



# Athletic Scheduler Pro 2022

## Version v16\_9\_6

# User's Guide

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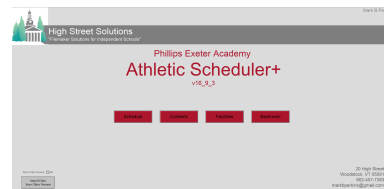
# Table of Contents

Introduction.....	3
First The Backroom.....	3
School.....	3
Organizations.....	7
Teams.....	7
Opponents.....	9
Locations.....	9
Contests.....	10
Players.....	10
Coaches.....	10
Transportation.....	10
Officials.....	11
Help.....	11
Contests.....	11
Columns (Edit Layout).....	11
Group Sort.....	14
Check List.....	14
Settings.....	15
What's Next.....	15
Navigation Menu.....	15
Go To.....	15
Finding Contests.....	17
Schedule Grid View.....	18
Utilities.....	19
Information Boxes in the Footer.....	20
Logistics Calculations.....	20
Officials Assignments.....	20
Scores.....	21
Functions Menu.....	21
Scheduling After Your First Season.....	22
Archive.....	22
Rollover.....	23
Confirm.....	23
Send Contracts.....	24
iPhone/iPad connection with Filemaker Go.....	25
Imports.....	25
Teams.....	25
Players.....	26
Coaches.....	27
Officials.....	27
Contests.....	27
Customization.....	28

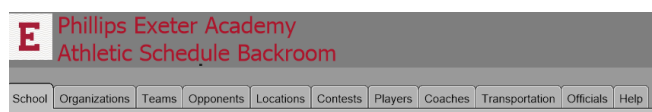
# Introduction

The main purpose of the Athletic Scheduler is to facilitate the scheduling of athletic contests and to share that information to all concerned individuals without ever typing or writing them again. With the Athletic Scheduler, you will be able to create contests records, calculate the logistics for each, post contests to your Google calendar, and roll them over from year to year. You will be able to create detailed Master Schedules for all school departments, Contracts for opponents, Change Notices, and Weekly Reminders for coaches and opponents – emailing them directly out of the Athletic Scheduler. In addition, the Athletic Scheduler can schedule practices as well. The Athletic Scheduler allows for you to pick your school colors on the Schedule, Contests and Backroom layouts and the ability to check the weather at the host site with the click of a button. In addition, the whole grid view and printout system has been revamped to accommodate greater functionality. The newest addition allows for the creation and managing facility use by non-competitive groups, including outside rentals. I have created the Athletic Scheduler using Filemaker Pro so that it can easily be customized to your needs.

Organizationally, the Schedule is built upon the Contests which are built upon the Backroom information.



## First The Backroom



To begin you must enter required information in the Backroom. It will be the source of all the necessary information for the Logistics Calculator and for creating and emailing information to your school's offices and opponents. It is set up like a file drawer with eleven folders and within each folder are sub-folders. Each tab contains detailed information about its named subject: School, Organizations, Teams, Opponents, Locations, Contests, Players, Coaches, Transportation, Officials and Help.

Athletic Scheduler comes with the NEPSAC Schools information loaded in the Opponent table. It also has a list of the most common athletic teams loaded in the Teams table, which you should modify or add new records based on your Schools offerings. You will have to enter information in several other tables before you can create contests and calculate their logistics. You can start by inserting your school's logo or shield on the School tab.

(Note: Tool Tips pop up when you place your cursor over a field or button to explain its purpose – see right)

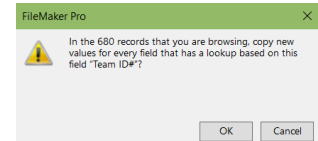
## School

Enter the information about your school.

- School Information – details such as School Name and address, etc. Insert your school's logo by clicking on the logo and pasting or inserting it.

A screenshot of the Landmark School Athletic Schedule Backroom form. The form is divided into several sections: School Information, Department Information, and Other School Departments. The School Information section includes fields for School Name, Address, Phone, Fax, Email, and Logo. The Department Information section includes fields for Athletic Director, Athletic Coordinator, and Athletic Contact. The Other School Departments section includes fields for various departments and their contacts. The form also includes a 'To enter signatures' section with instructions for scanning and inserting signatures.

- Department Information
  - Enter Athletic Department personnel, such as Athletic Director, Assistant Athletic Director, and Administrative Assistant, first and last names, title, email addresses & passwords and signature. These will be used for documents and emails. You do not need to enter email passwords unless you choose to use SMTP and the Individual setting on the Sending Emails>SMTP tab.
- Other School Department Information
  - Enter phone and emails for the kitchen, Health Center and Business Office.
  - These will be used for email notifications.
- Contests Layout Defaults
  - Select your preferred default for the Contests layout.
    - Edit - where you can edit information in the fields on the layout or
    - Info - where clicking on a field show detail information for that field.
  - You can edit contests on either layout, but the Edit layout is more direct.
- Team Name Order
  - It is important to set your preferred Team Name order as it determines how it reads. There are five orders available:
    - Level Gender Sport
    - Gender Level Sport
    - Sport Level Gender
    - Sport Gender Level
    - Sport Level Gender
    - Sport Gender Sublevel Level
  - You will see a sample of each order when you click on a different order button. For example, 2 shows Boys JV Soccer. If you have already entered scheduled contests, a pop up will ask you to okay a lookup. Click “OK” and the Athletic Scheduler will re-lookup the values of fields based on Team Id# in any contests you have already created. Depending on how many contest records you have, this may take a minute or two.
  - If you would like a divider between the sport and gender or level in either the team name or abbreviation, chose those by clicking into the divider fields. Your choices include a colon, bar, or hyphen(: | -).
- Grid Columns – after changing the Team Name Order you must re-set the Schedule Grid Column Order team name.
  - Click in each header field and select each team name. Do this for all seasons and each school division (HS, MS, etc.)
  - When you go to the Schedule Grids, you will have to build each of them.
- Logistics Values – information for calculating logistics.
- Team Defaults – enter default values for your teams as a starting point, then click on the Set Defaults button to set all teams’ logistical values to the default – adjust as needed. These will also be used if you create a new team.
- Meal Hours – your school’s meal hours
- End of Day – your school’s end of class day times



Season	Division	Team Name
2010-2011	HS	Boys JV Soccer
2010-2011	MS	Boys JV Soccer
2010-2011	HS	Boys JV Soccer
2010-2011	MS	Boys JV Soccer
2010-2011	HS	Boys JV Soccer
2010-2011	MS	Boys JV Soccer
2010-2011	HS	Boys JV Soccer
2010-2011	MS	Boys JV Soccer

- Email Addresses
  - Set who will get School Reminders and Notifications
  - Variable Email Addresses
  - Use the above variable email addresses to include additional people to School reminders and Notifications
  - Test Email Address - Contracts, Reminders, and other notifications have a Test Email selection so that you can see what the email looks like before you send it for real. Enter the email address you want the test to go to.

- Sending Email Accounts

- Athletic Scheduler is set up to use either Googles Gmail's or Microsofts Outlook email server. You must have an account. If you don't have one you'll have to set one up. This email address will be the sending address and the address replies will be send to.

- There are two options: SMTP or API

- No matter which method you use, you need to create email users, even if you don't authenticate them. Just select their name in the New User field and a new authentication record will appear.

- SMTP - This is the simple method and just requires your email address and password.

- Check the SMTP box if you want to use this.
- You have the choice of sending emails by Department or Individual. If you choose Department you must enter a department email address and password. If you chose Individual you can leave these fields blank.

- API - a little more complicated but offers multiple senders.

- Check the API box if you want to use this.

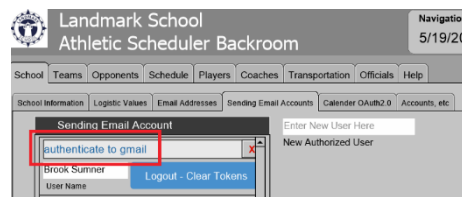
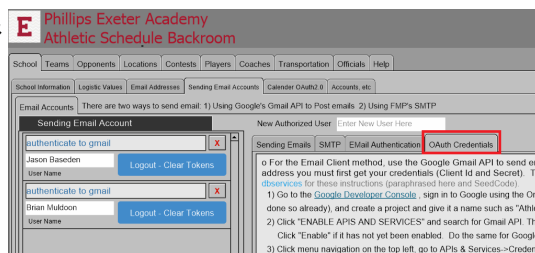
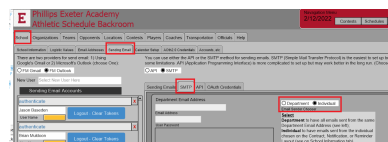
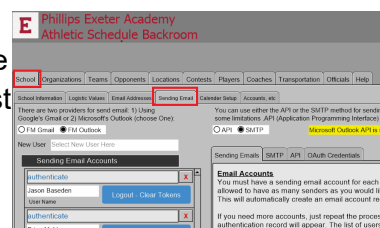
- Step 1 – Get Credentials (Client ID & Secret)

- Before authenticating your email address(es) you must get your Client ID and Secret. Follow the instructions on the tab and for a more detailed walk through, read OAuth2.0 Credentials Instructions.pdf provided to you.

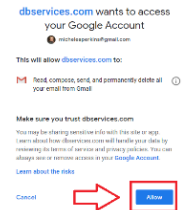
- Step 2 – Authenticate new users

- You are allowed to have as many senders as you would like. Just select their name in the New User field and a new authentication record will appear.

