

## Football Registration Quick Start

### 1. Click Files > Preferences > League tab

Enter the name of your league.

### 2. Click Files > Preferences > League tab

Check that the cut-off date(s) is correct. You must change this date every year.

### 3. Click Files > Preferences > Program tab

Enter the type of mailing labels you use.

### 4. Click Files > Quick Entry Items > Quick Entry Items > Towns tab > New button

Enter the names of the towns in your area.

### 5. 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.

### 6. 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.

### 7. Click Personnel > Personnel > Players

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

### 8. Click Personnel > Personnel > Managers, Coaches & Other Team Volunteers

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

### 9. Click Personnel > Lists, Labels, and Forms > Specialized Lists > Age Count of Players

Count the number of players in each age group to determine the number of teams needed (if not already assigned).

### 10. Click Return > Return to Main Menu > Create Tryout Numbers

Assign tryout numbers to the players.

### 11. Click Personnel > Lists, Labels, and Forms > Specialized Lists > Tryout Forms

Print tryout forms to give to the managers.

### 12. Click Return > Return to Main Menu > Assign Personnel to Teams > Drag-and-Drop

Enter a team code and drag unassigned players in the left box into the right box. You can also assign players by entering the team code in the player form or let League Organizer™ create teams by selecting Assign Personnel to Teams > Automatically

### 13. Click Personnel > Lists, Labels, and Forms > Team Lists > Rosters

Print rosters to distribute.

Football Registration Quick Start

## Football Scheduling Quick Start

### 1. Plan your schedule.

Decide which days of the week and which times each division will play and which fields 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 field names are not yet known, you can enter field codes in the schedule and later assign field 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 field 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 > Field Conflicts

Check for field conflicts.

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

Print schedules for distribution

Football Scheduling Quick Start