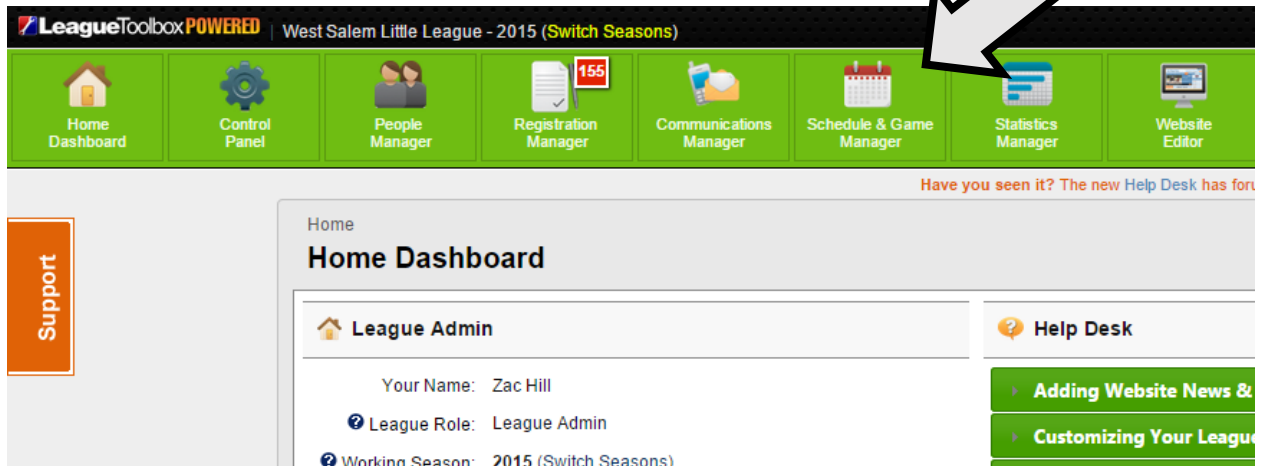


Scheduling Practices

1. Go to the admin site/link and go into the "Schedule & Game Manager"



LeagueToolbox POWERED | West Salem Little League - 2015 (Switch Seasons)

Home Dashboard

League Admin

Your Name: Zac Hill

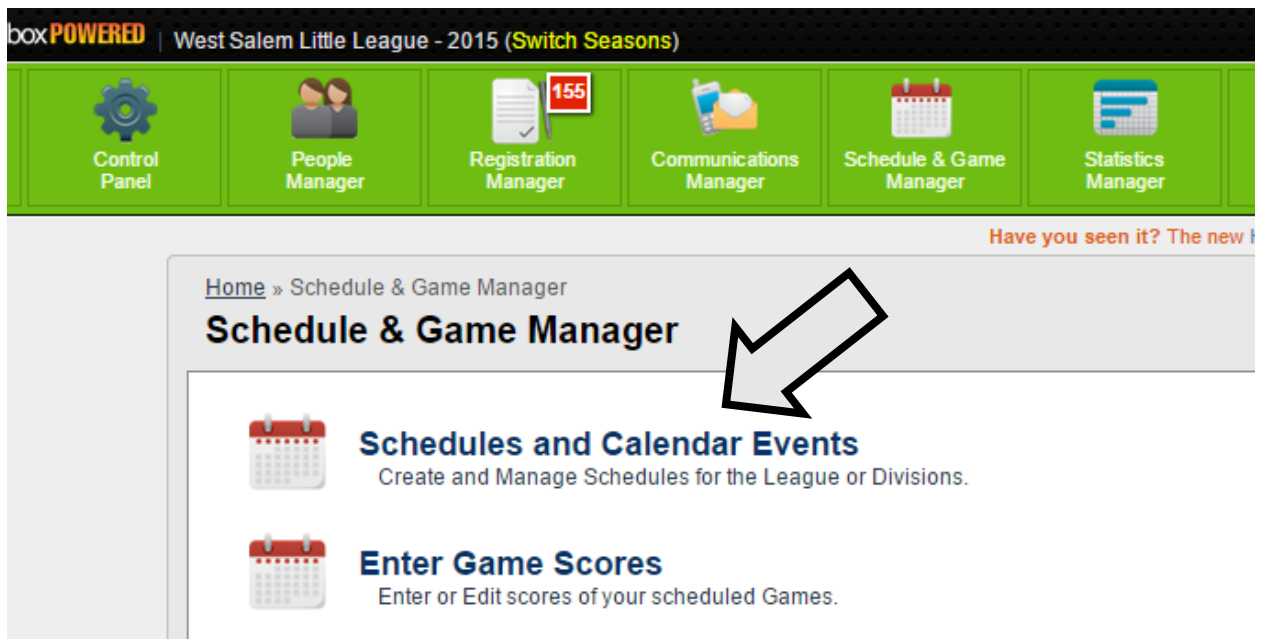
League Role: League Admin

Working Season: 2015 (Switch Seasons)

Help Desk

- Adding Website News &
- Customizing Your League

2. Go into the "Schedules and Calendar Events"



LeagueToolbox POWERED | West Salem Little League - 2015 (Switch Seasons)

