

Insert Format Records Scripts Tools Window Help Milton Academy MILTON ing 2023 Athletic Contests (Info) Nav Tools 🛨 🛃 < > Go To Date Loop 3/22/2023 4:00 PM Home Baseba1T BLS Spring 2023 Scri Nash Field 12:00 PM Home Lacros1E 1:00 PM Home Softba1T Exeter P Abbey 2023 by Time|T Yes Yes 3/29/2023 3:30 PM Away Lacros1G 3/29/2023 4:30 PM Home Lacros1B Dana Hall Dennis Field Moses Brow Spring 2023 # 112023 11:00 AM Away Tennis2 4/1/2023 11:00 AM Home Track1E Relays Thayer 4/1/2023 11:00 AM Home Track1G 4/1/2023 12:00 PM Home Baseba11 Relays Thayer Yes Yes Yes Track Rivers Nash Field Yes Spring 2023 Yes Yes Yes 4/1/2023 12:00 PM Home Lacros1B 4/1/2023 12:00 PM Home Lacros1G StGeorges Rivers Yes Spring 2023 Berylson Field Yes Spring 2023 Yes Yes Yes Spring 2023 4/1/2023 12:00 PM Home Lacros2G Rivers Faulkner Field Yes Yes 4/1/2023 12:00 PM Home Tennis1B Rivers Spring 2023 North Courts Yes Yes 4/1/2023 12:00 PM Home Tennis2 Rivers South Courts Spring 2023 Berylson I StGeorges StGeorges 3:00 PM Home Lacros2G Faulkner Field ne Ten Max Travel Dress @ Ho No No Yes

Athletic Scheduler Pro 2023 Contests Menus & Controls

A) Key Strokes

- 1. CTRL/Arrow up or Down = go to the next or previous record
- 2. Click in the right side scroll bar = go to next or previous page

B) Navigation Tools under School Shield

- Arrow Up/Arrow Down = go to first or last record
- Arrow Right/Left = go to next/previous page.
- 3. Go To Date = go to the selected date.
- Loop = loop through the Contest records to either review all records of this season or to prime the pump so that scrolling goes faster.

c) Finds, and Sorts – Top Menu

- 1. New = Create new contest.
- 2. Conflicts = Find team scheduling conflicts.
- 3. Fall, Winter, Spring buttons = show Fall, Winter or Spring contests

- 4. Flex = Find contests: any combination of season, date, opponent, team, sport or place.
- 5. Group Sort = Sort contests by your choice of groupings: by Date, Time, Team, Opponent.
- 6. This One, Today, This Week, Next Week, Upcoming = Find sets

D) Utilities

- Vehicle = Assign selected vehicles to the Contest found set.
- 2. Tool Bar = Show Filemaker Tool Bar
- 3. Theme = Set color/style themes
- 4. Set Locations = Set found set contests locations from Backroom settings.
- 5. Zoom = Zoom in/out & set return default

E) Miscellaneous

 Check List = tracks your progress with Logistics, Contracts, Confirmations, Meals, Money, Officials, and Results. Group Sort = settings for sorting by groups.

F) Schedule Grids

- 1. Schedule Grids = Go to Schedule layouts
 - a) Jump = Go quickly to last grid
 - b) Fall, Winter, Spring = Go to season
 - c) Build = (Re)Build Grid Date.

G) Go to Layouts - Top Menu

- 1. I, E, S = Go to Contest Info, Contest Edit or Contest Speed layout.
- 2. Lists = Menu of a variety of contest lists
- 3. Practice = Go to Practice layout
- 4. Rentals = Go to Rental layout
- 5. Facilities = Go to Facilities layout
- 6. Backroom = Go to Backroom layout
- 7. Weather = Go to Weather layout for that contest location
- 8. Calendar = Go to Calendar layout
- 9. Email = Go to sent Email layout
- 10. Archive = Go to Archived contests layout

H) Contest Record Buttons – On Row

- 1. Underlined Column Heading = Sort by that column.
- 2. (i) = Edit Contest pop-up
- Read = Read/Write Contest Notes pop-up
- 4. Change = Reschedule or Cancel this contest.
- 5. Undo = Undo a rescheduled contest restoring it to its previous time and date.

I) Functions – Bottom Right Menu

- 1. Logistics Calculator
 - a) Selected = Calculate this one
 - b) Found Set = Calculate all in found set
 - c) Clear All = Clear all calculations in found set
 - d) Unlock Found Set = Unlocks all calculations in found set.
 - e) Logistics Detail = Show time detail pop-up
- 2. Import = Import contest records
- Export = Export contest records in various formats
- 4. Rollover = Roll found set contest over to the next year
- 5. Rollback = Roll found set contest back from the previous year.
- 6. Contracts = Go to Send Contract layout.
- 7. Reminders = Go to Send Reminder layout.
- 8. New \$ Requests = Go to meal money request layout.
- 9. Payment Vouchers = Go to officials payment voucher layout.

J) Logistics

- 1. Calc = Calculate logistics for this contest.
- 2. Clear = Clear logistics for this contest.
- 3. Logistics = Detailed view of logistics for this contest.