- To set up each email account, click on "Authenticate". For Gmail, window will then pop up for you to enter your gmail address, click Next and enter your gmail password.

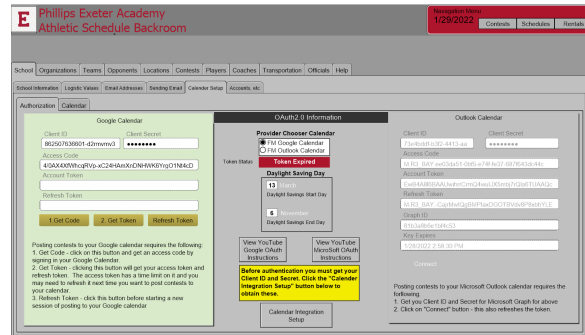


- The next window will ask for you to Allow your school's website to access your account. Click "Allow" When completed and successful, the "Authenticate" button will change to your email address.
- Repeat this process for each email account you want to use.

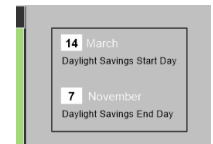


## • Calendar Setup

- If you want to post contests and/or rentals to a Google or Outlook calendar you will need to set up your calendar before trying to do so.



- First select the provider for your calendar: Google Calendar or Outlook Calendar OAuth2.0
- Get your Client ID and Secret. Follow the instructions on the OAuth2.0 Credentials tab and for a more detailed walk through, read Instructions pdf provided to you.
- Daylight Savings Time - Set the start day and end day for daylight savings time for the current year. This must be update annually.



## • OAuth2.0 Credentials

- If you want to post events to your Calendar and/or send emails using the API method, click on the OAuth2.0 Credentials tab.
- Paste your Client ID and Secret from the credentials you obtained into their fields.
- For Google, Click on the Get Code button. Enter email address of our Google calendar and sign in.
  - You will get some similar pop ups to the email authentication.
- For Outlook, Click on the Connect button.
  - You will be taken through a fairly quick process
- For both of these providers you will get your access token.

## • OAuth2.0 Information

- This box contains essential codes & tokens for posting events to your calendar and send email by API. If for some reason, any of these fields are blank, for Google click on Get Code to get an Access Code and Get Token to get an Access Token and Refresh Token. For Outlook, click on the Connect button. The Access Token has a time limit, so you may need to click on the Refresh Token button each time you return to the Athletic Scheduler to post new events.

## • Accounts etc

- Creating Accounts - While the Athletic Scheduler comes with the Athletics account with Full Access privileges, individual accounts should be created for each user. There are three privilege sets available depending on the editing needs of the user. There is no default password for new accounts, but the user will be prompted to enter one upon signing in for the first time.
- Manage Databases - Available only to users with Full & Manager Access, this allows the user to create, edit and delete tables, fields and relationships. This should only be done by experienced Filemaker users.
- Preferences – Set User Name default to match your account name for each computer.

# Organizations

are the organizations who use your schools facilities. The only required organization at this point is your school's athletic department for all contests. You can add other school departments for physical education classes, student activities or faculty groups. This is where you will also include outside groups that rent your facilities, such as the local youth hockey program, if you want to track your facilities, but you can do that later.

- List – is a list of all organizations with key fields for you to keep track of information.
  - Create a new organization by clicking on the “New Organization” button. Use the chooser to select which type of organization you want to see.
  - Click on the school icon in the organization list to go to the selected details
- Detail – gives you access to all the fields of each organization as well as a list of teams or groups the selected organization has. Click into the empty row at the bottom to create a new team or group.
- Groups – gives you access to details of the teams or groups as well as a list of facility uses each group has.
  - To create an event or use for a given team, go to the appropriate layout: contests, Practices, or Rentals add them there. You can create a batch of repeating uses, such as every Monday, Wednesday, and Friday from 1:00 PM to 2:00 PM, by clicking on the “Create Batch Use Schedules” button on the Groups tab.

The screenshot shows the 'Organizations' tab in the Athletic Schedule Backroom. The top navigation bar includes 'School', 'Organizations', 'Teams', 'Opponents', 'Locations', 'Contests', 'Players', 'Coaches', 'Transportation', 'Officials', and 'Help'. The 'Organizations' section has a 'List' button and a 'Detail' button. The 'Detail' view for 'KKON Hockey' shows fields for Organization Name, Abbreviation, Contact, Email, Type, ID#, and Delete. Below this, there are fields for Street, City, State, and Zip. The 'Teams/Groups' section shows a table with columns for Team Name, Abbreviation, Abbreviation for iCal, and Contact (Head Coach). The table currently has one entry for 'KKON Hockey'.

The screenshot shows the 'Groups' tab in the Athletic Schedule Backroom. The top navigation bar is the same as the previous screenshot. The 'Groups' section has a 'List' button and a 'Detail' button. The 'Detail' view for 'KKON Hockey' shows a 'Calendar Preview' section with a 'Group Name' field and a 'Calendar Notes' field. The 'Calendar Notes' field contains the text 'Weekly on Sunday, until Mar 24, 2022'. Below this, there is a 'Use Schedule' section with a 'Create Batch Use Schedule' button. The 'Use Schedule' section shows a table with columns for Day, Start Date, Start Time, End Time, Location, Team/Group, and Event. The table currently has one entry for 'Sun 11/25/2021 6:15 PM 8:15 PM Rank A KKON Rem'.

# Teams

are the competitive and non-competitive teams you have. The Athletic Scheduler comes with common teams that schools have. You can also import a list of your own by clicking on the “Edit” tab and using the “Import” button there. See import instructions at the end of this document.

- List – is a list of all your teams and basic information. This tab is one place to delete unwanted teams and add new teams and their basic information. Use the red x at the far right of each row to delete teams. The other place to edit is found by clicking on the “Edit” tab.
  - New Team – Click to create a new competitive team.
  - Team List – go to a team list layout for viewing or printing
  - Multi – go to a multi-team list layout by season for viewing or printing
  - Abbreviations – click on the Abbreviations button to customize your team abbreviations to your school. It will take you to the Abbreviations layout which has the following tabs.
    - Fill – copies the abbreviation calculation to the Abbreviation field.
    - Update – updates your contests with the new team abbreviations.
    - Calc>10 – finds all abbreviation calculations that are > 10 characters long. (10 being the limit on length to be seen in the abbreviation fields)
    - Abbrev>10 – finds all abbreviations that are > 10 characters long.
    - Contest, Schedules, & Backroom – will take you to those layouts

The screenshot shows the 'Teams' tab in the Athletic Schedule Backroom. The top navigation bar includes 'School', 'Organizations', 'Teams', 'Opponents', 'Locations', 'Contests', 'Players', 'Coaches', 'Transportation', 'Officials', and 'Help'. The 'Teams' section has a 'List' button and an 'Edit' button. The 'List' view shows a table with columns for Season, Team, Gender, Level, School, Division, Home/Away, HS, M, F, O, Yes, On Site, Location On Site, Location Off Site, Location Off Site Practice, Abbreviation, Abbreviation to iCal, and Practice Description. The table currently has one entry for 'E Fall Cross Country Boys JV 1HS M F O Yes On Site On Site BUN Cross BUN Cross Country E Yes 30'.



- Replace – is a great tool for replacing phrases in your abbreviation with a new phrase, for example – enter Search Text “Lacr” and Replace Text “Lax” will replace “Lacr” with “Lax” in your abbreviations.
- Team Abbreviation Details – here you enter the team levels that your school uses and select the Team Abbreviation Order you want for your team abbreviations.
- Grid Columns – after setting up your teams, you will want to go to the Grid Columns layout to designate the column headings for your schedule grids.
- Edit – is a great layout for entering and editing team information.




Back to the main sub-tabs for the Teams tabs:

- Logistic Data List – a list of your teams’ times for warm up, length of contest, etc. Using the School>Logistics Values tab, you can set defaults for all teams and then adjust the ones that are actually different. (Do not leave blank, probably easiest to enter on this tab)
- Team Detail – details such as division, sport, level, gender, warm up time, locations etc., and Sport, Gender, Level order of the team name.
  - Locations – If you want to track your facilities you will need to enter the locations for your practices and contests and whether they are on or off campus (site). In order to get a drop-down menu on the location fields you must first set the Contest and Practice sites to On Site or Off Site.
- The Athletic Scheduler allows you to divide your teams by school division, such as High School, Middle School, etc. Already set up are HS & MS. If you don’t have divisions or don’t want to use them, set them all the same, either blank, HS or MS but importantly use the All setting on the Division Chooser on the various layouts.
- Team Levels – are used in calculating team abbreviation.
  - Here you should enter your team levels in order to seniority and their corresponding abbreviations. A sample is shown.

The following tabs under Teams can be used later after your contests have been entered – you can now skip to Opponents in the next section (Opponents) if you want.

- Contests – a list of contests for the selected team & team schedule printout
- Scores – a list of contests with fields for home and visitor(s) scores
- Practices – a list of scheduled practices for the selected team
- Roster – a list of players for the selected team

Note: The Backroom has two navigation buttons on its lists to help you get things done. 1) The logo on the far left of each row will take you to the detail of that record. 2) The red X symbol on the far right is a button that deletes the record in a list. A chooser field allows you to select a subset of whatever tab you are on such as the season, team, opponent, etc.



