

Assistant Quick Start - Schedules

1. Click **Schedule > Field Names**

If field names are not yet known, you can enter field codes in the schedule and later assign field names to the codes.

2. Click **Schedule > Divisions**

A division is the group of teams which play each other in the schedule. If the division travels, check the Traveling box.

3. Click **Schedule > Team Names**

Enter a team code, division, and short team name. If the team travels, enter field codes.

4. Click **Schedule > Schedule of Games**

Enter your schedule.

5. Click **Schedule > Print Schedules & Reports > Team Schedules**

Print schedules for your team.

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Assistant Quick Start - Registration

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 **Schedule > Divisions > Division Names**

Enter the name of your division. A division is the group of teams which play each other in the schedule.

5. Click **Schedule > Team Names**

Enter a team code, division, and short team name for each team in your division. Other entries are optional. If the teams are unknown, you may enter them later.

6. Click **Personnel > Players**

Enter name, address, phone number, birth date. If you know the team, enter the team code. Other entries are optional.

7. Click **Personnel > Managers, Coaches, & Other Team Volunteers**

Enter name, address, phone number. If you know the team, enter the team code. Other entries are optional.

8. Click **Personnel > Lists, Labels, and Forms > Rosters**

Print rosters to distribute.

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