

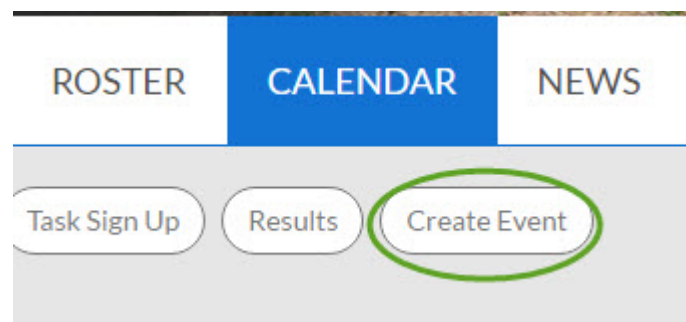
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Creating Team Events as Volunteer - Other (Pizza Party)

Creating other events is a great way to add a one time event like a pizza party or schedule a matchup between a team that is not in the system.

To create an Other Event, navigate to your team page and click **Calendar**.

Once there, you will click **Create Event**.



***If you do not see this option, it has not been enabled for your program. You will need to contact an administrator with the site in order to enable this.

Click on **Other** and then **Continue**.

Create an Event

Please choose which type of event you would like to create.

Game ⓘ

Practice ⓘ

Other ⓘ



Continue

*** If you do not see Other as an option, it is not enabled for your program. You will need to contact an administrator with the site in order to enable this. The admins have the ability to decide what type of events that can be created.

An other event allows you to enter an event name and a custom location. You do have the ability to create a unique location name for this type of event but this event type **will not show conflicts** for locations and fields since your location and field is custom and not recorded in the system.

This type of event is great for things outside of normal games and practices. Examples of this might be Picture Day, End of Season Party, or noting some type of all day tournament.

Event Name *
End of Season Pizza Party

Location Name *
Monkey Joe's

Location Address:
Location Address

City AL Zip Code

Date * 9/17/2016 Time * 3:00 PM

All Day Repeat Event

Duration *
2 Hours Minutes

Description
Come join your team for a pizza party to celebrate the end of the season. Awards will be given out to players.

Notify
 All Allocated Volunteers ⓘ
 Team(s) associated accounts and participants ⓘ

***** Other Events is the only event type where you can choose All Day as an option. This will block out the team for the entire day and no other events can be created for that team. This is a great option when you want to note a tournament the team is playing in.**


***** If a team is playing against an external team that is not recorded in the system, Other Events is the best type to choose from. You will not be able to create a Game event if the team is not in the system. We recommend typing in the external team under Event Name and using the Description to give more information.**

Ben Husack - October 11, 2016 13:15

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