Holderness School

Athletic Scheduler Backroom

Navigation

10/3/2015

Logistics

----- Grids -----

Fall Winter Spring

School

Teams

Opponents

Schedule

Players

Coaches

Transportation

Help

List

Logistics Times

Team Detail

Contests

Roster

Season	Team	Gender	Level	Head Coach	Location	New Team	Team List
						Abbreviation	Count
	all Cross Country	Boys	JV			BJVXCOUNTRY	X
	all Cross Country	Boys	Varsity	Pat Casey		BXCOUNTRY	X
	all Cross Country	Girls	JV			GJVXCOUNTRY	X
	all Cross Country	Girls	Varsity	Nicole Glew, N		GXCOUNTRY	X
	all Field Hockey	Girls	3rd			G3FHOCKEY	X
	all Field Hockey	Girls	JV	Kathy Weymouth		GJVFHOCKEY	22 X
	all Field Hockey	Girls	Varsity	Colleen Finnerty		GVFHOCKEY	23 X



# Opponents

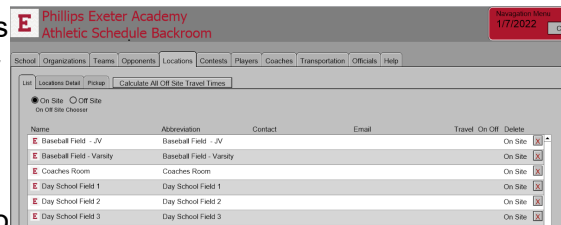
Enter the information about opponent schools

- List – is a list of all of the NEPSAC schools – add new opponents
  - New Opponent – creates a new opponent for your opponent table. After entering the basic information, click on the school icon to enter the remaining details for this opponent.
  - Calculate All – calculates the travel times to each of your opponent schools.
  - Address Labels – takes you to an address label layout for printing them.
  - Abbreviations – click on Abbreviations to fine tune opponent abbreviations to your preference.
    - 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.
- Edit – is a great place to edit and remove any opponents you don't want to keep in your database.
- Opponent Details – details such as the name of the school, address, emails, phone numbers, athletic directors, travel time, etc. 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.
- Email Recipients – takes you to a layout for selecting the email recipient for each opponent when there are two athletic directors listed for an opponent.
- Contests – a list of contests you play with the selected opponent
- Map – an embedded google map of the location of selected opponent

# Locations

Enter On & Off contests and practices Sites as well as bus pickup sites. After entering these sites here, they will appear in a drop down menu for sites when creating your contests records.

- List - is a list of On Site and Off Site locations for events. Select On Site or Off Site in the chooser to see the list you want.
  - The “Calculate All Off Site Travel Times” button will do just that – calculate travel times from your school to each off site location.
- Locations Details – Shows the detail information of each location and a list of all events held at the location.
  - The “Calculate This Off Site Travel Times” button will do just that – calculate travel times from your school to this off site location
- Map – Shows a map of the selected location as well as some travel information.
- Pickup – is a list of locations on campus where the transporting vehicle will pick up the players.



**The following Backroom information is optional or can be entered later when the time is right.**

## Contests

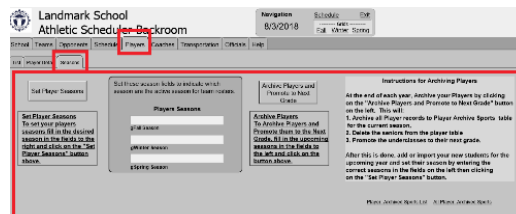
Enter the information about your Contests – Import (see last page for details)

- Season – a list of the selected season's contest logistics and scores
- Teams – a list of contests for the selected team with basic details
- Seasons List – a list of all seasons in use
- Pegging Dates – a list of pegging date years
- Special Dates – a list of special dates such as SATs, Parents Weekends, etc.
- Vacations – a list of vacation periods to avoid when scheduling practices
- Sort Order – provides setting for sorting contests, practices, rentals and facilities.

## Players

Enter the information about your student players – add players

- List – a list of players with basic information – print player sports lists
- Import – player information & sport signups (see last page for details)
- Player Details – details such as name, grade, gender, sport, parents names & email addresses, etc.
- Seasons – set the active seasons for player's current year team
- Archiving, graduating seniors and promoting underclasses
- Player Archive Summary and List



## Coaches

Enter the information about your coaches – add coaches

- List – a list of coaches with teams they coach and their role – print coach assignment, import coach information (see last page for details)
- Coach Details – details such as name, phone, email, etc
- Compile Email & Name Fields – combines email addresses & name in one field for each team.

## Transportation

Enter the information about transportation companies and their vehicles

- List – a list of transportation companies including your school (do not enter vehicles on this tab – this is for providers, vehicles will be added on the detail tab for each provider.)
- Transportation Details – details such as name, phone, contact, vehicles, etc.
- Assignments – a list of assigned vehicles for contests – printouts
- Tabs – Contests, Today, This Week, Next Week, Future, Season, All

# Officials

Enter officials information which can be entered individually or by importing.

- List – a list of Officials
- Officials Details – details such as name and contact information
- Officials Organizations – a list of officials' organizations
- Officials Organizations Details – details such as the assigning authority, contract information
- Assignments – Lists of official assignments
- Print Outs – links to several Officials Lists for printing

# Help

holds helpful information about using the Athletic Scheduler

- Procedure – a sequential list of what to do and in what order
- Check Lists – check lists for tasks
- Logistics Calculations – formulas used to calculate results
- History – a list of past versions and their modifications
- About – contact information about Mark B Perkins High Street Solutions

# Contests

Once you have filled in School, Team, Opponent and Location information in the Backroom, you can begin creating your schedule by going to the Contests layout.



Day	Date	Start Time	Place	Team	Opponent	Vehicle	Pickup Location
Tuesday, March 23, 2021							
B	Tue	3/23/2021	3:30 PM	Home	Lacros1G	Pingree	ACC
B	Tue	3/23/2021	4:00 PM	Away	Baseba1T	BLS	
B	Tue	3/23/2021	5:00 PM	Home	Lacros1B	Boston Latin	ACC
Friday, March 26, 2021							

## Columns (Edit Layout)

On the Contests layouts you will find the following Columns from left to right.

- Icon Button – Edit Contest
- Day – Day of Contest
- Date – Date of Contest
- Classes – Class day on this date
- Start Time – Start time of this contest
- Place – Home or Away
- Team – Team Abbreviation
- Opponent – Opponent 1 Abbreviation
- Vehicle – Vehicle assigned to this contest
- Pickup Location – Location of departure
- Level – Level of opponent's team is different
- Type – Type of contest, DH, Scrimmage, etc.
- Opponent 2 – Second opponent
- Opponent 3 – Third opponent
- Opponent 4 – fourth opponent
- Campus Location – Location if on campus
- Locations Off Site – Location if off campus
- Meal \$ - green = need money, checked = requested
- S – Confirmed by schedule
- A – Confirmed by assigning authority
- O – Confirmed by opponent
- Reminders – Date of reminders to Dept, Coaches, Opponents, & Officials
- Season – Season of contest
- Rescheduled – Indicated contest is rescheduled
- Change – Pop up for making change in contest
- Undo – Undo rescheduled setting
- Contest Canceled – Canceled contest indicator
- Contest Note – Pop up for contest note
- Email Confirmations – Confirmation dates of Notifications & Reminders

You also have an Information Contest layout available: Use the “Edit” or “Info” button in the Navigation menu to toggle between them. “Edit” is the default layout but you can change the default on the School tab in the Backroom.

- Info Layout – drill down to detail data by clicking on the particular field you are interested in, such as, Opponent, and a pop-up card will appear with detailed information on that opponent.
  - Edit records by clicking on the school logo in the far left of the current record.
- Edit Layout – edit each field by clicking in the field and changing the value or click on the school logo in the far left of the current record.
- In either layout you can add new records creating new contests for each team by clicking on the “New Contest” button.
- If you already have a schedule in some other form, such as an Excel file, you can import it, but you must be careful to match the field names of the Excel file with the Filemaker Pro file and the Team Names & Opponent Abbreviations must match those in the Athletic Scheduler. The Import button is on the Function Menu in the bottom right corner of the Contests layout.
- See importing details at the end of this document.
- Once your contests are in, you can set the colors and text styles you want for the home/away, confirmed/unconfirmed and past contests. Click on the “Text Format” button on the right of the Navigation menu. You can also set the color of the Contest Layouts header and menus if you would like.
- You may also notice amber and green colors in certain fields. These colors are warnings:
  - Amber – special date you entered (notice the ACT also in amber below the Today’s Date in the header). Of course, if you didn’t fill out all of your Special Dates on the Contests tab of the Backroom, this will not happen.
  - Green – meal money required (notice the green in the Meals box at the bottom of the window). Light green indicates that this contest needs meal money and dark green indicates that you have made the request for meal money to the business office.

While most columns are pretty straight forward, there are a few that need a more detailed explanation.

#### Vehicles

- Select the vehicle from the drop-down to be used for this contest. Once selected, a vehicle assignment record is automatically created in the vehicle assignment table. If you later decide to delete or change this vehicle, the assignment record is changed accordingly.
- If more than one team is traveling in the same vehicle, assign the vehicle to the main contest and in the Travel With field in the Logistics box select the team it is traveling with for each of the contests.
- Colors: Yellow indicates that the vehicle abbreviation does not match the vehicle abbreviation in the Backroom on the Transportation>Vehicle list; Green indicates that the team is traveling with another team.

