Athletic Scheduler Pro 2022 Facilities Guide

The Facilities tracker uses the Contest table just like practices and contests so they can all be viewed on this layout. There will be a lot of records so you want to be using found sets as much as possible to allow for quick scrolling. The layout should be very familiar to you with similar tools for finding and sorting.

The sort is always grouped on the location of the event first since locations are what you are interested in. Using the Group Sort pop up you can chose the second and third levels of the sort. Use the find set buttons in the Navigation menu to create smaller find sets.

Find sets will find all events of the selected criteria, whether or not they have been assigned a location. Click on the "Omit Blanks" button to remove those events with no location from your found set.
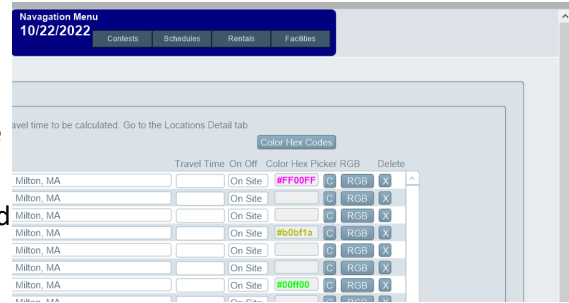
Conflicts will be highlighted in red to indicate that the facility is being scheduled for more than one event during a given time slot. If the facility has more than one court or field, set the Shared field to "Yes" in the Backroom on the Location tab.

An alternate view of facility use is the calendar. Select it by clicking on the Calendar button on the Navigation menu. There are 3 views available: Month, Week or Day.
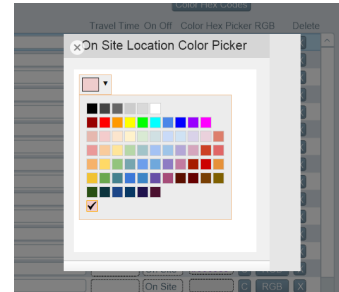
Event times and dates can be modified in the Calendar view by sliding it the whole event or just a bottom or top edge or clicking on the event.

Colors for each location can be set in the Backroom on the Locations>List tab. Hex Color Codes can be entered by any of 3 different methods and the code will show in the selected color.

1. You can click into the Hex Color field and type the Hex Color code. Hex Color Codes can be found by clicking on the Hex Color Codes button above the field or clicking on the RGB button to the right of the field.

2. You can click on the "C" button to the right of the Hex Color field and select the color from the Color Picker pop up.

3. You can click on the RGB button to the right of the Hex Color field if you want to enter RGB values instead of Hex Color codes. There is a color code chart in the pop up for your convenience.