



Athletic Scheduler Pro 2022 Opponent Guide

The athletic scheduler comes with the Opponent table populated with the most current school information including personnel as collected on the NEPSAC online database.

Opponent information is found in the Backroom on the Opponent tab. Sub-tabs include:

- List – is an alphabetical list of all opponents.
 - Since it comes with all NEPSAC schools, there are many that you don't play against and may want to remove.



- To remove opponents from go to the Edit list by clicking on the Edit button.

- Once on the Edit layout, click into the Select field for each school you want to remove and then click on the Delete button.
- This is also a good layout for editing opponents information.



- Other buttons include:

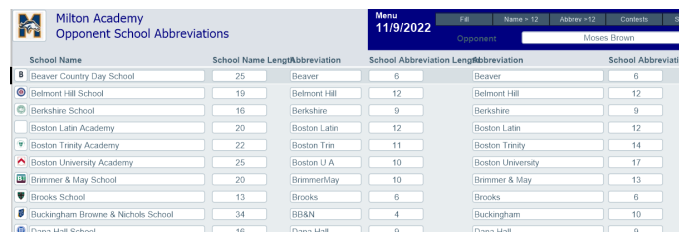
- New Opponents – adds a new blank row to the opponent list.
 - Enter the opponent's Full Name, Abbreviation, NEPSAC Division, School Phone number, Athletic Department Phone Number, Travel Time, Dressing Facility Status, and whether or not they offer a pre or post contest meal.
 - Travel Time can either be entered here or calculated using the Calc button, however you cannot calculate the travel time to an opponent until the opponent's physical address has been entered on the Detail Tab.

- Calculate All – calculates the travel time for all the opponents with physical addresses.

- Address Labels – opens a layout for printing address labels for sending Contracts by mail.

- Abbreviations – opens a layout for managing opponent abbreviations.

- Fill – fills the opponent abbreviation with the calculation.



- Name > 12 – finds all opponent names that are greater than 12 characters long.
- Abbrev>12 – finds all opponent abbreviations that are greater than 12 characters long.
- Opponent Chooser – selects the opponent of your choice.

- Find the opponent abbreviations you want to change using the button of your choice and edit the abbreviation.
 - Edit – opens a list of opponent information for editing.
 - Email Recipients – open the Opponent Email Recipients layout for select who should receive emailed Contracts and Reminder/Notifications. You will be able to select individuals by school or select them by title and set the whole batch.
- Personnel – tab displays a portal of opponent personnel in its table.
 - You can find all personnel, a single person, or all personnel of a selected opponent.
 - Import Personnel button opens a layout for importing updated personnel records provided by NEPSAC as collected on their website.
- Opponent Detail – tab displays the detail of the selected opponent.
 - Details such as the name of the school, address, emails, phone numbers, travel time, etc.
 - School personnel portal with name, title, phone, email, and whether or not they receive reminders/notification or contracts. Also, there is a check box for who's signature block should appear on the contract.
 - There is a Calculate All Travel Times button on the tab to find the travel time from your school to all opponents.
 - Map button uses Google Maps to give directions.
 - Calc Travel Time calculates the travel time from your school to this opponent.
- Contests – tab displays a portal of contests for the chosen opponent.
- Map – tab displays a map centered on the opponent's location. Click on the Directions button to get directions and display the route to the opponent.