#### Locations

- You can leave the Campus Location and/or Location Off Site blank if you choose. If so, the location for home contests will be your school’s name and the location for away contests will be the opponent’s name.
- But, if you want to be more specific with your Campus Location and enter the field or court name, then that will show as your contest location. You should enter a Location of Site if the contest is being played at an off campus location.
- Enter the various location fields in the Backroom to populate the drop down menus on the contest layouts.

## Meal \$

- The fields in this column turn light green if your logistics for the contest indicate a restaurant meal as a reminder that you need to notify the business office for meal money.
- The field is automatically checked “Yes” and turns dark green once a meal money request is made.

## Changes

- Before the schedule has been published, a contest's information can be modified by editing its record. Edit your contest records by clicking on the school logo in the far left column of the row or in the Edit layout you can also click into any field. Add a new contest by clicking on New button in the navigation menu. If you want to cancel a contest you can just delete it or if you want to keep a record of it check “Yes” in the Contest Canceled field at the end of the row.
- However, **once the schedule is published**, you will most likely want to notify others of a change – “change” meaning a change in the published schedule. The “Change” button is located on the far-right end of each row of the Edit layout or on the Contest Edit pop-up card. **Don't change your data on the Contest layout, make your change on the Change Card once it appears** (this does not apply to a new contest – add it on the Contest layout and then click the “Change” button to notify others).
- First click on the Change button to open the pop up menu. Then click on your choice, either Reschedule or Cancel depending on which you are doing.

The screenshot shows a pop-up menu titled "Change Contest". It has two main sections: "Reschedule" and "Cancel". The "Reschedule" section contains text: "To Reschedule a contest, first find the desired contest then click on the Reschedule button above. You will be presented with a Change layout". The "Cancel" section contains text: "To Cancel a contest, first find the contest, then click on the Cancel button. You will be presented with a Cancel layout". Below these sections is an "Email Confirmations" section with three input fields labeled "Opponent", "School", and "Coaches".

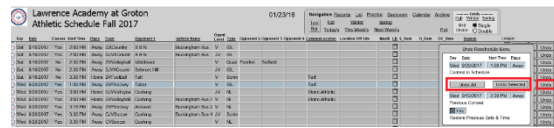
- **Cancellation** will open a Cancel layout for you to send an email to either school departments or opponents or both (you choose) stating the cancellation.
  - You will be able to review all email settings including who you want to send the cancellation notice to and who it is from. Click on Send Cancellation Email when you all set.
  - A red test check box is for you to have this send only to your test email address. Uncheck it to send to the real people.
  - If you are posting events to a Google calendar, click on the “Delete Google Event” to remove it from your Google calendar.
  - Click on “Go To Official Assignments” to send a message to your assigned officials for this contest.
  - Here you will be able to review all email settings including who it is from. Click on Send Cancellation Email when you all set.
  - The Contest Canceled field will be set to “Yes”
  - The contest will appear with strike out font.
- **Reschedule** will open a reschedule layout for you to enter the new contest details showing the existing contest. **ENTER CHANGE HERE!**

The screenshot shows the "Email Information" layout. It has a "Department Recipient" section with a list of email addresses: busmen@landmarkschool.org, sarahstamurphy@landmarkschool.org, kitcher@landmarkschool.org, and nmurphy@landmarkschool.org. There is a "Send this to the Backroom School" checkbox. Below that is a "Cancellation Email Only Message" section with a text area. At the bottom is a "Email Signature Block" section with radio buttons for "Brook Summer", "Lauren Torres", and "Sean Murphy". On the right side, there is an "Emails" section with a list of email addresses: jame, jame@brookwood.edu, and jame@brookwood.edu. There are also checkboxes for "Coaches", "Opponents", and "Departments". At the bottom right, there is a "Send Cancellation Notice Email" button and a "Test" checkbox.

The screenshot shows the "Landmark School Athletic Change Notice" layout. It has a "Original Contest" section with fields for "Team", "Date/Time", "Place", and "Off Campus". Below that is a "Reschedule Contest" section with fields for "New Contest", "Previous Contest", and "Contest in Schedule". There is a "Post New Contest" button and an "Undo" button. At the bottom, there is a "Previous Contest" section with a "Yes" checkbox and a "Restore Previous Date & Time" button.

- After entering your changes, click on Post New Contest button and they will be highlighted in yellow on the Revised Contest sheet.
- To Undo a rescheduled contest, click on the Undo button
- On both the Contest and Schedule layouts, rescheduled contests will have the color background that is specified in the Text Format pop up..

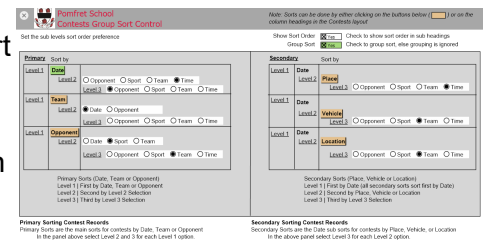
- Re-calculate this contest's logistics by clicking on the “Calculate” button and send the email by clicking on the button(s) of your choice.
- Select who you want to receive the email and check other details of the emails similarly to the cancel notice.
- Click on “Send Change Notice Email” to send emails. Test selection is provided so you can see the what happens – a test email will be sent to the Test Email Address.
- A time stamp will be posted in the Confirmation field or “Error” if the email was not sent.
- To Undo rescheduled contests, click on the Undo button on the Schedule layout and on the popover menu click either Undo All or Undo Selected.
- The message embedded in the change email is shown and allows you to edit it.



## Group Sort

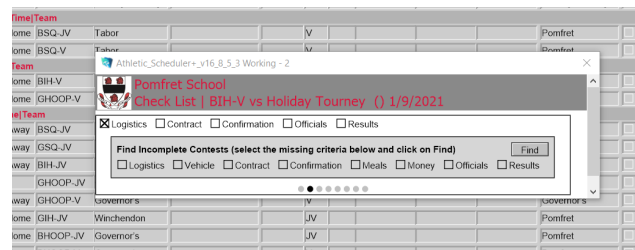
Group Sort sorts your found contests in a variety of orders based on your selection.

- Click on the Group Sort button to open a pop up window allowing you to choose your desired order.
- The Primary sorts are by Date, Team or Opponent and have 2nd and 3rd level sort options.
- The Secondary sorts are by Place, Vehicle, or Location. Their level 1 sort is always by Date. They have 3rd level sort options.
- Uncheck “Group Sort” if you don’t want grouping.
- Of course, you can also sort using Filemaker’s Sort button in the tool bar.
- If you don’t want groupings, uncheck the “Yes” field next to the Group Sort button and the contests will just be listed by date and time.
- As a convenience for you any column heading that is underlined is also a sort button for that field. The default sort for the Contest layout is by Date. But if you wanted to sort the contests by teams, for instance, just click on the Team heading at the top of the Team column.



## Check List

- In order to help you keep track of your progress There is a Check List that automatically checks off each step of scheduling your contests. Here are the items that it tracks:
  - Logistics -> Logistics Calculator Run
  - Vehicle – Vehicle Needed & Assigned
  - Contract -> Contract Sent
  - Confirmation -> Confirmed With Opponent
  - Money -> Meal Money Needed & Requested
  - Meals -> Pre or Post Game Meals Not Regular & Requested
  - Officials -> Assigned
  - Results -> Score Entered



- Click on the Check List button in the Navigation Menu to see your progress with the selected contests
  - To find all contests that are incomplete. Select the step that you want to track and click on the Find button and the script will find all contests of the current season missing that step.

## Settings

- Divisions – if you have high school and middle school divisions in your school, you can view them separately by selecting the division you desire to see.
- Include Practices – check this “Yes” if you wish to see practices with your contests.

## What's Next

At this point, you should have your contests entered and are ready to perform the functions of the Athletic Scheduler. What you do next is up to you: Navigate your Contests, Calculate Logistics, Create Contracts, Produce the Master Schedule, etc. I've tried to make the Athletic Scheduler somewhat intuitive, that is for example, if you want to create Contracts, there is a Contracts button to click on. So, look for the button that does what you want to do.

## Navigation Menu

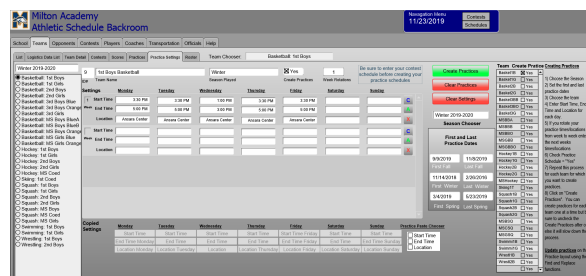
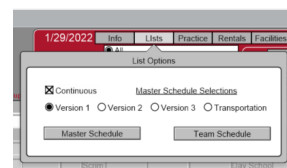


On the Contest Layouts, look at the Navigation Menu in the header. The Navigation Menu navigates the database taking you to different views and finding desired contests.

## Go To

Let's look at the different views of the contests we can go to. There are buttons for navigating to List, Backroom, Facilities, Rentals, Practices, Weather, Calendar, Emails, Archive, as well as the Schedule grids: Fall, Winter, Spring).

- List – is a pop up menu for either a contest list by team or a Master Schedule
  - Contest print out form for any (or all) team found set you desire
  - Master Schedule
    - The Master Schedule is a print out for distribution to departments in your school. It contains all contests of one date on a page with all the logistical information. You can print this or save it as a PDF and distribute it as you wish. Three versions are available.
- Backroom – takes you to the Backroom for managing the details of Athletic Scheduler
- Practices – takes you to the Practice layout where you can view and create your practices. Most of the Navigation & Function buttons work similarly to those on the Contest layout, but Create is new.
  - Create – determine your repeating practice times and create practice schedules for selected teams
    - Select the season you want to work with and set the first and last practice dates.





