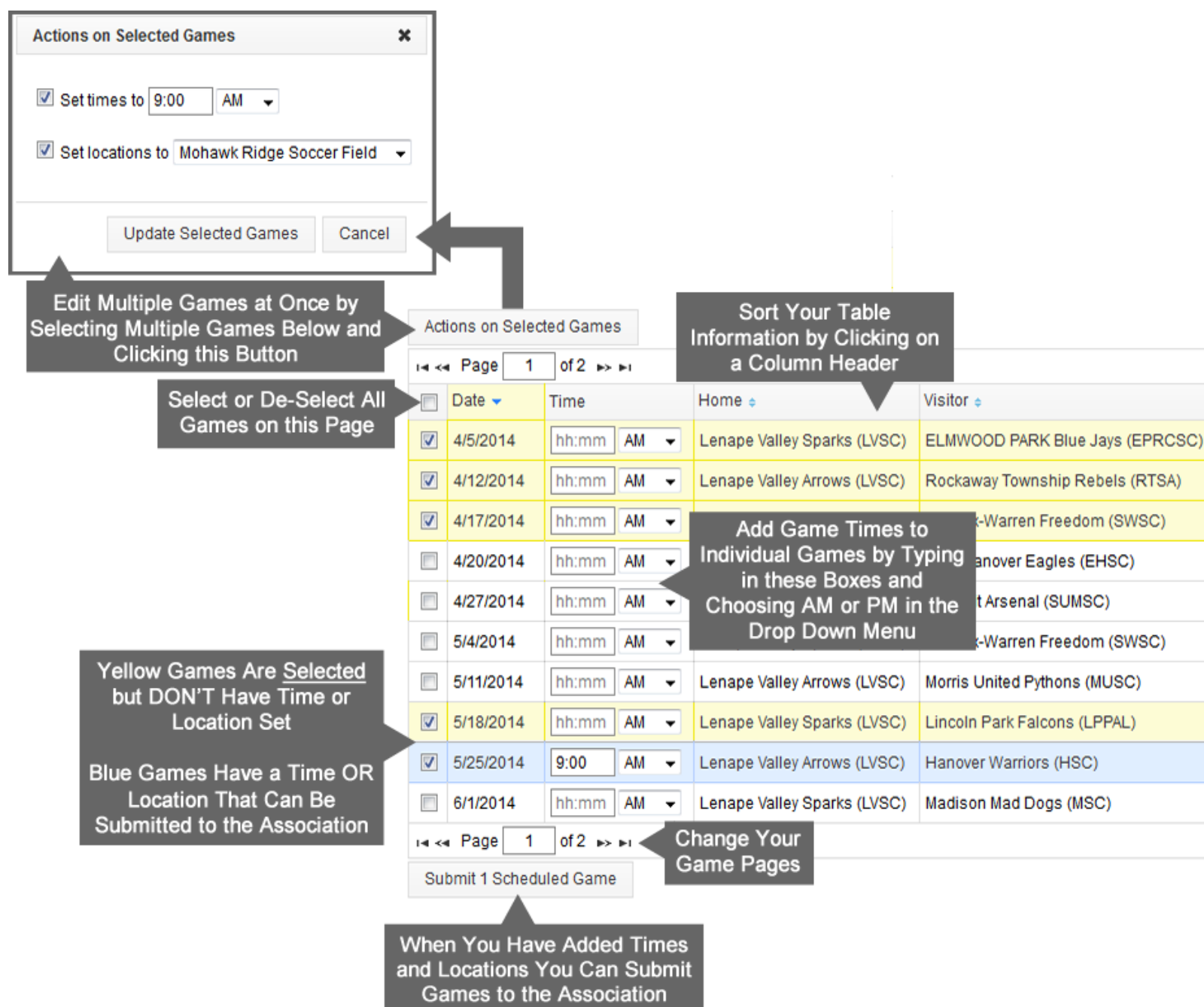# Morris County Youth Soccer Association
Collaborative Scheduling

Are you ready to begin scheduling for the season? It's now easier than ever to collaboratively schedule with your Association so you can help create a game schedule that works best for you and your teams. Follow the simple steps below to open up your Collaborative Scheduling page:

1. Log into your club software.
   You should have a special link just for your club. It will look something like this – "YOUR CLUB".bonzidev.com/sam

2. Click the **Leagues** tab above your folder tree. The folder tree is the list of folders to the left of your screen.

3. Expand the **2013-2014** folder to the left of your screen until you see a folder labeled **2014 Spring U8-U19** beneath the Leagues tab.

