

Hello head coaches!

On our website we have the ability to create schedules and have them sent out to the players. This is especially super handy if they are using the recommended Dicks' TSHQ app on their phones.

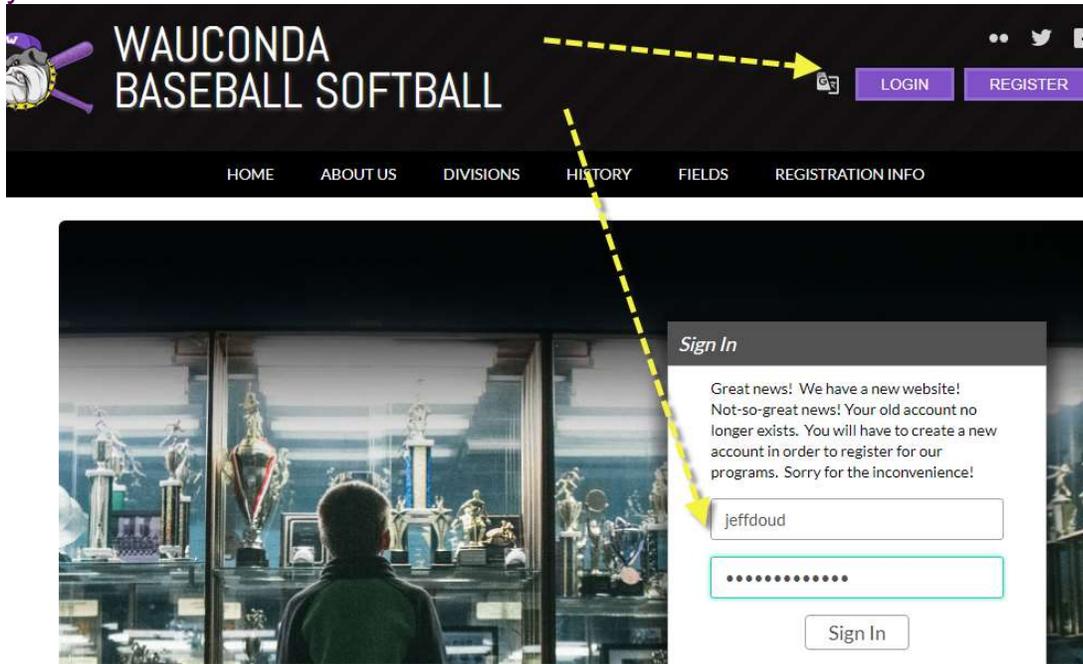
On the website, here is how to create an event. I recommend starting with your practices! Once we have game schedules figured out and distributed, you can start adding those. (We should have those ready within one to two weeks)

If you are uncomfortable adding events to your team page, consider giving a parent on your team the ability to handle it for you. Let us know who that is and we can give them access.

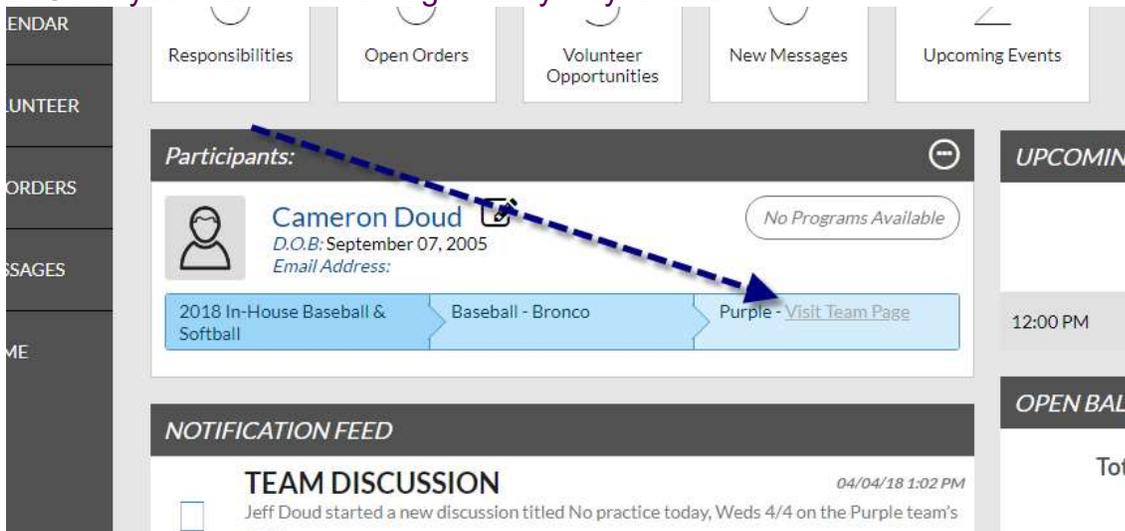
As Administrators, your VPs and Executive Board Members have the ability to add your schedules for you. We would happily do it if it were that simple. However, when we do that, YOU lose your ability to reschedule things when the inevitable happens, because the website will not let a coach change a scheduled event that an Administrator created.

