

League Scheduling Quick Start

1. Plan your schedule.

Decide which days of the week and which times each division will play and which sites each will use. Know the date your season will start, the number of games each team will play, and dates to skip for holidays and tournaments.

2. Click **Schedule > Field Names**

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

3. 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.

4. Click **Schedule > Team Names**

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

5. Click **Schedule > Schedule of Games > Generate Division Schedule**

Generate the schedule for each division.

6. Click **Schedule > Print Schedules & Reports > Schedules > Division Schedules**

Check Worksheet, print the schedules and examine them.

7. Click **Schedule > Schedule of Games > Manage Games**

Make changes to the generated schedules.

8. Click **Schedule > Print Schedules & Reports > Reports > Site Conflicts**

Check for site conflicts.

9. Click **Schedule > Print Schedules & Reports > Schedules > Division Schedules**

Print schedules for distribution

League Scheduling Quick Start

Tournament Scheduling Quick Start

1. Click **Tournament > Tournament Setup**.

2. Enter the name of the tournament to appear on the schedules and bracket charts. If several age groups and levels are competing, each group is considered a separate tournament.

3. Give the tournament a code.

4. Enter the range of dates and the length of time to hold the field.

5. Enter the division name, level, and game. This can be taken from league play or a new division can be created.

6. Enter the number of teams. This determines the tournament brackets.

7. Enter the number of fields this tournament will use.

8. Click **Create Tournament Brackets**. The schedule will be created with team seeding numbers and field numbers, but no team nor field names.

9. Select the **Teams tab** and enter the names of the teams. If known, enter the best team first, the next best second, etc. If the teams are in your league click **Enter Teams from the ... Division**. They will be seeded according to the current standings.

10. Click the **Fields tab** and enter the names of the fields used in the tournament.

11. Click the **Dates & Times** tab and enter the dates and times of each round.

12. Click the **Schedule tab**.

13. Click **Load Teams into Schedule**.

14. Click **Load Dates and Times into Schedule**.

15. Click **Load Fields into Schedule**.

16. After each round of games, enter the scores. Check each Update box in order so the winner and losers will be properly assigned.

17. Click the print button to print an updated schedule and bracket sheet.

Tournament Scheduling Quick Start