



## Athletic Scheduler Pro 2023 Team Schedules Update 2

Go to the Teams>Contests tab as shown below and click on the Print Schedule button.



On the Schedule layout, set your footer settings to show the your desired personnel. You can select one team or all that play in a season. Use the Preview setting and you can scroll through the schedules by clicking on the <> buttons in the upper left-hand corner of the layout to see the selected schedules. When you are satisfied you can either print the schedules, save them as pdfs, or email them to coaches.



To send them as emails to coaches check the email details shown on the panel on the right. I created some

new fields to give you the facility to tailor your email. I added a Salutation field and a calculation that ties the correct coaches to that salutation. The end result is that the message need only be the message and the salutation and signature block will be concatenated to the beginning and end of the message for the email. I also added a Coaches tab under Notifications as shown below where you can edit your Salutation and Message. They can be as long as you like.

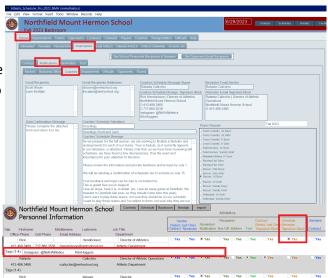
I have also added a Tags field for adding tags (up to 4)

Northfield Mount Hermon School

Personnel Information

To the bottom of your signature block. Tag fields are
found on the Personnel Information layout as shown

on the right. I also added a Coaches Schedule



Message Signature field so that the message signer can be different than the email sender. When emailing this it will use the Reminder Sender's email and Coaches Schedule Message Signature block.

Return to the schedule layout and click on either "Email This Team" or "Email All Teams" to email the schedules to your coaches. Check the Test box to try it out.