Here's how to create a practice on the website.

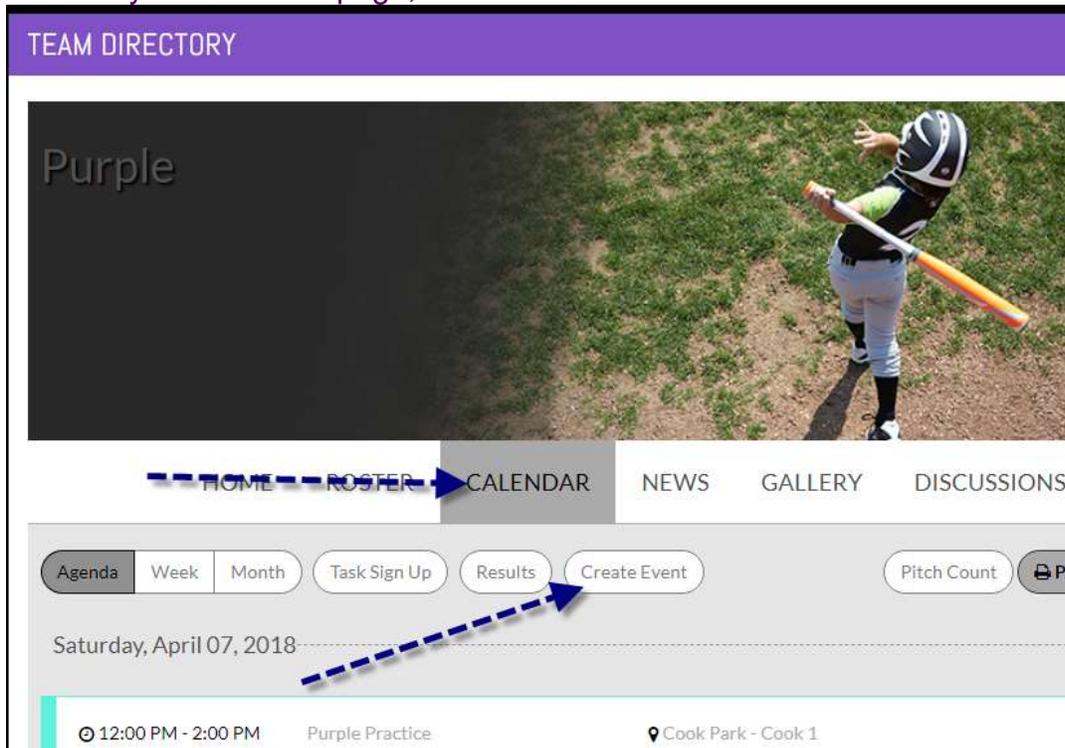
1. Log into your account. You all already have accounts (otherwise we wouldn't be able to add you as a coach to your team!), if you don't remember creating one please check your email.



