schedule. Deactivate releases the timeslots occupied by the games in this schedule. This button toggles depending on if the schedule is Active or not.

Schedule Settings

The Settings tab allows you to change the name/description of the schedule as well as configuring a variety of settings that will be used to generate your schedule

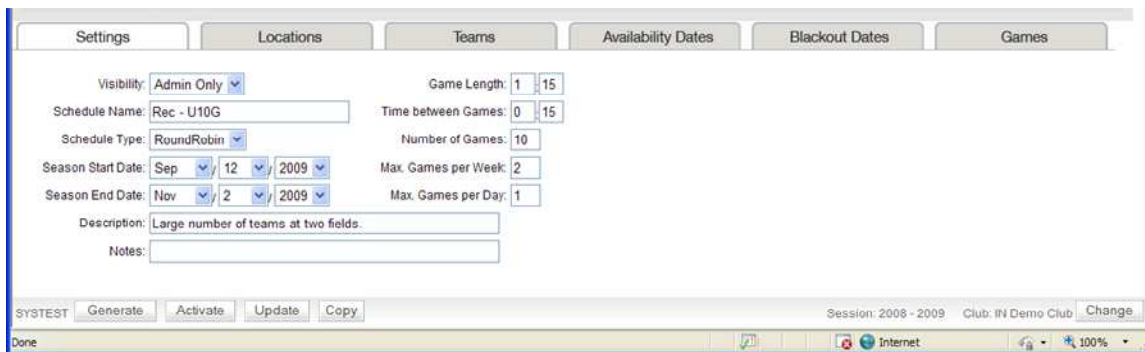


Figure 18 - Schedule Settings Tab

Here is an explanation of the fields on the Settings tab:

Field	Description
Visibility	Indicates if the schedule is visible to the public. This is not relevant until Release 3.1 when the schedule viewing interface is release.
Schedule Name	Allows you to change the schedule name.
Schedule Type	Currently there is only one type, Round Robin, which assigns games across all teams.
Season Start Date	The first day of the season for this schedule.
Season End Date	The last day of the season for this schedule.
Description	The description of the schedule. (optional)

Notes	Any notes that you would like to store about this schedule. (optional)
Game Length	The length of each game in hours and minutes.
Time Between Games	The time between games in hours and minutes.
Number Of Games	The number of games that each team should play in a season.
Max Games Per Week	The highest number of games that should be scheduled for a team in a week.
Max Games Per Day	The highest number of games that should be scheduled for a team in a day.

The “Update” and “Copy” buttons only appear on the Settings tab.

- **“Update”** → Saves any changes that have been made on the Settings page.
- **“Copy”** → Copies the schedule.

Schedule Locations

The Locations tab displays the locations that this schedule can use.

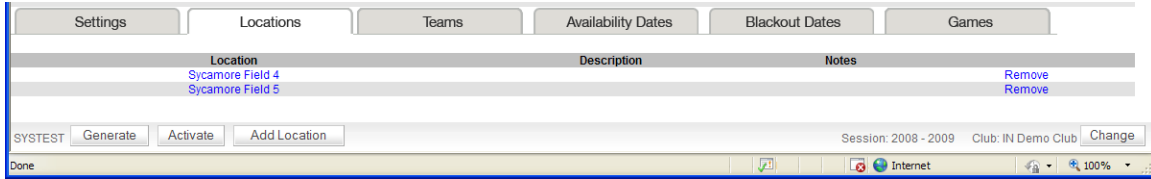


Figure 19 - Schedule Locations Tab

Clicking the Location name will display the Edit Location page described earlier in this document. The Remove link will delete this location from this schedule. It does not delete the location from your organization.

The Add Location button displays the Add Schedule Location page:

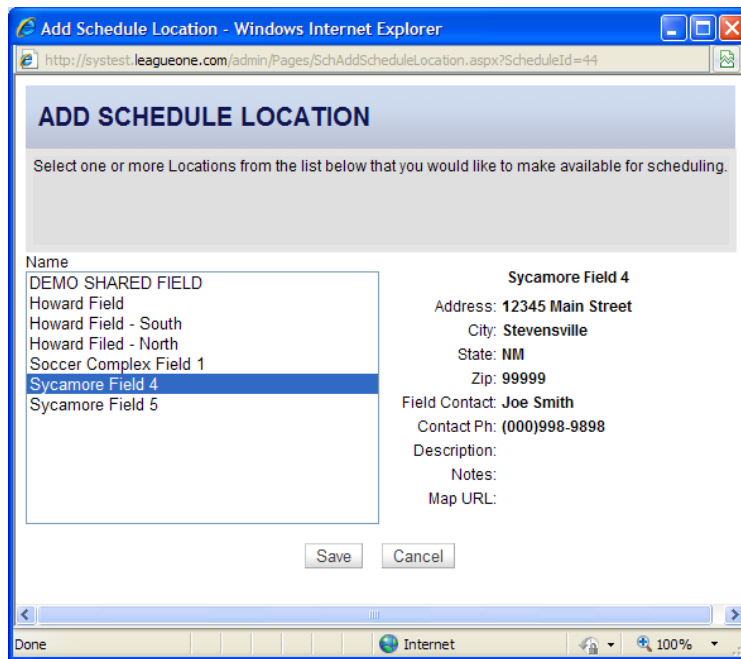


Figure 20 - Add Schedule Location

Choose a field and then press Save to add a location to your schedule.

Schedule Teams

The Teams tab displays teams that have been associated with this schedule.



Figure 21 - Schedule Teams Tab

Each column can be sorted by clicking on the column header. The Remove link will delete the team from this list.

The Add Teams button opens a dialog that allows you to search for teams and add them to this schedule.

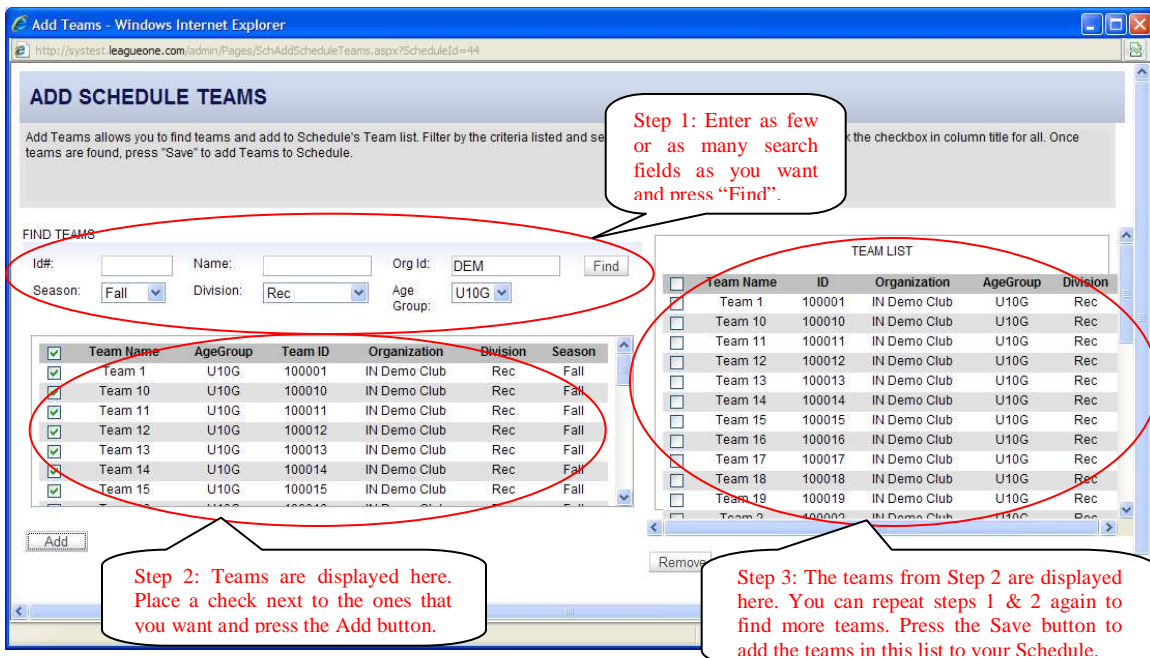


Figure 22 - Add Teams

The Add Teams dialog allows you to search for teams and add them to your schedule. The search function works exactly like the Find in Team Maintenance. All teams are displayed for the current organization and below in the current year.

Teams can optionally specify a Preferred Location. This is typically used by “travelling leagues” so that games are scheduled at the Home Teams field. If you click the “View Locations” link on the Edit Schedule tab (see ‘Figure 21 - Schedule Teams Tab’ on page 27) the Team Preferred Locations dialog is displayed.