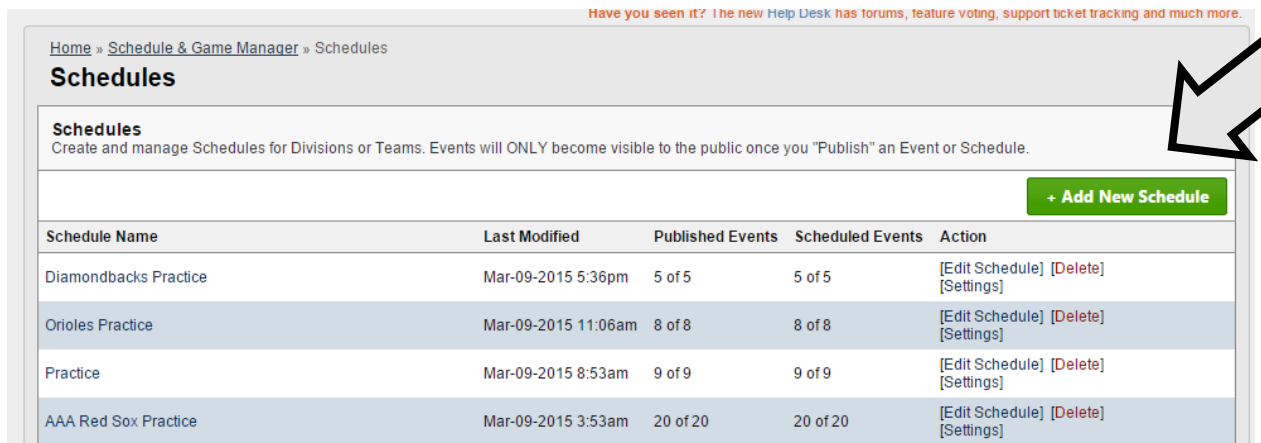
Home » Schedule & Game Manager

Schedule & Game Manager

Schedules and Calendar Events
Create and Manage Schedules for the League or Divisions.

Enter Game Scores
Enter or Edit scores of your scheduled Games.

3. Click "Add New Schedule"



Home » Schedule & Game Manager » Schedules

Schedules

Create and manage Schedules for Divisions or Teams. Events will ONLY become visible to the public once you "Publish" an Event or Schedule.

+ Add New Schedule

Schedule Name	Last Modified	Published Events	Scheduled Events	Action
Diamondbacks Practice	Mar-09-2015 5:36pm	5 of 5	5 of 5	[Edit Schedule] [Delete] [Settings]
Orioles Practice	Mar-09-2015 11:06am	8 of 8	8 of 8	[Edit Schedule] [Delete] [Settings]
Practice	Mar-09-2015 8:53am	9 of 9	9 of 9	[Edit Schedule] [Delete] [Settings]
AAA Red Sox Practice	Mar-09-2015 3:53am	20 of 20	20 of 20	[Edit Schedule] [Delete] [Settings]

4. Enter your schedule name, which should include both your team name **and** your division. You will thank me later that you've added the division to the name if you ever have to go back and find your schedule to edit and both other Giants teams have also saved their schedule as "Giants Practices". Choose your division. And click "Add New Schedule" to save your schedule.

Home » Schedule & Game Manager » Schedules » Add New Schedule

Schedules

Add New Schedule
 Create a new Schedule for a Division or a Team. You can name your Schedule whatever fits best. For example: "Yankees Practice Schedule", "AA Division Schedule", "Board Meetings" or whatever applies.

For League Schedules it is recommended to create a NEW schedule for EACH Division in the League, for Team Schedules simply choose the Division your Team is in.

Schedule Name:

☑ Include Games in Standings?: **Yes** ▾

Applies to this Division:

- T-Ball
- T-Ball Girls
- AA
- AA Softball
- AAA
- AAA Softball
- Majors
- Majors Softball
- Intermediate - 50/70
- Juniors

Add New Schedule

Leave "Yes"

5. Click "Edit Schedule", then "Add New Practices", and then follow the prompts to build your schedule.

Home » Schedule & Game Manager » Schedules

Schedules

Schedules
 Create and manage Schedules for Divisions or Teams. Events will ONLY become visible to the public once you "Publish" an Event or Schedule.

[Schedule](#)

Schedule Name	Last Modified	Published Events	Scheduled Events	Action
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Practice	Mar-09-2015 8:53am	9 of 9	9 of 9	[Edit Schedule] [Delete] [Settings]

Home » Schedule & Game Manager » Schedules » Edit Schedule

Manage Schedule - Met's Practice Schedule

[« Back](#)

Manage Schedule
 Select a date range to Add, Schedule or Re-Schedule existing games.

[+ Add New Game](#) [+ Add New Practice](#) [+ Add New Exhibition Game](#) [+ Add New Non-Game Event](#)

Date Range: to Event Type: Hide Unscheduled Events Hide Available Time

Division/Team: Resource: Sort:

Search Schedule

More Options: Re-Number Games

Date & Time	Location	Type	Away Team	Home Team	Action
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6. If you need to add practices to your schedule later, go back into the schedule manager and choose "Edit Schedule". Do not add a new schedule for your second set of practices.

Have you seen it? The new [Help Desk](#) has forums, feature voting, support ticket tracking and much more.

[Home](#) » [Schedule & Game Manager](#) » Schedules

Schedules

Schedules
Create and manage Schedules for Divisions or Teams. Events will ONLY become visible to the public once you "Publish" an Event or Schedule.

[+ Add New Schedule](#)

Schedule Name	Last Modified	Published Events	Scheduled Events	Actions
Diamondbacks Practice	Mar-09-2015 5:36pm	5 of 5	5 of 5	[Edit Schedule] [Delete] [Settings]
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Practice	Mar-09-2015 8:53am	9 of 9	9 of 9	[Edit Schedule] [Delete] [Settings]
				[Edit Schedule] [Delete]