- In the Team Chooser field, select the team you want to set up. Check the Practice Schedule check box.
- After entering practice start and end times and location, you can copy them to be added to another week for that same team or another team. Click on “C” to copy, “A” to add, or X to delete. The copied settings will be displayed in the fields below.
- You can have up to four week-rotations, that is, a team can have as many as four different week schedules repeating in a rotation. You will begin with week 1 – enter your Start Time, End Time and Location for each day of the week. If this team practices at these times throughout the season, you are all set and can select the next team. However, if you rotate practice times with other teams, click into the second week and enter the team’s week 2 schedule. You can continue this up to four rotations. When you are finished, choose your next team and repeat the process.
- Be sure to do the following before clicking on the Create Practices button to generate the creation of practice records:
  - Enter your contest schedule
  - Enter your vacation dates (Backroom => Schedule => Vacation Dates)
  - Enter your Practice Start and End Dates for each season
  - Select the Season in the Season Chooser field
- You are now ready to create your practice schedule for the selected season.
  - The process creates a new record for each team practice, so this will take a fairly long time, depending on how many teams you have.
  - After the practices for this season have been created you can create practices for the next season.
  - You have a choice of creating practices one team at a time or the whole season at one time.
    - If you choose to create them one team at a time, be sure to uncheck the “Create Practices” yes field before creating the next team’s practice.
    - If you don’t, even though you will not duplicate practices, you will add substantial time to the process.
- Practices can be included on the Contest layout by checking “Yes” for Include Practices. Or you can view just practices by clicking on Practice button. They can be included in the Contest layout by clicking on the Practices or Both radio button.
- Use the Clear Practices button to undo your practice records – be sure that you have selected the desired season. You can also edit/delete practices using the Contest layout – click on Practices and edit practice records on the Practice layout.
- Rentals – rental records are actually the same as contest and practice records. They are all event records in the Athletic Scheduler. The Rentals layout essentially the same but uses rental event records instead of practice or contest records.
- Facilities – the Facilities layout is also very much like the Contests, Practice, and Rental layouts. It uses the same navigation button, but shows slightly different fields and uses different sorts to maximize viewing records. Since you are interested in all types of events taking place in your facilities, the records will be a mix of contests, practices and rentals.
- Weather – takes you to Weather for the host location of the current contest.
- Calendar – takes you to Calendar layout for creating, updating, and deleting posts to your Google Calendar.

The screenshot displays the 'Athletic Scheduler' application. On the left, there are navigation buttons for 'Contest', 'Practice', 'Rental', and 'Facilities'. The main area shows a table of practice records. The table has columns for 'Date', 'Start/End', 'Location', 'Team', 'Coach', 'Status', 'Notes', and 'Actions'. The 'Date' column shows dates from 8/25/21 to 9/1/21. The 'Start/End' column shows times like 12:00 PM to 2:00 PM. The 'Location' column lists various locations like 'BHS Gymnasium' and 'BHS Outdoor Field'. The 'Team' column lists teams like 'BHS Boys V Soccer' and 'BHS Girls V Soccer'. The 'Coach' column lists coaches like 'Coach [Name]' and 'Coach [Name]'. The 'Status' column shows 'Yes' and 'No'. The 'Notes' column contains text like 'Practice' and 'Contest'. The 'Actions' column contains buttons like 'Edit', 'Delete', and 'Copy'.

Date	Start/End	Location	Team	Coach	Status	Notes	Actions
8/25/21	12:00 PM - 2:00 PM	BHS Gymnasium	BHS Boys V Soccer	Coach [Name]	Yes	Practice	Edit, Delete, Copy
8/26/21	12:00 PM - 2:00 PM	BHS Gymnasium	BHS Boys V Soccer	Coach [Name]	Yes	Practice	Edit, Delete, Copy
8/27/21	12:00 PM - 2:00 PM	BHS Gymnasium	BHS Boys V Soccer	Coach [Name]	Yes	Practice	Edit, Delete, Copy
8/28/21	12:00 PM - 2:00 PM	BHS Gymnasium	BHS Boys V Soccer	Coach [Name]	Yes	Practice	Edit, Delete, Copy
8/29/21	12:00 PM - 2:00 PM	BHS Gymnasium	BHS Boys V Soccer	Coach [Name]	Yes	Practice	Edit, Delete, Copy
8/30/21	12:00 PM - 2:00 PM	BHS Gymnasium	BHS Boys V Soccer	Coach [Name]	Yes	Practice	Edit, Delete, Copy
8/31/21	12:00 PM - 2:00 PM	BHS Gymnasium	BHS Boys V Soccer	Coach [Name]	Yes	Practice	Edit, Delete, Copy
9/1/21	12:00 PM - 2:00 PM	BHS Gymnasium	BHS Boys V Soccer	Coach [Name]	Yes	Practice	Edit, Delete, Copy

- Here you can find the events you want to post, update or delete in your calendar using the buttons in the header.
- You must enter your calendar id's for each calendar you want to have. In addition to the main calendar, you can have division and/or individual team calendars. If you are tracking your facilities, you can also have facility calendars.

- For example, you might have a rink calendar. You will enter their id's by clicking on the Export Settings button in the left panel. For the main calendar, the id = "primary", but for the sub-calendars, you must obtain their id's from the Google calendar. Open the settings for each sub calendar and copy it's calendar id and paste it in it's corresponding id field in the Export Settings popover. Calendar id example:  
landmarkschool.org\_2640fufm0a89jn24tde6vinhc4@group.calendar.google.com
- You can now post your contests to your calendar. First, select the Export Mode: Main, Divisions, Teams or Facilities. You can select one, two, three or all four and when you post an event the event will be posted on the corresponding calendar(s).
- Now, find the contests you want to post and then click on the "Create/Update Found Events" button. Because you are posting to the internet this process takes a fair amount of time depending on the number of contests, maybe as much as 30 or more minutes. To help you monitor this there is a counter in the upper left-hand corner telling "Progress = # of Total #".
- Three other buttons are available to you on this menu: Post 1 Event, Update 1 Event and Delete 1 Event. These buttons appear, or not, based on the condition that the current event has been posted. For instance, it wouldn't make sense to Update 1 Event or Delete 1 Event if the current event has not be posted.
- Finally, there is a check box for which version of the opponent name you want, the full name or the abbreviation. Check it as you wish.
- Emails – takes you to the Email viewer where you can manage sent emails
- Archive – takes you to previous year's Contests that you have archive

## Finding Contests

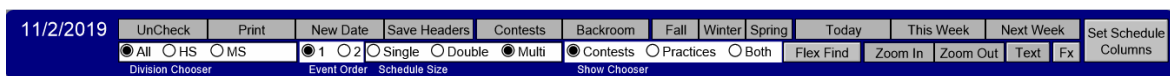
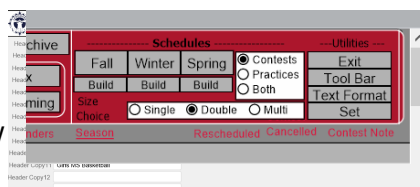
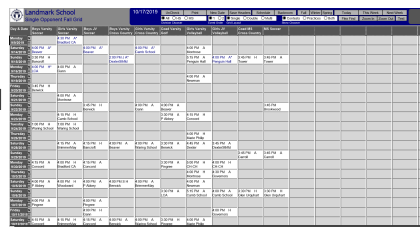
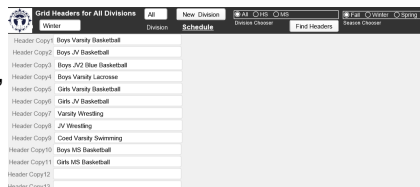
This sub-menu provides buttons with preset found sets of contests (New, Fall, Winter, Spring, This One, Today's, This Week's, Next Week's, Upcoming and Flex.

- New – will open a New Contest card for you to enter information for a new contest. Click on "Save" and it will save the newly created contest and ask you if you want to notify others of this new contest. Click "OK" and you will get a layout for notifying departments, coaches, opponents, and officials by email.
- Flex – is a flexible find menu that allows you to easily find any combination of season, date range, team, sport, and opponent. Select the criteria you want and click on the Find button.
- You can also find contest by clicking on Find in the Tool Bar above the layout and entering keywords in required fields. For instance, you could find all of Varsity Football contest by clicking on Find and selecting Football Boys Varsity in the Team field, then click on Perform Find.

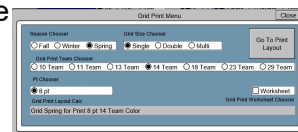
- In order to fine tune your find set, you can omit contests from your find set by selecting the contest and clicking on the “Omit” button in the Filemaker tool bar at the top. This will not delete the contest, but merely remove it from the current find set.