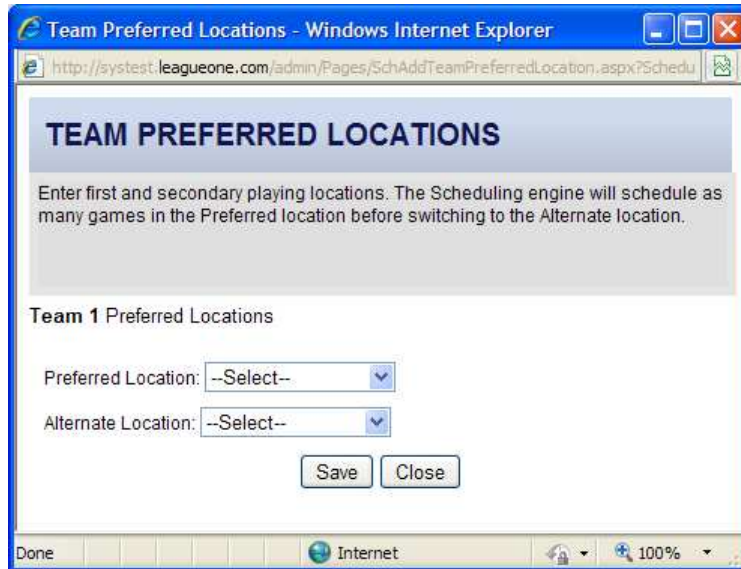


Figure 23 - Team Preferred Locations

The locations that are associated with this schedule are displayed in the dropdowns. Modify the selections and press the Save button.

Team Blackout Dates

Team Blackout Dates can be specified from the Team Maintenance page. Click on the hyperlinked Team ID to navigate to the Team Maintenance page.

Schedule Groups

You can create Schedule Groups by pressing the Manage Groups button on the Teams tab. The following dialog is displayed.

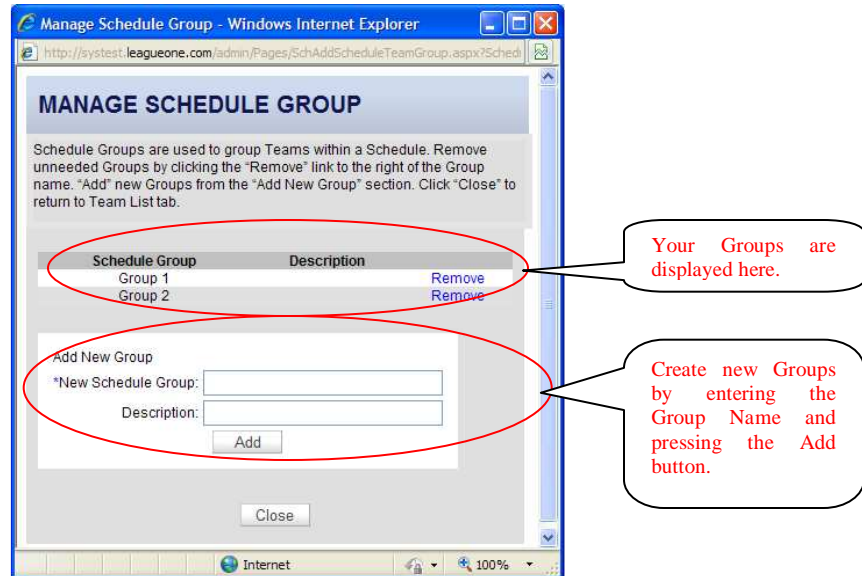


Figure 24 - Manage Schedule Groups

After you create groups, they will be displayed in the dropdown on the Teams tab as follows:

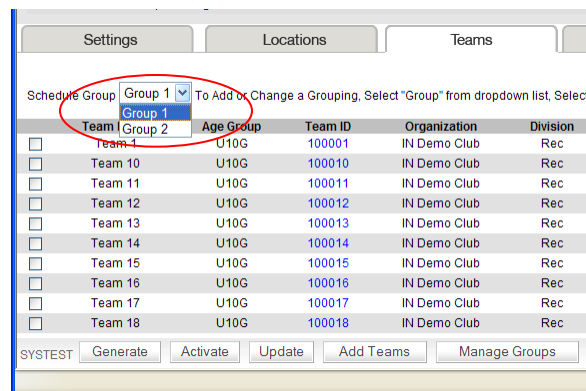


Figure 25 - Team Tab With Schedule Groups

You can associate teams with a Schedule Group by:

- 1) Choosing the Group from the dropdown.
- 2) Place a check mark next to each team that you want to assign to the group.
- 3) Press the Update button.



