

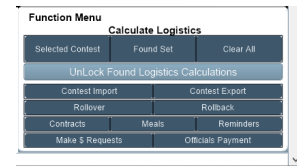


High Street Solutions
 20 High Street
 Woodstock, VT 05091

July 9, 2023

Athletic Scheduler Pro 2023 Opponent Contracts

Sending contracts is pretty straightforward. On the contest layout, after you have rolled over your contests to the upcoming season, click on the desired season to find the contests. Then, in the Function menu in the lower right-hand corner, click on the Contracts button.



It will take you to the Contract layout. Here you will find all the opponents that you play during the chosen season. If the first opponent is blank then you have some contests that either the opponent is blank or it doesn't match an opponent in the Backroom. **These contest should be corrected.** You can check who is sending and receiving each email and the message being sent by clicking on the "Email Information" button. You can send the contract to all found schools or if you want to send just to just one school click on the "Select this one only" button to select just the one school to send to. You can also click on the opponent school name in the menu and a list will appear for you to select an opponent. Check the Test box to send a test email to preview what the school will receive, but make sure you are checked as a receiver of a Test first.

