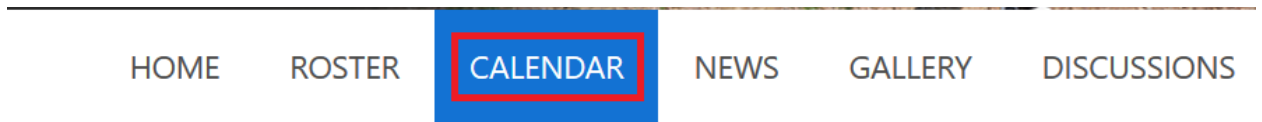


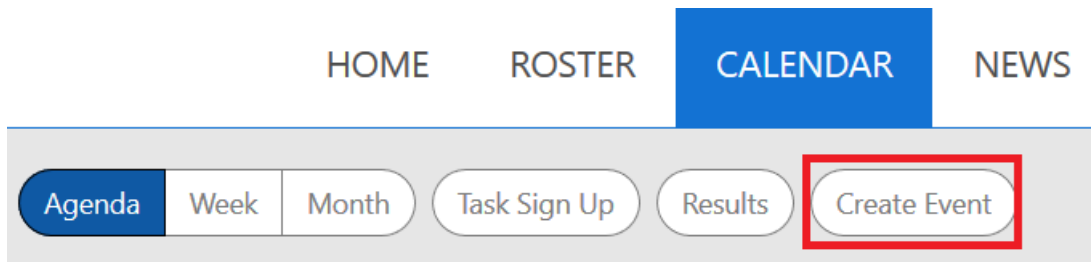
RYS Baseball

Adding Practices and Events to Your Team Calendar

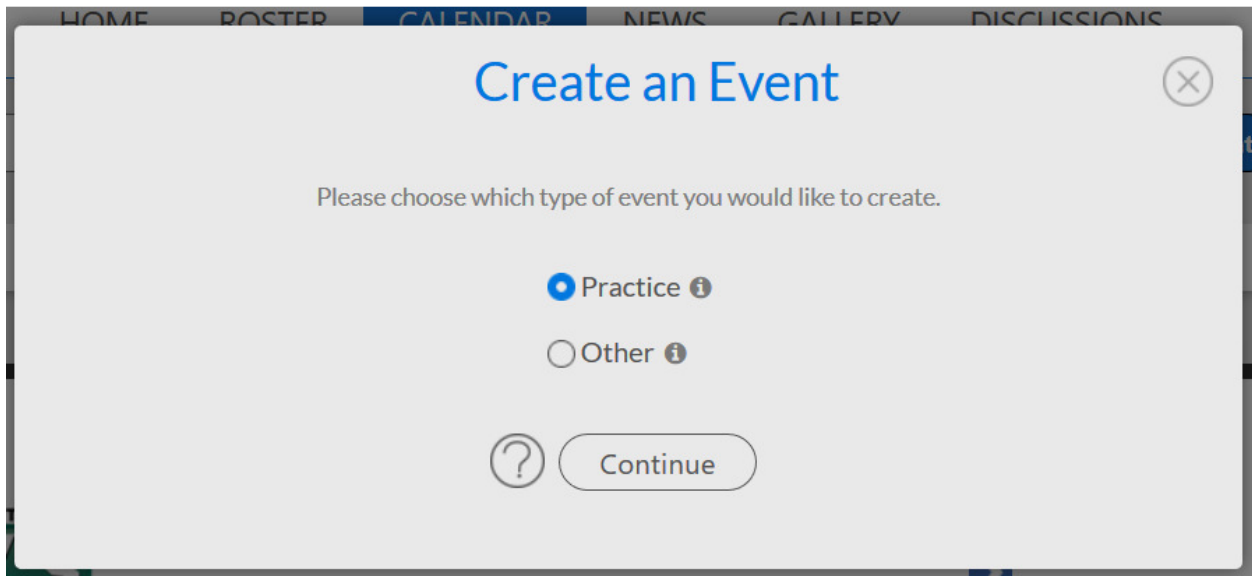
1. To add a practice or event to your calendar, first navigate to your team page.
2. Navigate to the Calendar tab.



3. Click on the Create Event button.



4. Choose either Practice or Event, and then click the Continue button. In this example, we will create a practice.



5. Fill in the fields as follows (please follow the practice times you officially signed up for):
 - a. Location Name = Haban Park
 - b. Field Name = Field Number
 - c. Date = Practice Date
 - d. Time = Practice Time
 - e. Repeat Event = If you have practice the same time every week, you can set this up so you only need to enter the data once. Make sure that your practice schedule ends before May 28th though.
 - f. Duration = Most practices are set for 1 hour and 45 minutes. If you have a weekend practice, you can set it accordingly.
 - g. Event Reminder Email – Enable = This will send reminder emails for every practice.
 - h. Notify = You can set it to notify coaches only or the whole team.

See the below pictures for an example.

Practice



Cardinals (Junior - J&C) Practice

Location Name *

[Field Availability](#)

Note: If you do not see your location or field listed, please contact your organization's administrator.

Field Name: *

Please contact your admin if you need to add a field to an already created location.

Location Address:

Date *



Time *



Repeat Event

Repeats weekly every Weeks

Repeat on The Following Days:

S M T W Th F Sa

Ends:

After Occurrences

On



Duration *

1 Hour ▼ 15 Minutes ▼

Description

Action

None ▼

Event Reminder Email

Send email reminders before the start of the event.

Enable ⓘ

Notify

All Allocated Volunteers ⓘ

Team(s) associated accounts and participants ⓘ

Save

6. Click the Save button to finish.
7. Now your schedule should be visible to your entire team.