Figure 26 - Associating Teams To A Schedule Group

Once a team is associated with a schedule group, the group is displayed in the Schedule Group column.

NOTE: If schedule groups are used, ALL teams must have a schedule group associated with them before a schedule can be generated.

Schedule Availability Dates

The Availability Dates tab of the Schedule defines which days and times can be scheduled for this schedule. It operates in the same way as the Availability Dates for the Location.

Note: The schedule engine only schedules days/times that are available for both the schedule and the location.

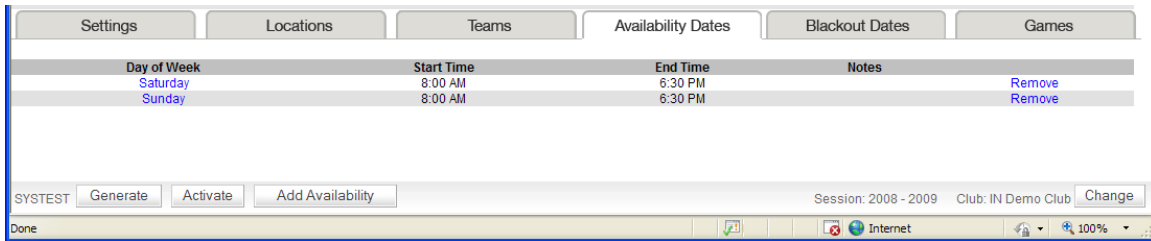


Figure 27 - Schedule Availability Dates

You can change an existing entry by clicking the “Day of Week” associated with that entry. You can remove an entry by clicking the “Remove” link associated with that entry.

Click the “Add Availability” button to create a new Availability entry.

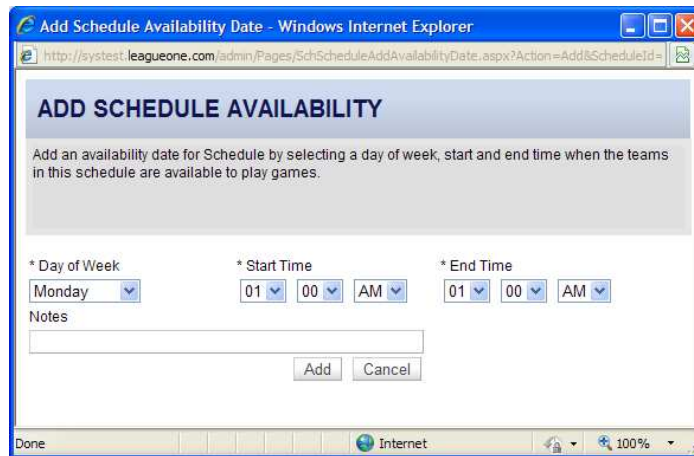


Figure 28 - Add Schedule Availability

“Day Of Week”, “Start Time”, and “End Time” specify the availability of this location. Press “Add” to create this entry.

Schedule Blackout Dates

The Blackout Dates tab displays black out periods for this schedule. Blackouts are used to record exceptions to a schedules availability.

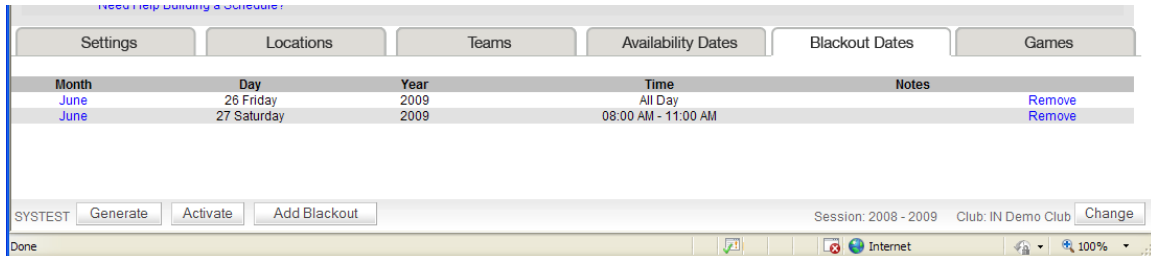


Figure 29 - Schedule Blackout Dates

You can change an existing entry by clicking the “Month” associated with that entry. You can remove an entry by clicking the “Remove” link associated with that entry.