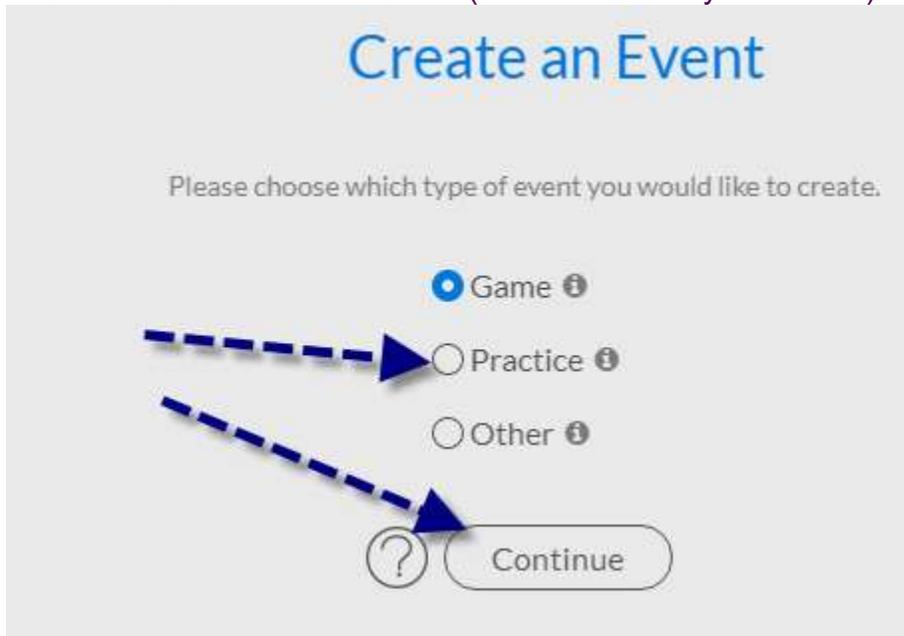
2. Go to your Team Home Page. Easy way is here:



3. Go to your Calendar page, and click Create Event:



4. Choose Game/Practice/Other (did someone say cookout?!) and Continue:



5. Choose a location - **If you're doing an indoor practice please choose "Indoor Location" then pick the gym your team is assigned to!** Outside practices, choose your home practice field. So on and so forth.

Practice

Purple Practice

Location Name * [Field Availability](#)

Indoor Location

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

Field Name: *

Wauconda Middle School Gym

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

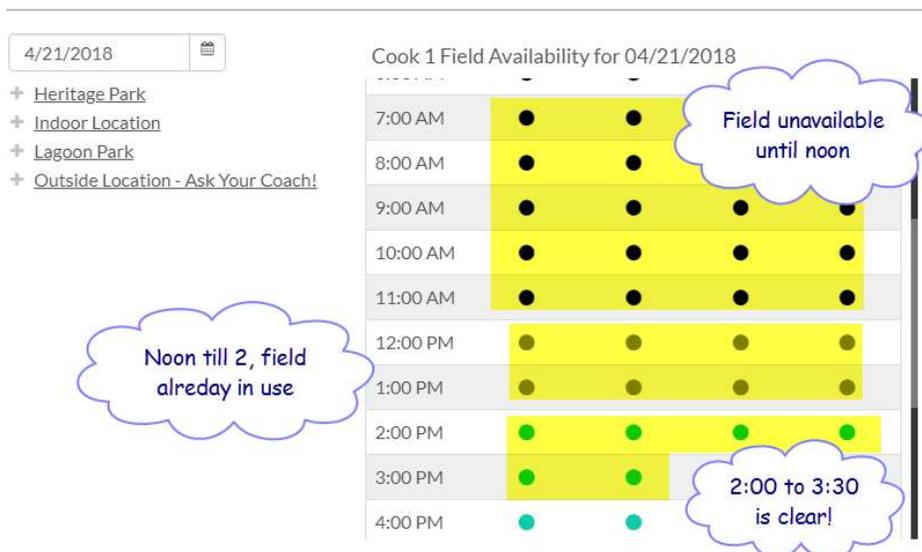
Location Address:

Various Locations

Wauconda IL 60084

5-A If you're scheduling something BRAND NEW like rescheduling or adding a game or new practice, click "Field Availability" then choose a day and a location that you can use. You will get a chart of what is available for you to call dibs! A black circle means the location is CLOSED at that time, a grey circle means something is already scheduled, a blue-green circle means it's open. Each circle is a quarter of an hour. Remember what time is open so you can choose it in the next step.

