High Street Solutions
20 High Street
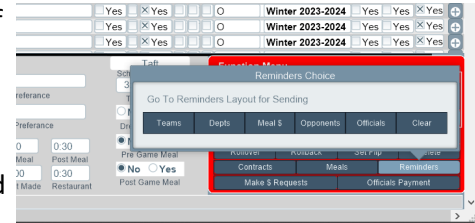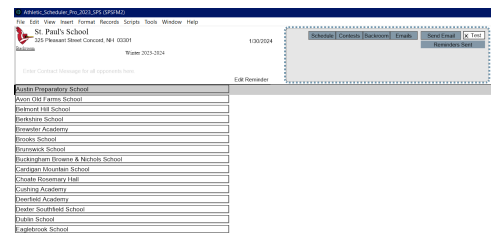Woodstock, VT 05091

January 30, 2024

Athletic Scheduler Pro 2024 Reminders Guide

Before sending reminders, on the Contests layout find the found **set** of contests you wish to remind others about such as This Weeks or Next Weeks, etc. Similar to Contracts, on the contest layout, in the Function menu in the lower right-hand corner, click on the Reminders button. You will be presented with a pop-up menu offering you who you would like to send reminders to: Teams, Departments, Meal $(Money), Opponents, Officials, or Clear.
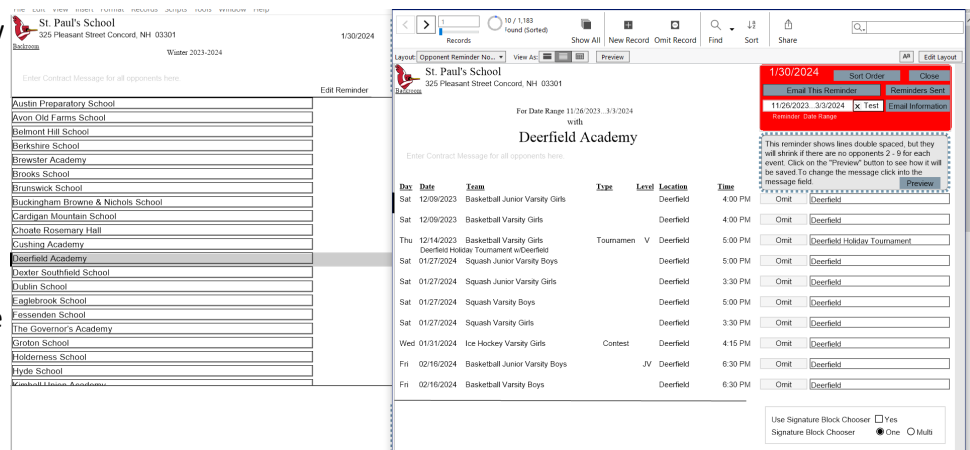

Click on your choice and the selected reminder layout will appear. Here you can verify the reminder emails and send them.

The Opponent reminder layout is a little more complicated that the others so I detail it next. The Opponent reminder button will take you to the Reminder layout, which is very similar to the Contract layout. Here you will find all the opponents that you play in the selected contest found set. You will see who is sending and receiving each email and the message being sent. By clicking on the "Email Information" button, you can change these settings. You can send the reminder to all found schools using the Email button on the menu.

To select an opponent do one of the following either scroll up or down the list or you can also click into the opponent name field in the menu. To view the reminder and email just one opponent: Click on it's name in the list on the left or select an opponent by click into the opponent name field in the menu.

The pop-up Reminder window will show all the contests with the selected opponent. You can preview the reminder by clicking on the "Preview" button. On this layout you can email the one contract being shown. You can also check the Email Information and the record of contract that have been sent.

If you want to return to the Opponent Reminder List layout, be sure to close this window. After you have sent your reminders(s) you can review the details by clicking on the Reminder Sent button or looking sent date information in the lower right part of the layout.