

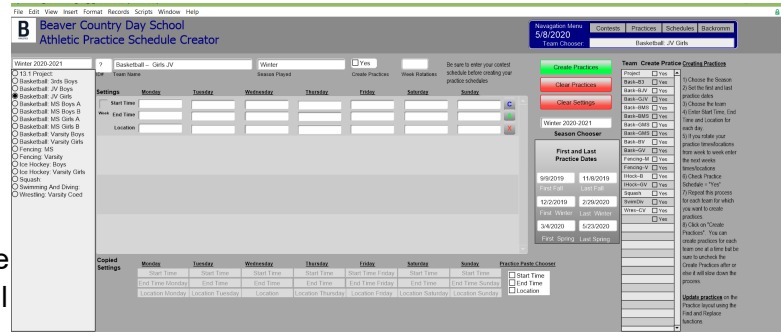


High Street Solutions
 20 High Street
 Woodstock, VT 05091
 Athletic Scheduler v17.0.6

Creating Practice Schedules Guide

To create your practice schedules, click on the “Practice” button in the Navigation Menu on the Contests layout, then the Create button on the Practice layout. In the Team Chooser field, select the team you want to set up. Check the Practice Schedule check box.

You can have up to four week-rotations, that is, a team 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 practices at these times throughout the season, you are all set and can select the next team.



However, if you rotate practice times with other teams, click into the second week and enter the team’s week 2 schedule or you can copy the weeks schedule by clicking on the “C” button at the far right of the row, then click on “A” to add the copied week. Select the information you want to copy below the portal. You can continue this up to four rotations. Delete any week by clicking on the “X” of the row you want to remove. When you are finished, choose your next team and repeat the process.

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

1. Enter your contest schedule
2. Enter your vacation dates (Backroom => Schedule => Vacation Dates)
3. Enter your Practice Start and End Dates for each season
4. Select the Season in the Season Chooser field

You are now ready to create your practice schedule for the selected season. The process creates a new record for each team practice, so this will take a fairly long time, depending on how many teams you have. After the practices for this season have been created you can create practices for the next season. Practices can be viewed on the Schedule (click on Practice button) layout and can included in the Grid view by clicking on the Practices or Both radio button. Use the Clear Practices button to undo your practice records – be sure that you have selected the desired season. You can also edit/delete practices using the Schedule layout – click on Practices and edit there.

For information contact:

Mark B Perkins

802-457-7383 or markbperkins@gmail.com

<http://highstreetsolutions.weebly.com/>