Click the “Add Blackout” button to create a new Blackout entry.

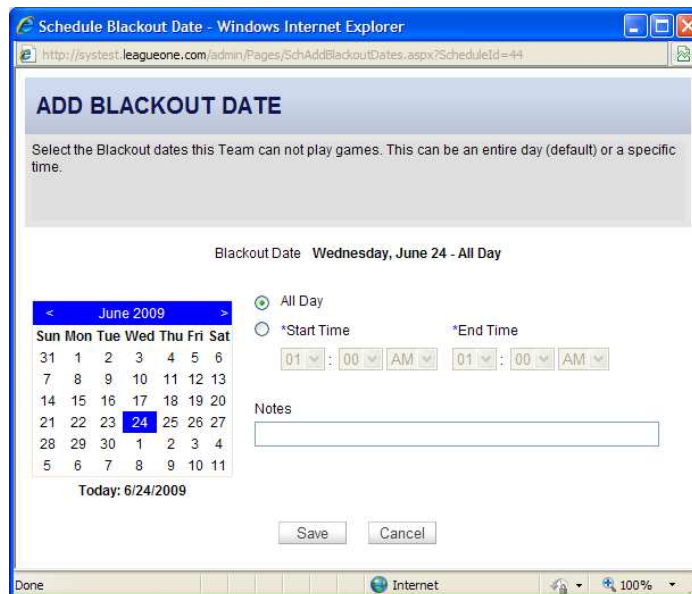


Figure 30 - Add Schedule Blackout Dates

Choose the date from the calendar on the left. The Blackout period can either be all day or a specific time period during the day. Press “Save” to store the record.

Schedule Games

The Games tab displays all games associated with the schedule. These games could have been generated by the schedule engine or added manually by you.

Game#	Group	StartDt	Hm Team ID	Home Team	Vs Team ID	Visiting Team	Location	Conflict
1		9/12/2009 Saturday 8:00:00 AM	100021	Team 21	100023	Team 23	Sycamore Field 4	Edit Delete
2		9/12/2009 Saturday 8:00:00 AM	100007	Team 7	100004	Team 4	Sycamore Field 5	Edit Delete
3		9/12/2009 Saturday 9:30:00 AM	100035	Team 35	100008	Team 8	Sycamore Field 5	Edit Delete
5		9/12/2009 Saturday 12:30:00 PM	100034	Team 34	100016	Team 16	Sycamore Field 5	Edit Delete
6		9/12/2009 Saturday 2:00:00 PM	100019	Team 19	100006	Team 6	Sycamore Field 4	Edit Delete
8		9/12/2009 Saturday 3:30:00 PM	100029	Team 29	100025	Team 25	Sycamore Field 5	Edit Delete
9		9/12/2009 Saturday 3:30:00 PM	100001	Team 1	100002	Team 2	Sycamore Field 4	Edit Delete
10		9/12/2009 Saturday 5:00:00 PM	100027	Team 27	100026	Team 26	Sycamore Field 5	Edit Delete
11		9/12/2009 Saturday 5:00:00 PM	100020	Team 20	100005	Team 5	Sycamore Field 4	Edit Delete
12		9/13/2009 Sunday 8:00:00 AM	100014	Team 14	100032	Team 32	Sycamore Field 4	Edit Delete
13		9/13/2009 Sunday 8:00:00 AM	100002	Team 2	100028	Team 28	Sycamore Field 5	Edit Delete
14		9/13/2009 Sunday 9:30:00 AM	100031	Team 31	100022	Team 22	Sycamore Field 4	Edit Delete
15		9/13/2009 Sunday 9:30:00 AM	100027	Team 27	100020	Team 20	Sycamore Field 5	Edit Delete
16		9/13/2009 Sunday 11:00:00 AM	100021	Team 21	100026	Team 26	Sycamore Field 5	Edit Delete
18		9/13/2009 Sunday 12:30:00 PM	100030	Team 30	100024	Team 24	Sycamore Field 4	Edit Delete
19		9/13/2009 Sunday 12:30:00 PM	100034	Team 34	100019	Team 19	Sycamore Field 5	Edit Delete
21		9/13/2009 Sunday 2:00:00 PM	100009	Team 9	100017	Team 17	Sycamore Field 4	Edit Delete