## Schedule Grid View

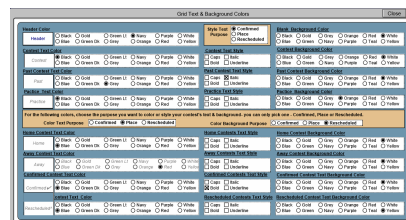
- The first thing to do before going to a Schedule view is to set up your column orders for each division you plan to use. In the Backroom on the Team>List tab, click on the “Set Grid Columns” button and you will be presented nine records one each for All, HS, and MS in each of the three seasons. Simply click into each field and select the team you want in the order you want.
- If you only have one division, such as high school, then you can use the All column headings and leave the other ones blank. Then on your contest and schedule layouts you will select All in the Division Chooser field.
- If you don't set up your column orders, the headers of each column will be blank. Simply click on each header and chose the team when you go to the Schedule layouts, the headings will be blank and no contests will show.
- You can change the column heading on the Schedule layout by clicking into the heading and selecting the desired team on the drop-down menu.
- The first time you go to the Schedule grids they will need to be built first – the script will notify you of this – which will take a few minutes depending on how many contest and practice records you have. After you have built the schedule grids once, the Fall, Winter, & Spring buttons will quickly take you there. You have the option of a single line, double line or multiple line opponent on the grid. Check the box appropriately.
- You will need to build each season's schedule grids after rolling over seasons, you can do this by clicking on the Build button under the season you wish to re-build. You can also re-build your schedule grids anytime you have added a contest on a new date which doesn't appear on the grid.
- The Schedule menu contains many navigation and function buttons.



- UnCheck – removes the confirmation check for all contests of the season.
- Print – pops up a print selection window which allows you to select the criteria for the grid printout you desire. You can print grids with contest or worksheets without contests.
- New Date – creates a new date in the grid found set which doesn't already exist.
- Save Headers – Saves any changes you have made on the grid layout so the new column order will be saved for the next time you visit this grid.
- Contests – goes to the Contests layout.
- Backroom – goes to the Backroom layout.
- Fall, Winter & Spring – finds the chosen schedules.
- Today, This Week & Next Week – Find the corresponding contests on the schedule layout.

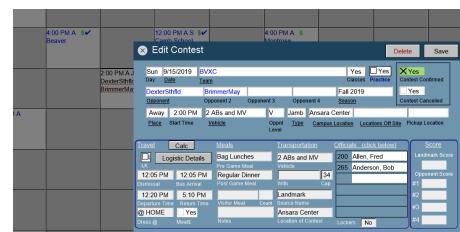


- Find Flex – finds selected dates for the schedule layout.
- Zoom In & Zoom Out – magnifies or reduces the view.
- Text – allows you to select the text style and text/background colors for schedule grid layouts.
- FX – pops up a function menu with many of the same functions that are found on the Contests layout. See on the next page for detailed info on functions.
- Division Chooser – finds contests for the selected division.
- Event Order – set the top to bottom order of the contest to either time then opponent or opponent then time.
- Show Chooser – shows just contests, just practices or both.
- On the Schedule layout, you can view and edit contests, and perform most of the functions of the Athletic Scheduler.
  - To add a new contest, click on the “N” on the date field for that new contest.
  - Also, in the date field are “O” for omit and “D” for delete buttons to omit or delete a date from the grid. Omitting just removes the date from the found set of grid dates while delete deletes the date from the table of grid dates.
- To edit a contest, just click into the field and use the pop-up to make your edits. You can also delete, cancel and confirm contests in the popup.
- Note that just like on the Contests layout, special dates appear in amber and the name of the special date appears in the box in the header.



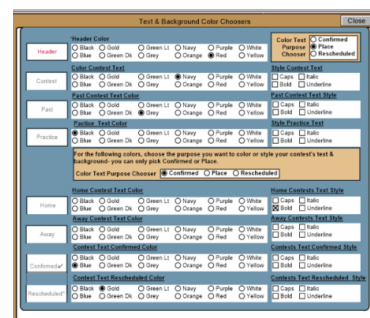
Landmark School  
Double Opponent Fall Grid

Day & Date	Boys Varsity Soccer	Girls Varsity Soccer	Boys JV Soccer
Monday 9/9/2011	N	4:30 PM A* Bradford CA	
Saturday 9/14/2012	4:00 PM A* Beaver		4:00 PM A Beaver
Sunday 9/14/2012	4:00 PM H	4:00 PM A* Beaver	4:00 PM A Beaver
Sunday 9/14/2012	4:00 PM H		



## Utilities

- Exit – closes the Athletic Scheduler
- Tool Bar – toggles between showing and hiding Filemaker's Tool Bar in the header.
- Themes – pops up a window for setting the colors and formats of the contest layouts.
  - You can set the theme for your Athletic Scheduler by choosing colors and formats for four aspects of the contest layouts:
    - All (Header, Contests, Past Contests, Practices)
    - Confirmed (Confirmed)
    - Place (Home & Away)
    - Rescheduled (Rescheduled)
  - The text colors available are Black, Blue, Gold, Dark Green, Light Green, Grey, Navy, Orange, Purple, Red, White, and Yellow.
  - The text styles available are Caps, Bold, Italic, and Underline
  - In addition, on the Schedule layout, you can set background colors for the contests on the Schedule layouts.
    - Confirmed (Confirmed)
    - Place (Home & Away)
    - Rescheduled (Rescheduled)



- The background colors available are Black, Blue, Gold, Green, Grey, Navy, Orange, Purple, Red, Teal, White, and Yellow.
- The text formats available are Caps, Bold, Italic, and Underline
- Selection Process
  - Under All Contests
    - select the color for the Header, the basic color of contests, the color of contests that have already occurred, and practices.
    - select the style for contests, past contests & practices.
  - Under Confirmed, Place or Rescheduled Contests
    - select which type you want to define: Confirmed, Place or Rescheduled.
    - select the color(s) for that selection
    - Select the style(s) for that selection
- Set – sets the on and off site locations in the contest found set to each team's contest location in the backroom.

## Information Boxes in the Footer

There are Three Information boxes across the footer showing information about the selected contest: Logistics Times, Scores, Team, and Opponent information.

## Logistics Calculations

- Here you will find the calculated values and other logistics values for each contest. They are based on the Logistic times you have entered in the Backroom.
- You can also enter a logistic field and change the calculation found there, but realize that a new calculation will replace it unless you lock the logistic by checking the Locked box in the logistics box. Locked contests will keep their logistics fields unchanged by the logistics calculator. Click it again and it will unlock or you can unlock all contests in the found set by clicking on the Unlock Found Calc Mode button on the Menu.
- The logistics calculator handles two teams traveling together. Use the Travel With field to select the team another team is traveling with in both contest records.
  - The calculator will use team's data who is playing earliest for pre-contest info and the team's data who is playing latest for the post-contest info.
- If you find that they are not accurate, look at the Logistics Values for the related Team and Opponent (on the footer), and make sure they reflect that team's current practice and that opponent's travel time and meal and dressing facility settings.
- To help you check the calculated logistics, click on the Logistic Details button in the logistics box in the left side of the footer. It will open a window (see right) showing you all the logistic details for the selected contest.
- Make any changes necessary and re-calculate by clicking on the appropriate calculation button. You can calculate as many times as you want.

Logistics Calculation Detail									
Day	Date	Classes Time	Place	Team	Opponent	Off Campus Site			
Mon	11/10/2015	Yes	4:30 PM	Away	BYUSoccer	NHS			
3:10 PM	End of Day Time		0:30:00	Regular Lunch		2:00	Contest Length		
3:10 PM	Dismissal Time		0:20	Travel Time		6:30 PM	End of Game		
0:15	Dismissal Length		4:00 PM	Arrival Time		0:15	Shower Time		
0:30	Regular Lunch		0:15	Dress Time		0:30	at Restaurant		
0:15	Dress Time		0:30	Warm Up		0:20	Travel Time		
3:40 PM	Departure Time		4:30 PM	Game Time		7:20 PM	Return Time		
12:00 PM	School Lunch		5:30 PM	School Dinner		at Restaurant			



Officials can be assigned to each contest by clicking in the Officials box in the Logistics box (see right) at the bottom left corner of the Schedule layout. Simply click in the box and select the officials name from the drop-down menu.

## Scores

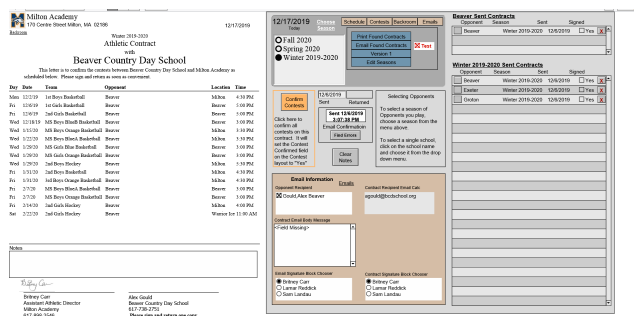
Enter the scores of each contest in these fields. They will be part of the contest record and archived for a historical view.

## Functions Menu

The Menu in the bottom right corner in the footer of the Contest layout controls many functions of the Contest. Here you can Calculate Logistics, Import, Export, Rollover, Rollback, make Meal & Meal Money Requests, send Reminders, and go to Contracts and the Master Schedule for distribution.

