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

1. Arrow Up/Arrow Down = go to first or last record
2. Arrow Right/Left = go to next/previous page.
3. Go To Date = go to the selected date.
4. 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

1. 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

1. Check List = tracks your progress with Logistics, Contracts, Confirmations, Meals, Money, Officials, and Results.

2. 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. ⓘ = Edit Contest pop-up
3. 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
3. 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.