## Athletic Scheduler Pro 2022 Contest Changes

Remember that after you have published your schedule, there are three change options for contests: New, Reschedule, and Cancel. Before you have published your schedule you don't need to make a "Change", just change it. When making a change, click on the Change button to select your choice. All three will open a new layout for that purpose.

- <u>New will let you set up an email to notify people of the new contest.</u>
- <u>Reschedule</u> will let you make your changes, save the original for restoring it if you like, and set up an email to notify people of the change, and
- <u>Cancel</u> will set the canceled field to yes and set up an email to notify people of the cancellation.

| Athletic Scheduler Pro_2022_Exeter (pea-athletics)     — 0     |                             |                                         |         |            |           |            |                |              |                |                   |                                      |                        |              | - 0          |                      |                              |                               |                       |
|----------------------------------------------------------------|-----------------------------|-----------------------------------------|---------|------------|-----------|------------|----------------|--------------|----------------|-------------------|--------------------------------------|------------------------|--------------|--------------|----------------------|------------------------------|-------------------------------|-----------------------|
| File Edit View Insert Format Records Scripts Tools Window Help |                             |                                         |         |            |           |            |                |              |                |                   |                                      |                        |              |              |                      |                              |                               |                       |
|                                                                |                             |                                         |         |            |           |            |                |              |                |                   |                                      |                        |              |              |                      |                              |                               |                       |
| С                                                              | 🕆 💼 Phillips Exeter Academy |                                         |         |            |           |            |                |              | 9/16           | 9/16/2022         |                                      | Info Lists Practice Re |              |              | s Backroom We        | ather Calendar Email Archive | Jump Fall Winter Spring Conte | Utilities<br>sts Exit |
|                                                                | E.                          | Athletic Contests Edit Winter 2021-2022 |         |            |           |            |                |              |                |                   | HS Division Chooser Include Practice |                        | ctice Ves    | Find<br>Sets |                      |                              | Build Schedule Grids          | ces Tool Bar<br>Theme |
|                                                                | Nav                         | 1.1                                     | 5 <     | > Go       | o To Date | Loop       |                |              | Specia         | I Date            | Check Li                             | st Group :             | iort XYes    |              | his One Today        | This Week Next Week Upcoming | Size O Single   Double O Mu   | Set Locations<br>Zoom |
|                                                                | Day E                       | Date                                    | Classes | Start Time | Place     | Team       | Opponent       | Vehicle Pick | up Location Op | pLevel <u>Typ</u> | Opponent 2                           | 2 Opponent 3 O         | pponent 4 Ca | mpus Locatio | n Locations Off Site | MealS Lge Confirm S A O Remi | inders <u>Season</u> Reschedu | led                   |
| 1                                                              | Wed                         | 11/17/21                                | XYes    | 5:00 PM    | Home      | Hockey BV  | Hoosac         |              |                |                   |                                      |                        |              |              | 1                    | Change                       | Options Close                 | Change                |
| 1                                                              | Fri                         | 11/19/21                                | × Yes   | 330/445/6  | Home      | Hockey GV  | GA             |              |                | Scr               | NYA                                  |                        |              |              |                      |                              |                               | C'ante U              |
| 1                                                              | Fri                         | 11/19/21                                | XYes    | 5:30 PM    | Home      | Hockey BV  | NYA            |              |                |                   |                                      |                        |              |              |                      | Reschedule                   | Cancel                        | Change U              |
| 1                                                              | Sat                         | 11/20/21                                | × Yes   | 5:00 PM    | Home      | Hockey BV  | Kents Hill     |              |                |                   |                                      |                        |              |              |                      |                              |                               | Change U              |
| 1                                                              | Sat                         | 11/20/21                                | XYes    | 12:30 PN   | I Home    | BktBll BV  | KUA            |              |                |                   |                                      |                        | L            | ove V        |                      |                              |                               | Change U              |
| 1                                                              | Tue                         | 11/23/21                                | × Yes   | 6:00 PM    | Home      | Hockey BV  | Stanstead      |              |                |                   |                                      |                        |              |              |                      |                              |                               | Change U              |
| 1                                                              | Sat                         | 12/4/21                                 | × Yes   | 6:00 PM    | Away      | Hockey BV  | Gunnery -      |              |                | Tou               |                                      |                        |              |              | Rink A               |                              |                               | Change U              |
| 1                                                              | Sun                         | 12/5/21                                 | × Yes   | 3:00 PM    | Away      | Hockey BV  | Brunswick -    |              |                | Tou               |                                      |                        |              |              | Rink A               |                              |                               | Change                |
| 1                                                              | Wed                         | 12/8/21                                 | × Yes   | 5:15 PM    | Away      | Hockey BJV | Dexter-Southfi |              |                |                   |                                      |                        |              |              |                      |                              |                               | Change                |
| 1                                                              | Wed                         | 12/8/21                                 | × Yes   | 4:45 PM    | Home      | Hockey BV  | Dexter-Southf  |              |                |                   |                                      |                        |              |              |                      | Email Confirmations          | New Contest Notification      | Change                |
| 1                                                              | Wed                         | 12/8/21                                 | × Yes   | 3:30 PM    | Home      | Squash GJV | Groton         |              |                |                   |                                      |                        |              |              |                      |                              | Hew Contest Hounculion        | Change                |
| 1                                                              | Wed                         | 12/8/21                                 | × Yes   | 3:30 PM    | Home      | Squash GV  | Groton         |              |                |                   |                                      |                        |              |              |                      | Sent 9/                      | 15/2022                       | Change U              |
| 1                                                              | Wed                         | 12/8/21                                 | X Yes   | 3:30 PM    | Away      | Squash BJV | Milton         |              |                |                   |                                      |                        |              |              |                      | Opponent Sch                 | 22 PM Coaches                 | Change                |
| 1                                                              | Wed                         | 12/8/21                                 | × Yes   | 4:00 PM    | Away      | Hockey GV  | Milton         |              |                |                   |                                      |                        |              |              |                      |                              |                               | Change                |
| 1                                                              | Wed                         | 12/8/21                                 | × Yes   | 3:30 PM    | Away      | Squash BV  | Milton         |              |                |                   |                                      |                        |              |              | 1                    | Yes Yes Yes                  | Winter 2021-2022 Yes          | Change                |