



Scheduling After Your First Season

(Archive, Rollover, Confirm, Send Contracts)

This document walks you through the process of rolling over your schedule, modifying the new schedule, confirming it with each opponent school, and sending out contracts. Let's assume you are at a point where you want to start working on next year's Fall schedule. To begin, click on Fall to find all fall contests.



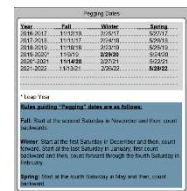
Archive

The next thing you would do is archive your Fall schedule. You do this by clicking on the Export button in the function menu in the lower righthand corner of your Schedule layout. Now, click on the "Archive" button. This will save a copy of the past season for future reference.



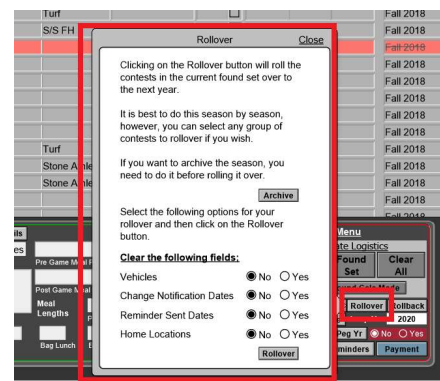
RollOver

The next step is to rollover your Fall Schedule to the next year. On the function menu next to the "Rollover" button make sure that both the Leap Year and Pegging Year fields are set correctly. The leap year should be the nearest future leap year and the pegging year field should be yes if the season you are rolling over is going to be shifted to the pegging date. Click on the "Peg Yr" button for a pop up window or see your NEPSAC directory for Pegging Dates. Once these are set you can rollover the season by clicking on the Rollover button.

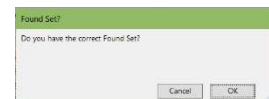


Now you are presented with some instruction, and a reminder to Archive your schedule before rolling it over. At the bottom there is an array of options to clear the following fields when rolling over:

- 1 – Vehicles
- 2 – Change Notification Dates
- 3 – Reminder Sent Dates
- 4 – Home Locations

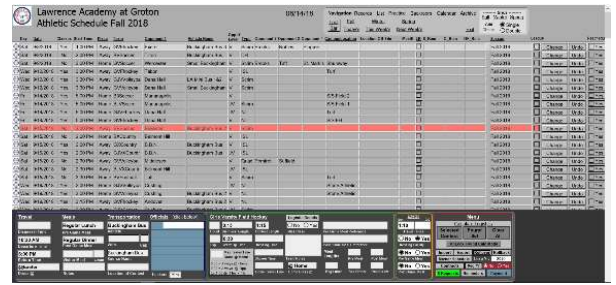


This gives you control over whether or not you clear these fields or leave their values for the upcoming year – it's up to you. Once you decide and click on No or Yes for each one, click on the "Rollover" button. You'll get a little box asking you if you have the correct found set. If you do, click "Yes".



Confirm

You now have your new Fall 2018 schedule with all of 2017's contests on their 2018 corresponding dates. You will need to look this over, talk to the other AD's and make agreed upon changes for the Fall 2018 season. To make this process easy for you, the Athletic Scheduler offers several options.

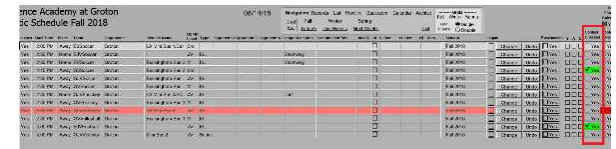


The first two options are the best for making changes right in your Athletic Scheduler. They obviously require that you are running the Athletic Scheduler on your laptop. In order to do this you must have one of three setups.

- 1) Your Athletic Scheduler is being served on a server at your school and you have a VPN and an internet connection to your server at your meeting, or
- 2) You make a copy of your served Athletic Scheduler and put it on your laptop. Use this copy at your meeting and when you return to school, import the Schedule table into your served Athletic Schedule. You will either delete the season's contests on the server after making your copy and add them back after the meeting, or do an update import matching the contest id#'s, or
- 3) You run a stand-alone copy on your laptop, you can bring your laptop with you to the scheduling meeting

If you meet one of these conditions you can use both #1 and #2 methods below.

1 – If you like working with the List view of the schedule, simply find the opponent you are working on (let's say Groton) by entering Find mode, selecting Groton in the opponent field and Fall 2018 in the season field, and clicking on Perform Find. You can sort these records by either date or team or both. Once you confirm a contest with the opponent, click "Yes" in the "Contest Confirmed" column on the far right. Continue doing this until all your contest have been confirmed.

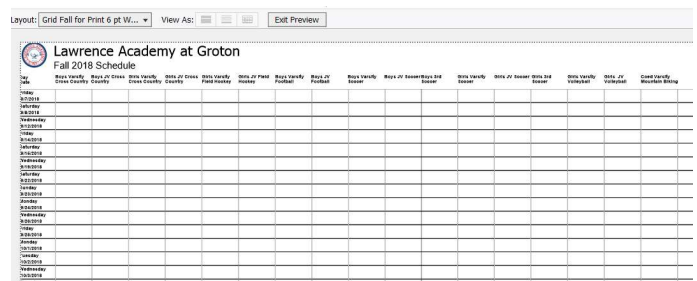
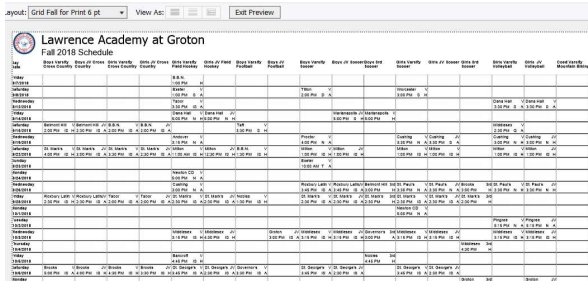