- Logistics Calculator
  - You can calculate the logistics for the whole found set or for a single selected contest
    - Selected
      - Runs the Logistics Calculator on just the currently selected contest.
    - Found Set
      - Runs the Logistics Calculator on All contests in the current found set of records.
    - Clear All
      - Clears all logistics values for All contests in the current found set of records.
  - Note: There is a Miss Class setting for each contest. Its default setting is No, assuming that most schools want to avoid missing class as much as possible and would take bag lunches rather than eating at school and having to leave class early. But there may be times when it makes more sense to miss class than take bag lunches. In this case, change the setting to Yes and recalculate.
  - After calculating the logistics, it is a good idea to carefully examine the results for each contest found on the footer below and make sure they are what you want.
- Import – goes to a layout for importing contests from a spreadsheet.
- Export - allows you to export the Contest for archiving purposes before rolling over the Contest to the next year or for importing into a calendar program such as Google calendar, Outlook, or even your School's website.
- Rollover - sets the found set of contests to next year's dates.
  - Be sure that the nearest leap year is correctly entered and that you have checked whether or not this is a Pegging Year for the selected found set.
    - To help you with this the popup shows you what the currently selected contest date will become with the current pegging year and leap year settings.
  - Also, be sure that the Flip field in the Teams table is set to Yes or No depending on whether or not you want to flip home and away in the next year.
  - The Peg Yr button will show a list of Pegging Dates.
  - Most of the time, your found set should be a season, such as Spring 2022.
- Rollback simply undoes a Rollover, just in case you make a mistake and want to undo your rollover.
- Contracts
  - Clicking on the Contracts button will take you to the Contracts layout – two versions are available.

- Contracts, or as some schools refer to them as Letters of Agreement (you can determine your name for them in the Backroom on the School tab), is also a print out for distribution to your opponent schools (see below).
- This layout has a Menu Box with instructions for finding desired opponent schools.
- Clicking on any season will find all opponents that have a contest with your school for that season.
- Clicking on the opponent school name allows you to select one particular school.



- Once you have your found set, you can either print contracts or email contracts to opponents, which ever you wish. You can check the details of your email and make changes as desired. Check the Test check box if you want the email to go only to the test email address. A time stamp will be posted in the Confirmation field or “Error” if the email was not sent.
- A list of emails sent appears on the layout so that you can easily see what has already been sent.
- This menu also provides you with navigation buttons to go to other layouts and an Edit Seasons button to allow you to edit the Season list.
- The Season list should always have the season of the existing contests in Contest table.
- Reminders – takes you to a layout where emails can be sent out reminding coaches, school departments, officials and opponents of details of up-coming contests
  - The date the reminder is sent is inserted in the S\_Rem, O\_Rem & OF\_Rem fields found on the contest layout in the Reminders column – click on the field and a pop up will show.
  - To clear reminder dates after rolling over a season’s Contest, click on the “Clear Reminder Dates” button.
  - A time stamp will be posted in the Confirmation field or “Error” if the email was not sent.
- Meal \$ Requests - takes you to a layout where you can send an email to the business office requesting meal money for contests in the found set. Once a Meal Money Request has been made, the green field will be replaced with “✓Yes”.
- Payment vouchers - takes you to Officials Payment form for the current found set.

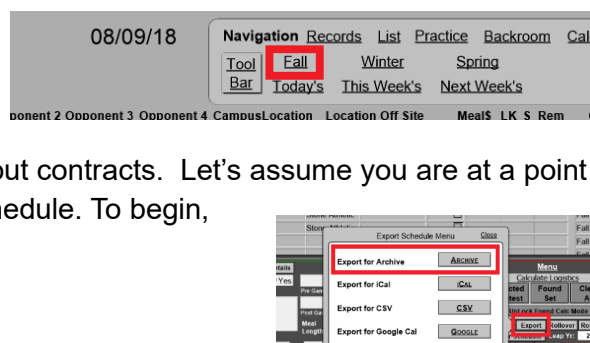
## Scheduling After Your First Season

Archive, Rollover, Confirm, Send Contracts

This section walks you through the process of rolling over your Contests, modifying the new schedule, confirming it with each opponent school, and sending out contracts. Let’s assume you are at a point where you want to start working on next year’s Fall schedule. To begin, click on Fall to find all fall contests.

## Archive

- The next thing you would do is archive your Fall Contests. You do this by clicking on the Export button in the function menu in the lower right hand corner of your Contest layout. This will save a copy of the past season for future reference.





# Rollover

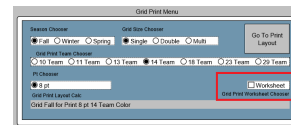
- The next step is to rollover your Fall Contests to the next year. You do this by clicking on the Rollover button on the function menu.
- You are presented with some instruction, and a reminder to Archive your Contests before rolling it over. At the bottom there are several options when rolling over:
  - Canceled Contests
  - Practice Records
  - Rental Records
- This gives you control over whether or not you clear these or leave them for the upcoming year – it's up to you.
- Check what date the currently selected contest date will become and make sure that is what you want. If not, change either the leap year or the pegging year setting.
- Once you decide and click on No or Yes for each one, click on the "Rollover" button. You'll get a little box asking you if you have the correct season set. If you do, click "Yes".
- After rolling over your season, you will need to Build its schedule grid by clicking on the Build button located below its season in the Navigation menu in the top right corner.

# Confirm

- You now have your new Fall season Contests with all of previous season's contests on their new corresponding dates. You will need to look this over, talk to the other AD's and make agreed upon changes for the new Fall season. To make this process easy for you, the Athletic Scheduler offers several options.
- If your Athletic Scheduler is being served on a server at your school and you have a VPN and wifi to connect you to your server or if you run a stand-alone copy on your laptop, you can bring your laptop with you to the scheduling meeting and use both #1 and #2 methods below.
  - 1 – If you like working with the Contest view, simply find the opponent you are working on (let's say Groton) by clicking on the Flex Find button, selecting Groton in the opponent field and let's say, Fall 2022 in the season field, and clicking on Find. Once you confirm a contest with the opponent, click "Yes" in the "Contest Confirmed" column. Continue doing this until all your contest have been confirmed.
  - 2 – If you prefer the Grid view, go to the desired grid layout by clicking on season in the Grid box in the navigation menu. Select either Single, Double or Multi to determine the size of each contest information area (see "Single" on the right). On the Grid layout, you can edit each contest by clicking in the field and changing the information. You can also delete a contest, by clicking on the "Delete" button. In the date column on the left, you can add a new contest click on the "N" button for the date of your contest. If the date does not exist, click on the "Add New Date" button in the menu in the header. Enter the new date in the Date field

and then click on the “N” button to create your new contest. After you have confirmed a contest, click the Confirmed Yes field in the edit popup. The color of the opponent name will turn to the color you selected on the Contest layout for confirmed contests.

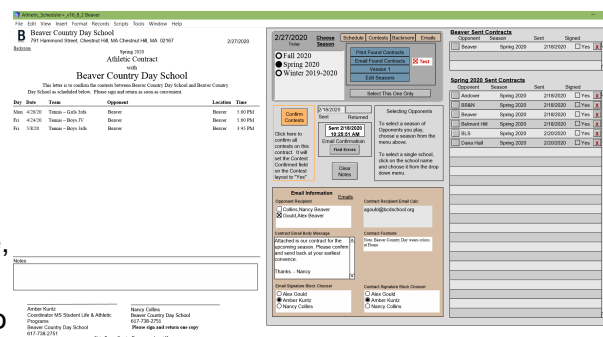
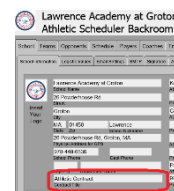
- 3 – If you don't want to or can't use your computer to confirm contests, you can do it the old fashion way with paper and pencil. To help you with this, the Athletic Scheduler has several forms to print out. On the Grid view, in the Navigation Menu, Click on the “Print” link and a pop up menu will appear. Here check Worksheet to printout your schedule in grid format and a blank grid with dates and teams in different size fonts depending on how many teams you have. The smaller the font the more teams will fit on the page.



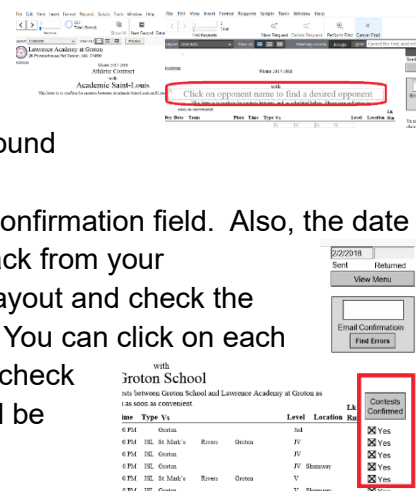
- Once you have finished confirming all of your contests on paper, you will have to go to your computer and make your changes. Obviously, confirming on your computer using your laptop and the Athletic Scheduler is a big time saver.

## Send Contracts

- Now that you have confirmed all of your contests you can send out contracts or letters of agreement, whatever you would like to call them. In the backroom, on the School tab, enter the name you prefer to use for contracts. “Athletic Contract” is the default name.
- Now, go to the Contest layout and select the season for which you want to send contracts out. In the bottom right hand Function Menu, click on the “Contracts” button. This will take you to the Contract layout where you can select the opponent(s) for sending or printing contracts.
- First, select the desired season and all opponents with contests in that season will be in the found set. You can either print all of these contracts or send them out attached to emails by clicking on either “Print Found Contracts” or “Email Found Contracts”.
- If you want to see what the emails will look like, you can check the Test check box and the Athletic Scheduler will send a contract email to the email address you have on the School>Email Settings tab in the Backroom.
- As each email is sent, a record of the email will show on the table on the right side of the layout. Clicking on the button on the left edge of each record will show details of the email.
- Also, the date is posted in the “Sent” field and a time stamp is entered in the Email Confirmation field on the Contract layout and on the Contest layout on the far right under Email Confirmations. If there is an error in sending the email, the word “Error” will appear in the field instead of the time stamp. The error could be a problem with the opponent email address. You can check these in the Backroom on the Opponents tab



- If you want to handle one opponent at a time, after selecting the season, click on the “Find” mode button and the screen will change offering you a space to click into so that you can choose your desired opponent. Now, click on either “Print Found Contracts” or “Email Found Contracts”.
- The same confirmation information will appear in the Email Confirmation field. Also, the date sent will appear. Once you receive the approved contract back from your opponent, you can enter the Returned date on the contract layout and check the Contest Confirmed box for each contest with that opponent. You can click on each “Yes” box or by clicking on the “Contests Confirmed” button, check boxes for all contests where the Opponent is Opponent 1 will be checked.