Figure 31 - Schedule Games Tab

The Games tab has many features to make it easy to work with your schedule:

- **Sort able columns** - Each column header can be clicked to sort the schedule based on that column.
- **Filters by Group, Team, and Location** – When you choose a Group, Team or Location in a filter the games list will hide any games that do not match your selection. For example if you select Team 1 in the Teams filter, only the games for Team 1 are displayed.
- **Delete A Game** – Click the Delete link next to the game.
- **Add A Game** – See below
- **Edit A Game** – See Below.

When you click the Edit link next to a game, the following dialog is displayed:

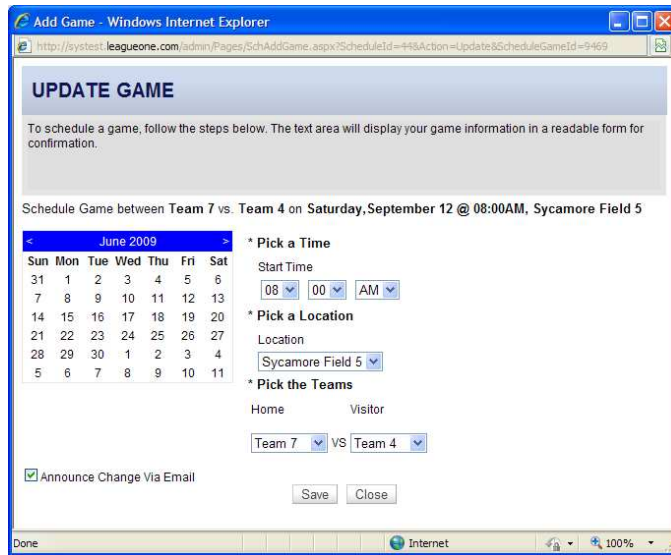


Figure 32 - Edit A Game

You can change the date, time, fields and teams. If the schedule is Active, you will only be able to change these settings to values that do not conflict with other schedules.

The “Announce Change Via Email” checkbox will cause an email to be sent to the Staff and Players on the affected teams as well as the person that is making the change to the game. ***NOTE: THIS FEATURE IS NOT YET ACTIVE IN THE BETA VERSION.***

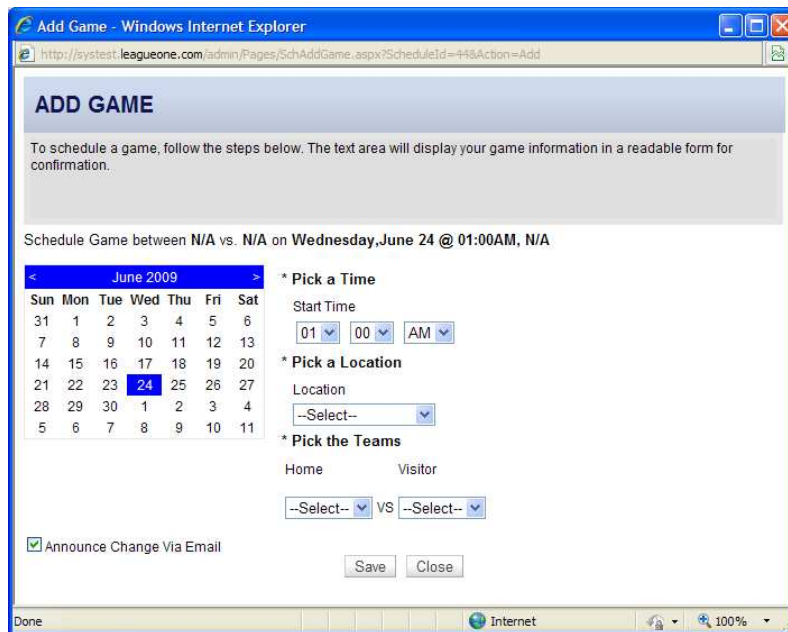


Figure 33 - Add A Game

Press the Add Game button to display the Add Game dialog. The functionality on this screen is identical to Edit Game.