Check Field Availability ✕



5-B Choose a date, time and duration. If this is your weekly practice schedule then you can click "Repeat Event" and fill out that info. **Choose "None" for "Action"** -- that is for editing your event later if you need to move or cancel it, not necessarily for creating a new event.

The image shows a form titled "Practice" with a close button in the top right corner. The form contains the following fields and options:

- Date ***: A text input field containing "4/21/2018" with a calendar icon to its right. A blue dashed arrow points to this field.
- Time ***: A text input field containing "2:00 PM" with a clock icon to its right. A blue dashed arrow points to this field.
- Repeat Event**: A checked checkbox. A blue dashed arrow points to this checkbox.
- Repeats weekly every**: A dropdown menu set to "1" with a "Weeks" label and an information icon.
- Repeat on The Following Days:** A row of radio buttons for days of the week: S, M, T, W, Th, F, and Sa. The "Sa" option is selected. A blue dashed arrow points to the "Sa" radio button.
- Ends:** Two radio button options: "After" (unselected) and "On" (selected).
 - Under "After": A text input field for "Occurrences".
 - Under "On": A text input field containing "6/30/2018" with a calendar icon to its right. A blue dashed arrow points to this field.
- Duration ***: Two dropdown menus. The first is set to "1 Hour" and the second is set to "30 Minutes". A blue dashed arrow points to the "1 Hour" dropdown.
- Description**: A text area containing the text "Practice!".
- Action**: A dropdown menu set to "None".

6. Choose whether you want to remind people. Default is to send a reminder a couple days prior to the event. Also decide who to notify about this new event. Probably best to notify everybody involved if you are rescheduling something!

If you don't want your parents to get a million scheduling emails, un-check the boxes below. Your assistant coaches will still get emails, but your players will not. Keep in mind that any players who have the TSHQ app on their phone will get notifications from the app when you create or edit any event.

The screenshot shows a form for creating an event. At the top, there is an 'Action' dropdown menu set to 'None'. Below that is the 'Event Reminder Email' section, which includes a checkbox for 'Enable' that is currently checked. Underneath is the 'Notify' section with two checkboxes: 'All Allocated Volunteers' (checked) and 'Team(s) associated accounts and participants' (checked). A blue dashed arrow points from a callout box to the 'Enable' checkbox, and another blue dashed arrow points from the callout box to the 'Team(s) associated accounts and participants' checkbox. The callout box contains the text: 'Uncheck these to avoid spamming players with email'. At the bottom of the form is a 'Save' button.

7. Click Save and your event is created! Your team (and the opposing team, if this is a game) will see it on their calendars and get notified in their email and apps.

8. Whoops! We forgot to check field availability! Or, somebody got this spot before we clicked "Save"! No worries. Find a new day and available time for your event and click Save again.

The screenshot shows a 'Conflicts' page. At the top, it says 'Event Created' and shows a table with the following data:

Match Date	Start-End Time	Team vs Team	Locations & Fields
04/21/2018 [Sat]	12:30 PM - 02:00 PM	Purple Practice	Cook Park / Cook 1

Below this, it says 'Conflicts' and shows a warning: 'There is a team conflict with the following game:'. There are links for 'Field Availability' and 'Calendar'. Below the warning is another table showing the conflicting event:

Event Name	Match Date	Start-End Time	Team vs Team	Locations & Fields
2018 Bronco Practice	04/21/2018 [Sat]	12:00 PM - 02:00 PM	Purple Practice	Cook Park / Cook 1