

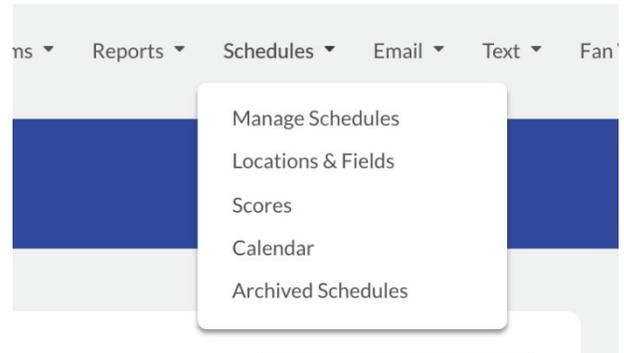
How to Change a Schedule

This tutorial explains how to create a schedule with only pairing assignments. The tool gives you control over who will play who but there will be no dates, times, or field assignments.

- Step 1 - Edit Matches
- Step 2 - Schedule Preview

Getting Started

The first thing you'll want to do is head to the 'Schedules' tab at the top of the page, then click Manage Schedules.



Step 1 - Edit Matches

Once the schedule has been generated, you can make any final changes that are needed.

To edit a specific match, click on the **Edit** button on the right side. To delete the match entirely, click on the X icon.

If you would like to check field availability before changing a game, click on the **Check Field Availability** button on the upper right hand side. You can even drill down to field availability and see what's open for the entire week.

You can also add a match during this step by clicking on the **New Match** button on the lower right hand side. You'll add all of the specifics and then click Next to proceed to the next step.

Order	Round	Away @ Home Team	Match Date	Start Time	End Time	Locations & Fields
1	1	White Sox @ Reds				Edit X
2	1	Tigers @ Cubs				Edit X
3	2	Cubs @ White Sox				Edit X
4	2	Reds @ Tigers				Edit X
5	3	White Sox @ Tigers				Edit X
6	3	Cubs @ Reds				Edit X

Check Field Availability

11/7/2019

Select Location

- + Brees Compound
- Zion Complex
 - Field 1
 - Field 2

5 Field Availability for 11/07/2019

Time	0-15	15-30	30-45	45-60
12:00 AM	●	●	●	●
1:00 AM	●	●	●	●
2:00 AM	●	●	●	●
3:00 AM	●	●	●	●
4:00 AM	●	●	●	●
5:00 AM	●	●	●	●
6:00 AM	●	●	●	●
7:00 AM	●	●	●	●
8:00 AM	●	●	●	●

Spring 2019 Baseball - League 1

Match Order #: 1 Round #: 1

Home Team: Reds

Away Team: White Sox

Location: Select Location

Field: Select Field

Start Time: 12:00 AM End Time: 12:00 AM

Match Date: [Calendar Icon]

Action: None

Cancel Save

Step 2 - Schedule Preview

After making final edits, you can finalize the schedule. From this step, you can export the schedule to your computer, or post to the team page. You can also email the schedule to coaches, division managers, or any other collaborator before officially posting.

Click **Save and Finish** and you're all set! Now you'll be able to see this schedule on our Calendar feature along with all your other schedules. You can edit it from the calendar or by clicking on "Edit" from the schedules landing page.

Spring 2019 Baseball - League 1 >> 2019 Spring Baseball >> Challenger - Little League Challenger Division

1 2 3 **4** Schedule Preview
Preview final schedule

Type: Games Start Date:
Activity: Baseball End Date:

Export To Audit Report Email Post

Order	Round	Away Team	Home Team	Date	Start Time	End Time	Location	Field
1	1	White Sox	Reds					
2	1	Tigers	Cubs					
3	2	Cubs	White Sox					
4	2	Reds	Tigers					
5	3	White Sox	Tigers					
6	3	Cubs	Reds					

✓ Save & Finish