



## Athletic Scheduler Pro 2024 Rental Guide

Rental events are created and processed very similar to your school contests. Similar to contests, before scheduling any rentals you must go to the Backroom and create any rental organizations and groups.

To create a new rental organization, click into the Name field in the Organization portal and enter the basic information. To add a group click on the school icon at the far left end of the row to go to the detail information layout where you can create the rental groups for the organization.

| Name                               | Abbreviation | Contact        | Phone | Email Address | Type         | ID#   | Delete |
|------------------------------------|--------------|----------------|-------|---------------|--------------|-------|--------|
| PEA Physical Education             | PEA Phys Ed  | Mark B Perkins |       |               | School - Rec | Org85 | X      |
| Phillips Exeter Academy Activities | PEA Act      |                |       |               | School - Rec | Org57 | X      |
| Enter New Organization Here        |              |                |       |               |              |       | X      |

While on the Detail tab, click into the Team/Group Name field in the Team/Group portal and enter basic information. As with the Organization, click the school icon at the far left end of the row to access this groups detail.

| Team Name            | Abbreviation | Abbreviation for iCal | Contact (Head Coach) | OrgID# | Delete |
|----------------------|--------------|-----------------------|----------------------|--------|--------|
| Skating              | Skating      | Skating               |                      | Org57  | X      |
| Rec Skating          | Skating      | Skating               |                      | Org57  | X      |
| Enter New Group Here |              |                       |                      |        | X      |

On the Group tab, you can complete the groups information.

| Day | Start Date | Start Time | End Time | Location | Team/Group | Event  |
|-----|------------|------------|----------|----------|------------|--------|
| Mon | 9/26/2022  | 09:30:00   | 10:30 AM | Rink A   | Skating    | Rental |
| Mon | 9/26/2022  | 10:30 AM   | 12:00 PM | Rink A   | Skating    | Rental |
| Tue | 9/27/2022  | 09:30:00   | 10:30 AM | Rink A   | Skating    | Rental |
| Wed | 9/28/2022  | 09:30 AM   | 10:30 AM | Rink A   | Skating    | Rental |

You can create the groups rental schedule in one of two ways: either go to the Rental layout or if you want to create a whole season of recurring rentals click on the Create Batch Use Schedule button.

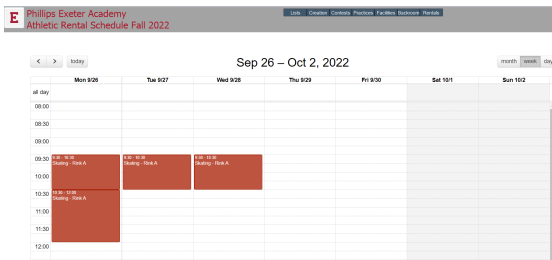
## Rental Layout

Rentals are viewed and processed on the Rental Layout. Similarly to entering a new contest, click on the New button in the Navigation menu at the top.

If you want to create a batch of events, click on the Creation button. You can use the same find sets as are on the Contest layout to get the view you want.

An alternate view of Rental use is the calendar. Select it by clicking on the Calendar button on the Navigation menu. There are 3 views available: Month, Week or Day.

Event times and dates can be modified in the Calendar view by sliding it the whole event or just a bottom or top edge or clicking on the event.



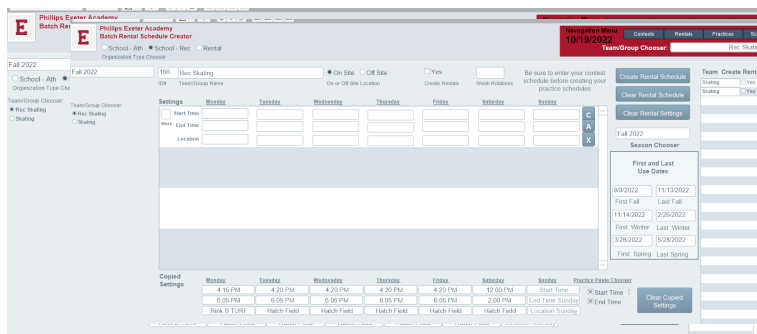
Colors for each location can be set in the Backroom on the Locations>List tab. Hex Color Codes can be entered by any of 3 different methods and the code will show in the selected color.

- You can click into the Hex Color field and type the Hex Color code. Hex Color Codes can be found by clicking on the Hex Color Codes button above the field or clicking on the RGB button to the right of the field.
- You can click on the “C” button to the right of the Hex Color field and select the color from the Color Picker pop up.
- You can click on the RGB button to the right of the Hex Color field if you want to enter RGB values instead of Hex Color codes. There is a color code chart in the pop up for your convenience.

## Create Batch Use Schedule

The Batch Rental Schedule Creator is similar to the Batch Practice Creator.

- Determine your repeating rental times and create rental schedules for selected group
- Select the season you want to work with and set the first and last rental dates.
- In the Team/Group Chooser field, select the team/group you want to set up. Check the Create Rentals check box.
- After entering rental start and end times and location, you can copy them to be added to another week for that same team/group or another team/group. Click on “C” to copy, “A” to add, or X to delete. The copied settings will be displayed in the fields below.
- You can have up to four week-rotations, that is, a team/group can have as many as four different week schedules repeating in a rotation. You will begin with week 1 – enter your Start Time, End Time and Location for each day of the week. If this team rents at these times throughout the season, you are all set and can select the next team. However, if you rotate rental times with other teams, click into the second week and enter the team’s week 2 schedule. You can continue this up to four rotations. When you are finished, choose your next team/group and repeat the process.



Be sure to do the following before clicking on the Create Rental button to generate the creation of rental records:

- Enter your Rental Start and End Dates for each season
- Select the Season in the Season Chooser field
- You are now ready to create your rental schedule for the selected season.
- The process creates a new record for each team/group rental, so this will take a fairly long time, depending on how many team/groups you have.
- After the rentals for this season have been created you can create rentals for the next season.
- You have a choice of creating rentals one team/group at a time or the whole season at one time.
- If you choose to create them one team at a time, be sure to uncheck the “Create Rentals” yes field before creating the next team’s rentals. If you don’t, even though you will not duplicate rentals, you will add substantial time to the process.

Use the Clear Rentals button to undo your rental records – be sure that you have selected the desired season. You can also edit/delete rentals using the rental layout – click on Rentals and edit rental records on the Rental layout.

To email rental contracts to outside organizations, click on the Contracts button in the Function menu at the bottom of the Rental layout to take you to the Rental Contract layout.

- Set your Confirmed and Sent settings as you wish and then click on the Organization for which you want to sent the contract to.
- A pop-up layout will display all the rented dates & times of each facility being rented.
  - Click on Contrasts Sent to see which rental contracts have already been sent.
  - In the footer, you will see the details of the email going to the rental organization.

- If an organization has more than one team, the rentals will be grouped by each team. If you want to send the rental contract for just one team click on the team name in the header and select the team you want.
- Click on Send Email button to send the rental contract to the organization.