## iPhone/iPad connection with Filemaker Go

- Filemaker Go allows you to run the Athletic Scheduler on your iPhone or iPad. When opening the Athletic Scheduler with an iPhone/iPad, it will automatically go to a layout designed for touch devices. There you will be able to find a particular contest and view the contest details.
- In order to use your ipad or iphone with the Athletic Scheduler, you need to add the Filemaker Go app (Free) to your iphone/ipad by googling Filemaker Go on your iphone/ipad and downloading it. You can read [“Connecting to a file via FileMaker Go”](#) for details on connecting it to your computer. The Athletic Scheduler must be open either on your Filemaker Server or your computer, if you are not using a server.

## Imports

If you have existing databases of your teams, players, coaches, officials and/or contests, you can import this information into the Athletic Scheduler. Importing data requires mapping the fields of the import file with the fields of the Athletic Scheduler. The best and easiest way to do this mapping is to have the field names of the import file match the names of the Athletic Scheduler table exactly. In the field specifications below, an Asterisk denotes required fields with information. If you don't have an existing database, then you must enter this data by hand, instead of importing.

## Teams

have one import, name your import file “Team Import” and place it on your desktop.

- Team Fields: Sport\*, Gender, Level, SubLevel Name, Sub2Level Name, Abbreviations, School Division(US, MS, etc), Miss Class, Location Off Site Contest, Location Off Site Practice, Location On Site Contest, Location On Site Practice, Season Played\* (Fall, Winter, Spring)
  - In the Backroom on the Team>List tab click on the “Edit” tab.
  - If you are importing your own team list, you will most likely want to delete the existing teams and start fresh. You can do this by clicking on the “Select All” button atop the far left column and then click on the “Delete” button.
  - Now click on the “Import” button and your team records will be imported.

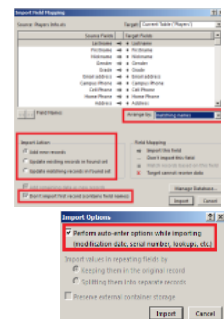
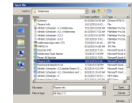
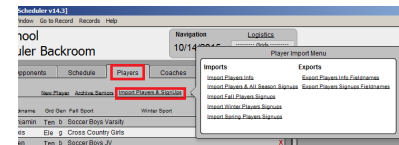
# Players

have two types of imports,

- General information such as name, grade, gender, address, phone, parent names & email addresses, etc, and is imported just once for each player
- Sports signup including role (player, captain, manager) for each season and is imported each season or they can be combined as one import for the year. Import button is found in Backroom

Player General Info fields: PlayerID#(ID# will be used when importing sports signups to match each player correctly), Firstname\*, Lastname\*, Nickname\*, Gender, Campus Phone, Cell Phone, Email Address, Home Phone, Street, City, State, Zip, Parent 1 Full Name, Parent 2 Full Name.

- After clicking on the Import button, find your import file and click open. The import window will pop up. There are three settings you need to pay attention to
- Check the Don't Import First Record,
- Select Add or Update Matching Records (whichever you are doing) in the Import Action setting,
- Select Matching Names in the Arrange by setting.
- You only want one record for each player, so only select Add when you are importing Players for the first time. After that, use Update Matching Records with Add Remaining Data as New Records checked.
- The Import Options window will pop up and be sure to check Perform Auto Enter.

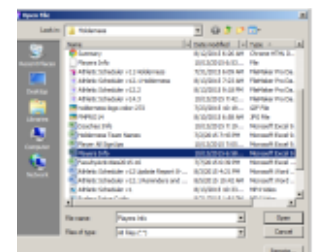


Fall Player Sports Signups fields: PlayerID#(ID# must match each player general information ID# identically), Firstname\*, Lastname\*, Grade\*, Fall Season\*(with year matching the season in the Athletic Scheduler), Fall Sport\*(as in the Athletic Scheduler), Fall Role, Fall Position, Fall White Jersey Number, Fall Color Jersey Number

Winter Player Sports Signups fields: PlayerID#(ID# must match each player general information ID# identically), Firstname\*, Lastname\*, Grade\*, Winter Season\*(with year matching the season in the Athletic Scheduler), Winter Sport\*(as in the Athletic Scheduler), Winter Role, Winter Position, Winter White Jersey Number, Winter Color Jersey Number

Spring Player Sports Signups fields: PlayerID#(ID# must match each player general information ID# identically), Firstname\*, Lastname\*, Grade\*, Spring Season\*(with year matching the season in the Athletic Scheduler), Spring Sport\*(as in the Athletic Scheduler), Spring Role, Spring Position, Spring White Jersey Number, Spring Color Jersey Number

- After clicking on the Import button, find your import file and click open. The import window will pop up. There are three settings you need to pay attention to
- Check the Don't Import First Record,
- Select Add in the Import Action setting,
- Select Matching Names in the Arrange by setting.
- The Import Options window will pop up and be sure to check Perform Auto Enter.



## Coaches

also have two types of imports

- General information such as name, gender, phone, etc, and is imported just once for each coach
- coaching assignments including the role (Head Coach, Assistant Coach, Timer, Score Keeper) for each season and is imported each year.
- Import button found in Backroom.
  - Coach General Info fields: Firstname\*, Lastname\*, Nickname\*, Gender, Campus Phone Home, Campus Phone Office, Cell Phone, Email Address.
  - Coach Sports Assignments fields: Firstname\*, Lastname\*, Fall Sport, Fall Sport Role, Winter Sport, Winter Sport Role, Spring Sport, Spring Sport Role.
  - After importing or entering new data, be sure to click on the Compile Email and Name Fields button. This will combine the emails and names into one field for each sport.

## Officials

have one import for each sport or officials organization. Before importing the officials, you must create an officials organization record for these officials.

- Click on the Officials tab in the Backroom, then the Organizations List tab. Click in the Organization Name field and enter the information you have.
- Now click on the School icon at the far left of the record you just created and it should take you to the Organization Detail tab for this organization.
- There you will find a "Import Officials" button. When you are ready to import your officials, you will click on this button. Make sure the field names of your file to import match the ones below.

Officials Info fields: Last Name\*, Middle Name, First Name\*, Personal Title, Business Name, Business Street, Business City, Business State, Business Zip Code, Business Title, Home Street, Home City, Home State, Home Zip Code, Phone Number, Phone Type, Email Address\*

## Contests

have one import for each season or you can import the whole year's schedule at one time.

- Contests fields: Season\*(must match Season in the Athletic Scheduler), Date\*, Start Time\*(must have AM or PM, Team Name\*(must match Team Name in Athletic Scheduler, Opponent\*(must match Opponent Abbreviation in Athletic Scheduler, Place \*(Home or Away), Opponent Level, Location, Off Campus Site
  - Import by clicking on the Import button found on the function menu in Contest layout.
  - Approve mapping when the mapping window appears
  - New Contest records will be imported to the Contest table.
  - Set Team Name Order to match your preferred order, if not already set.
  - Any fields with a yellow background indicate that the Opponent does not match the Opponent Abbreviation in the Opponent table or it does not exist in the Opponent table. Either correct the name to match or add the Opponent to the Opponent table, then check back and see that they are not yellow any more.

Date	Time	Team	Opponent	Location	Off Campus Site
10/10/2017	7:30 PM	Landmark School	Landmark School	Home	
10/10/2017	7:30 PM	Landmark School	Landmark School	Home	
10/10/2017	7:30 PM	Landmark School	Landmark School	Home	
10/10/2017	7:30 PM	Landmark School	Landmark School	Home	
10/10/2017	7:30 PM	Landmark School	Landmark School	Home	
10/10/2017	7:30 PM	Landmark School	Landmark School	Home	
10/10/2017	7:30 PM	Landmark School	Landmark School	Home	
10/10/2017	7:30 PM	Landmark School	Landmark School	Home	
10/10/2017	7:30 PM	Landmark School	Landmark School	Home	
10/10/2017	7:30 PM	Landmark School	Landmark School	Home	

# Customization

In addition to all of the capabilities described above, Filemaker Pro is a very flexible database that can do almost anything you can dream of. So, put your thinking cap on and rest assured that I can add or change any of the information or functionality of the Athletic Scheduler to meet your needs.

You can customize the Athletic Scheduler yourself with the Admin privilege set. Any layout can be modified by going to layout mode. Tables, fields, and relationships can be added or modified by clicking on the Manage Databases button in the Backroom on the School/Accounts, etc tab.

In addition, your payment for the Athletic Scheduler includes my customization of your scheduler. I am available anytime to customize your unique version of the Athletic Scheduler to meet your needs. *(Included customizations are modifications within the scope of the software, not new extensive functionality.)*

For information contact: Mark B Perkins | 802-457-7383 | [markbperkins@gmail.com](mailto:markbperkins@gmail.com)