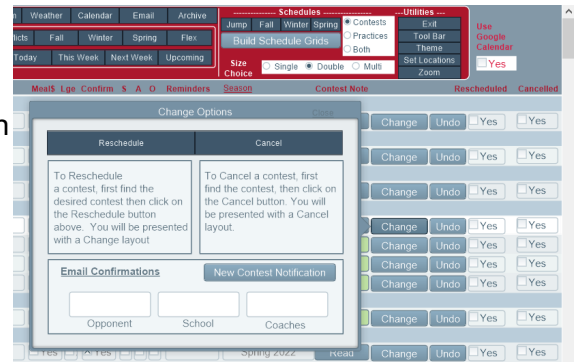




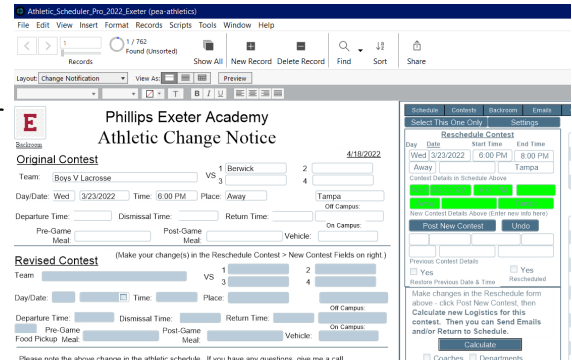
Athletic Scheduler Pro 2022 Rescheduling

The process of rescheduling is a little more complicated because you want to be able to undo the rescheduled contests for the next season in some cases. So instead of just changing the date or time, you start by clicking on the Change button on the far right of the contest record you want to change. You only have to do this process if you want to be able to Undo it later, otherwise just change the contest record.

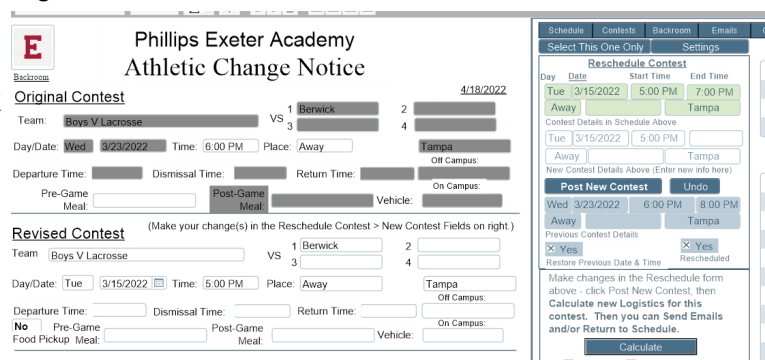


A window pops up and gives you the choice of Rescheduling or Canceling. You will also note that a New Contest Notification button is available for notifying others of a newly scheduled contest.

Click on the Reschedule button and the Reschedule layout will appear. The Green fields show the existing data as a place holder but they are actually empty. Enter the reschedule data you want in each field. The green fields change color to white and the Post New Contest button turns green. Click it when you are ready to post the change.

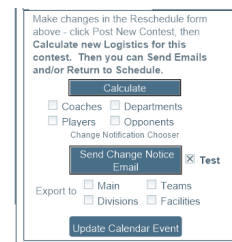


You will notice that the data and colors change on the layout. On the left side, the Original Contest information grays out and the Revised Contest information shows black on white as it is the current contest information now.



On the right panel moving from top to bottom, the revised contest shows as the current contest in light green, in the middle the fields are actually empty but show the current information as place holders, and the bottom the original data shows, ready to replace the revised data if you want to Undo the reschedule.

At the bottom of the right panel, you have the ability to re-calculate your logistics, send change notices to others, or up date your calendar.



To Undo your rescheduled contests, click on the Undo button at the far right of the contest record you want to undo on the Contest layout.