

November 11, 2023

Athletic Scheduler Pro 2024 Calendar Guide

- On the Contest layout, Calendar takes you to Calendar layout for creating, updating, and deleting posts to your Google or Outlook Calendar.
 - Here you can find the events you want to post, update or delete in your calendar using the buttons in the header.
- Before authentication you must get your
 Client ID and Secret. Click on the AOth2.0 Credentials tab on the Backroom>School tab for instructions to get this done.
- Google Calendar
 - You must enter your calendar id's for each calendar you want to have. In addition to the main calendar, you can have division, individual team and/or facility 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 must get your access code and account token before you can post events to your calendar. Click on the AOuth2.0 button and click on the Get Code and then Get Token buttons.



- Outlook Calendar
 - Here you must also enter the calendar id for the main calendar and any other calendars you want.
 - You can obtain Calendar IDs by browsing Microsoft Graph at https://developer.microsoft.com/en-us/graph/graph-explorer#
 - Simply sign in, scroll down to Outlook Calendar, and use the Get all my calendars option.
 - Scroll down and copy the id from each calendar.

- Enter them by first clicking on the Export Settings button.
- Paste them in the appropriate field.
- Before posting you must get your access, token and refresh codes
 - Click on the "Connect" button to get your access code and token.
 - The access token expires after 60 minutes of use, so you will have to refresh it by clicking on the "Connect" button from time to time.

		Ci	alendar Event Preview		Calendar View	Event View	Flex	Find		
Sut	ect Boz	ek Caps			Find Date	StartTime	e EndTim	e Contest		
	ek Caps (R	ental)			10/10/2023	3 5:00 PM	6:30 PM	Bozok Caps (Rental)		
	Star	t Date	Start Time End T	ime	10/12/2023	3 5:00 PM	6:30 PM	Bozek Caps (Rental)		
	1/9/	2024	6:30 PM 7:30 F	PM	10/17/2023	3 5:00 PM	6:30 PM	Bozek Caps (Rental)		
Opp	onent 1	Oppone	nt 2 Opponent 3	Opponent 4	10/19/2023	3 5:00 PM	6:30 PM	Bozek Caps (Rental)		
Ren	ntal				10/24/2023	3 5:00 PM	6:30 PM	Bozek Caps (Rental)		
Des	cription for i	Cal			10/26/2023	3 5:00 PM	6:30 PM	Bozek Caps (Rental)		
				1	10/31/2023	3 5:00 PM	6:30 PM	Bozek Caps (Rental)		
	Loca	tion				Ex	port Settir	ngs	Close	
		don Rink			- Main	Division	ns 🗌 Te	ams 🖂 Facilities		1
	01-1	Pred	0	En En et E			xport Mod	de		
ate 8/2024	Start 3:30 PM	End 5:00 PM	Contest BVHOCKEY (Practice)	Flex Found Events Gordon Rink	MAIN_Calenda					
8/2024	3:30 PM	6:15 PM	GJVHOCKEY (Practice)	Gordon Hink	2 7faf10c4-fa87-4		d18a7cf2a	ac0		
					HS_calendari	D				
9/2024	3:30 PM	5:00 PM	GVIHOCKEY (Practice)	Gordon Rink						
9/20/24	5:15 PM	6:15 PM	BJVIHOCKEY (Practice)	Gordon Rink	MS_calendari	,				
W2024	6:30 PM	7:30 PM	Bozek Caps (Rental)	Gordon Rink	LS calendar	D				
		C	alendar Control	OAuth2.0		5				
Expo	rt to	Oppon	ent Version for Subject	11/11/2023	Facility Name		Calar	ndar Id		
Main Divisi	0.05		- Section - Contraction - Cont	11:52:40 AM			Caler	idar id	_	
Teams On Error 1631 then posting refresh by Export Setings				Class A Showcase						
× Facili	ties Click	ang on OA	Inz.0 and Click on Con-	1	Climbing Wall					pree)
0	1.5		Create/Update Found Evenue		Boat House					r's Academy
Create	Create 1 Event Found Event					C/H Gvm				
				2	Dana Hall					Place Se

- You can now post your contests to your calendar. First, select the Export Mode: Main, Divisions, Teams or Facilities for Google. 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). You can ony select Main for Outlook.
 - Now, find the contests you want to post using the Flex Find. Here you can find teams, opponents, facilities, etc.

	Calend	lar Event Preview Ca	alendar View Event View Flex Find		
Sub	- (Select Criteria for Flex Find		
VFO Incl	lude Practice 🗌 Yes	Flex Season O * Indicates a required value, oth	er fields can be left		
	Flex Date	Teams Facilities School - Ath O School	I - Rec O Rental Clear		
Oppo	Flex Start Date	Fiex Team			
Desc		ALPINE SKI RACE: VARSITY BOYS ALPINE SKI RACE: VARSITY GIRLS	CROSS COUNTRY: BOYS CROSS COUNTRY: GIRLS	 ICE HOCKEY: VARSITY GIRLS LACROSSE: JUNIOR VARSITY BOYS 	SOFTBALL: VARSITY GIRL SQUASH: JUNIOR VARSIT
	Flex Finish Date	BASEBALL: JUNIOR VARSITY BOYS BASEBALL: VARSITY BOYS	CROSS COUNTRY: JUNIOR VARSITY BOYS		SQUASH: JUNIOR VARSIT
	Facility Type	BASKETBALL: JUNIOR VARSITY BOYS BASKETBALL: JUNIOR VARSITY BOYS	S B CROSS COUNTRY: VARSITY GIRLS	LACROSSE: VARSITY GIRLS	SQUASH: JUNIOR VARSIT SQUASH: VARSITY BOYS
123		BASKETBALL: JUNIOR VARSITY GIRLS	FIELD HOCKEY: VARSITY GIRLS	NORDIC SKI RACE: GIRLS	SQUASH: VARSITY GIRLS TENNIS: JUNIOR VARSITY
123		BASKETBALL: VARSITY GIRLS CREW: BOYS	FOOTBALL: BOYS FOOTBALL: JUNIOR VARSITY BOYS	NORDIC SKI RACE: JUNIOR VARSITY GIRLS	TENNIS: JUNIOR VARSITY TENNIS: VARSITY BOYS
2023	Find	CREW: GIRLS CREW: JUNIOR VARSITY BOYS	FOOTBALL: VARSITY BOYS ICE HOCKEY: Club Coed	 NORDIC SKI RACE: VARSITY GIRLS SOCCER: JUNIOR VARSITY BOYS 	TENNIS: VARSITY GIRLS TRACK AND FIELD: BOYS
023	T ING	CREW: JUNIOR VARSITY GIRLS CREW: VARSITY BOYS	 ICE HOCKEY: JUNIOR VARSITY BOYS ICE HOCKEY: JUNIOR VARSITY GIRLS 	SOCCER: JUNIOR VARSITY GIRLS SOCCER: VARSITY BOYS	TRACK AND FIELD: GIRLS TRACK AND FIELD: JUNIO
		CREW: VARSITY GIRLS	ICE HOCKEY: VARSITY BOYS	SOCCER: VARSITY GIRLS	TRACK AND FIELD: JUNIO

- Once you have your found set, 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.