Assigning Quick Start

1. Click Files > Preferences > Program tab
Enter the type of mailing labels you use.

2. Click Files > Preferences > League tab
Enter the name of your league and league affiliation.

3. Click Files > Quick Entry Items > Quick Entry Items > Towns tab > New button
Enter the names of the towns in your area.

4. Click Personnel > Divisions > Division Names
Enter the names of your league divisions. A division is the group of teams which play each other in the schedule. If the divisions are unknown, you may enter them later.

5. Click Personnel > Team Names > Team Names
Enter a team code, division, and short team name for each of the teams in your league. Other entries are optional. If the teams are unknown, you may enter them later.

6. Click Schedule > Site Names
If site names are not yet known, you can enter site codes in the schedule and later assign site names to the codes.

7. Click Schedule > Schedule of Games > Generate Schedules
Generate the schedule.

8. Click Personnel > Personnel > Officials
Enter names of officials, a code to use when assigning them, and days, days and time each is unavailable to work.
Optionally enter certification levels and dates.

9. Click Schedule > Assign Officials
Click on the popup arrow to see a list of officials available and certified to work each game.

10. Click Schedule > Print Schedules & Reports > Schedules > Official Schedules
Check Worksheet and print the schedules.

11. Click Schedule > Print Schedules & Reports > Reports > Official Conflicts
Check for assigning conflicts.

12. Click Schedule > Print Schedules & Reports > Schedules > Individual Schedules
Print schedules for distribution