4. Click on the **2014 Spring U8-U19** folder so it is highlighted yellow.

5. Click the **Open Collaborative Scheduling** button that appears to the right of your folders in the bottom right corner of the "League Summary" box. *This will appear __above__ and to the __right__ of your team list at the bottom of the screen.*

6. A new window will open with the team pairings and dates for your flight. Your responsibility, as the club, is to add in times and locations.

Now that you have arrived at your scheduling screen, there are numerous options and helpful tools available to you to help make scheduling as easy as possible. You can schedule in bulk, you can schedule one game at a time, and you can apply filters that narrow down your view so you see only the games you want to see, such as games on a certain date or games for a certain division or team.

Let's take a tour of the *Collaborative Scheduling* screen so we can get familiar with these options:

Group Email

Email

Create Group Email

To:	1 Recipient(s)
From:	christina.pate@gobonzi.com
Subject:	2014 Spring U8 - U19 Game ID: 71722
Additional Emails:	
Attach File:	Browse... No file selected.

Message Body:

File ▾   Edit ▾   Insert ▾   View ▾   Format ▾   Ta

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↓ Download   ✉ Email Administrator

Show 10 ▾ of 13 per page.

Location	Age ⇅	Gender ⇅	Game ID ⇅		
Choose location ▾	U-08	Male	71710	✉	↩
Choose location ▾	U-09	Male	71684	✉	↩
Byram Intermediate School	U-08	Male	71752	✉	↩
Mohawk Ridge Soccer Field					
Valley Road School	U-08	Male	71716	✉	↩
CO Johnson Fields					
CO Johnson Field 6	U-09	Male	71691	✉	↩
CO Johnson Field 8					
	U-08	Male	71722	✉	
	U-09	Male	71695	✉	↩
Choose location ▾	U-08	Male	71728	✉	↩
Choose location ▾	U-09	Male	71703	✉	↩
Choose location ▾	U-08	Male	71734	✉	↩

Show 10 ▾ of 13 per page.

Game ID: 71722
Date: 5/4/2014
Time: Not yet scheduled
Home: Lenape Valley Sparks (LVSC)
Visitor: Sussex-Warren Freedom (SWSC)
Location: Location not chosen
Age: U-08
Gender: Male

uling   ✕

☐ No Time ☐ No Location

Game ID [   ]

Choose home team ▾

Choose visitor team ▾

Choose location ▾

Age ▾   Gender ▾

Date Range [mm/dd/yyyy] 📅 to [mm/dd/yyyy] 📅

Time Range [hh:mm] AM ▾ to [hh:mm] AM ▾

Apply Filters   Reset

I know that there are a lot of fun buttons on this screen, but you might need a little help getting started. Let's go over the steps on how to update games and submit these games to your association.

Editing Games One at a Time

1. Click inside the **Time** box for one of your games.
2. Add in your time.
   (You can write 900, 9:00, 9, etc and our system will format your time for you. So don't worry about getting the formatting right, just make sure the numbers are correct.)
3. Choose PM in the drop down menu or leave the time set to AM. After that, the time has been set for that game, but it is still editable if you want to come back later and change it.
4. Click on the **Choose Location** option for the same game. If you have added your locations into the system, you will see a drop down list of location options.
5. Choose a location from the menu and you are good to go!
6. Are you all done editing this game? Click the **Submit Scheduled Game** button in the bottom left corner of the window to share the time and date with your association.

Editing Games in Bulk

1. Check the box to the left of the games you wish to edit.
   a. Check the box at the very top of this column to select all games on this page.
   b. Need more games listed on this page? Choose a different number in the menu box in the bottom or top right corner of your table.
2. Click the **Actions on Selected Games** button in the top left corner of your table and a new pop up window will appear.
3. Check the box next to the time and/or location settings in order to edit these settings for your selected games.
4. Add your time and/or select your game location.
5. Click the **Update Selected Games** button.
6. Are you all done editing these games? Click the **Submit Scheduled Games** button in the bottom left corner of the window to share time and dates with your association.

Adding Filters/Finding Games

Want to narrow down the displayed games or find a specific game? Use the filters and search options at the top of the window in order to show specific games.

Contacting Morris County

Have a question about a game? There are two quick and easy ways to contact your administrator. Click the **Email Administrator** button in the top right corner above your game list. This will allow you to write an email to a Morris County administrator.

If you click the small Envelope icon to the right of each game, you can email the administrator specifically about that game. As you may have noticed in the example above, a prepopulated email will appear with the details of your game so you don't have to write in the game information yourself and so the Morris County admin can easily find the game you are referencing.

Need Software Help

Need a little help with the software? Please reach out to our Bonzi Support Team!

Bonzi Support
866-726-4131 option 1
support@gobonzi.com