2 – If you prefer the Grid view, go to the Fall Grid layout by clicking on "Fall" in the Grid box in the navigation menu. Select either Single or Double to determine the size of each contest information area (see "Single" on the right). On the Grid layout, you can edit each contest by clicking in the field and changing the information. You can also delete a contest, by clicking on the red x in the box. If you want to add a new contest click on the "N" button in the date box for the date of your contest – you'll be taken to the List view of the schedule to enter the contest information. If the date doesn't exist, click on the "Add New Date" button under the school logo. Enter the new date in the Date field and then click on the "N" button to create your new contest. After you have confirmed a contest, click on the contest between the Opponent and Time fields to turn on the Confirmed Contest indicator (a green line). This green line is the same as the Confirmed Contest field on the List view mentioned in #1 method above.

3 – If you don't want to or can't use your computer to confirm contests, you can do it the old fashion way with paper and pencil. To help you with this, the Athletic

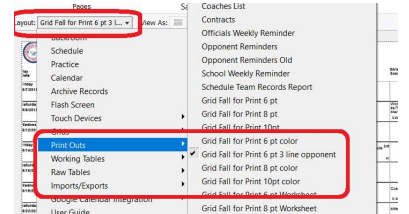


Scheduler has several forms to print out. On the Grid view, in the Navigation Menu, Click on the "Print" link and a pop up menu will appear. Here you can select to printout your schedule in grid format and a blank grid with dates and teams in different size fonts depending on how many teams you have. The smaller the font the more teams will fit on the page.



On the Layout Drop Down menu at the top left corner of the screen, under "Print Outs" you'll find several other layout options titled "Grid (season) for Print ## pt". You can select these and see if any of them meet your needs.

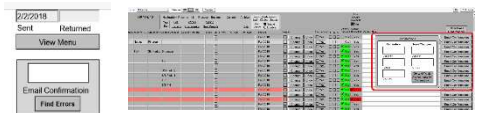
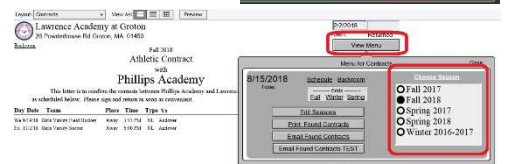
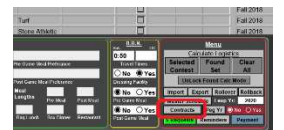
Once you have finished confirming all of your contests on paper, you will have to go to your computer and make your changes. Obviously, confirming on your computer using your laptop and the Athletic Scheduler is a big time saver.



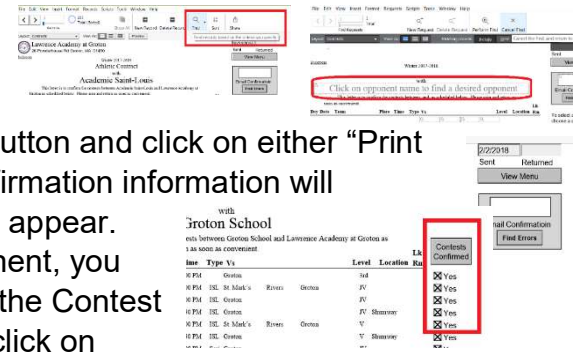
Send Contracts

Now that you have confirmed all of your contests you can send out contracts or letters of agreement, whatever you would like to call them. In the backroom, on the School tab, enter the name you prefer to use for contracts. "Athletic Contract" is the default name.

Now, go to the Schedule layout and select the season for which you want to send contracts out. In the bottom righthand Function Menu, click on the "Contracts" button. This will take you to the Contract layout where you can select the opponent(s) for sending or printing contracts. First, click on the View Menu button and select the desired season. You will return to the main Contract screen with all opponents with contests in that season in the found set. You can either print all of these contracts or send them out attached to emails by clicking on the "View Menu" button again and this time clicking on either "Print Found Contracts" or "Email Found Contracts". If you want to see what the emails will look like, you can click on the "Email Found Contracts Test" button and the Athletic Scheduler will send a contract email to the email address you have on the School>Email Settings tab in the Backroom. As each email is sent, the date is posted in the "Sent" field and a time stamp is entered in the Email Confirmation field on the Contract layout and on the Schedule layout on the far right under Email Confirmations. If there is an error in sending the email, the word "Error" will appear in the field instead of the time stamp. The error could be a problem with the opponent email address. You can check these in the Backroom on the Opponents tab.



If you want to handle one opponent at a time, after selecting the season, click on the “Find” mode button and the screen will change offering you a space to click into so that you can choose your desired opponent. Now, go to the “View Menu” button and click on either “Print Found Contracts” or “Email Found Contracts”. The same confirmation information will appear in the Email Confirmation field. Also, the date sent will appear. Once you receive the approved contract back from your opponent, you can enter the Returned date on the contract layout and check the Contest Confirmed box for each contest with that opponent. You can click on each “Yes” box or by clicking on the “Contests Confirmed” button, check boxes for all contests where the Opponent is Opponent 1 will be checked.



Please don't hesitate to contact me if I can help you with this process.

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