



LEAGUE ONE

Online Game Scheduling User Guide

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Terminology

Term	Definition
Blackout	A period when games cannot be scheduled. A blackout can be applied to a location or a schedule
In-house league	In-house leagues are leagues that consist of teams from the same organization
Locations	A location is a resource that can be scheduled. For example: a field, a court, a pool, etc.
Overlapped location	An overlapped location is a location that can be subdivided into smaller locations. For example a full size soccer field can be divided into two smaller fields that can be used for younger players
Preferred location	A team can have a preferred location assigned to them. If there is a preferred location, the scheduler books that location first for that team
Schedule	A collection of games at a designated time and location
Scheduling engine	The LeagueOne® software that creates a schedule using the parameters that you define
Shared location	A shared location is a location that is available to multiple organizations for viewing availability and booking games. Used for traveling leagues within a governing body
Traveling league	Traveling leagues are leagues that consist of teams from multiple organizations
Arbiter integration	LeagueOne® can be integrated with the third-party Arbiter Sports referee assignment system, to assign referees to games generated in LeagueOne®. Please contact support or your account manager if you are interested in this feature.

Introduction

The LeagueOne® Online Game Scheduler is a tool for scheduling games and managing the availability of your fields. This document explains how to use the features of the system.

This document is intended to be both a concept guide and a task reference.

To help you with creating your schedule, we have provided a checklist for you (see [Getting started with your first schedule](#) on page 9). The checklist provides all the basic steps that need to be completed so that you can generate a schedule.

Common scheduling scenarios

When dealing with leagues, you will commonly encounter the following two scenarios:

- Working with in-house leagues
- Working with traveling leagues

Working with in-house leagues

When scheduling an in-house league, you don't need to define preferred locations for each team. If a preferred location is not defined, game locations are assigned in the order that they appear on the **Locations** tab of the schedule. When generating a schedule, the system books all available timeslots at a location before it moves to the next location. In this manner, one referee can officiate at multiple games.

There may be times when you want to schedule two different groups at the same location. If you create a separate schedule for each group, the first group that you generate a schedule for will get all of the early times and the second group's schedule will get all of the late times. LeagueOne® uses the **Schedule Groups** feature to avoid this issue (see [Schedule Groups](#) on page 17 for more information). By including both groups in the same schedule and applying schedule groups, the system will balance the games across both groups without accidentally booking the wrong teams to play.

Working with traveling leagues

There are two types of traveling leagues:

- Traveling leagues within a governing body (e.g. State Soccer Associations, Pop Warner, etc.)
- Traveling leagues outside a governing body

Traveling leagues within a governing body

When dealing with traveling leagues, a common issue is that the person managing the league schedule may not know when the home field of each team is available.

LeagueOne® resolves this issue for traveling leagues within a governing body with the **Shared Location** feature. This feature allows one organization to share the ability to

schedule games at one of their locations with a different organization. This is a handy feature for a traveling league because it allows them to see the availability of the home fields of each team.

The following figure shows how sharing locations allows both the owning organization and the league to have access to make bookings and see the availability of the shared location. Each location was created as a new location and shared by the owning organization. League X then added each location to the schedule from the list of shared locations.

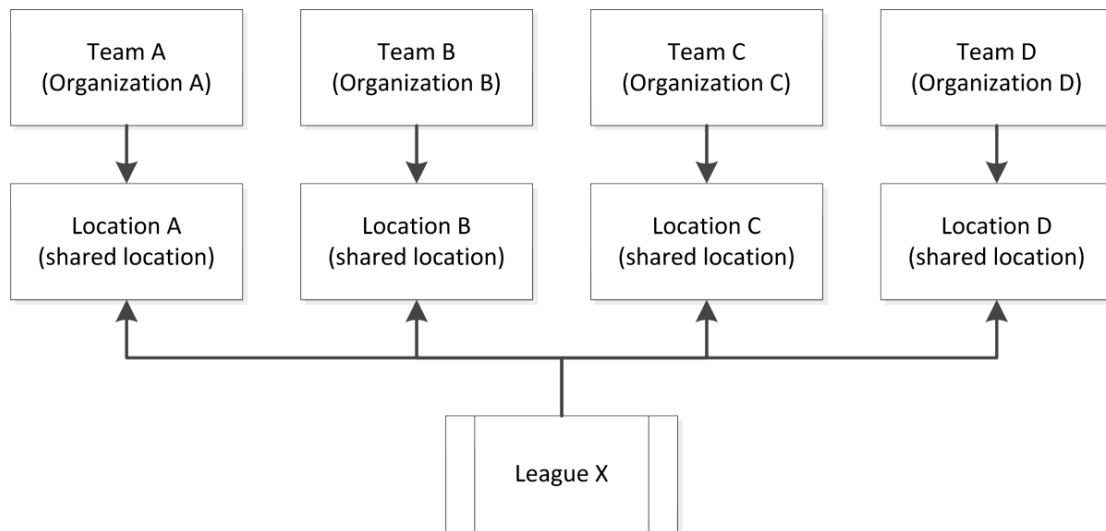


Figure 1: Shared location structure example

The previous example is the recommended strategy for setting up locations for traveling leagues. This strategy allows the person managing the league schedule to schedule the home team on their home field. To use this strategy, the organizations must create shared locations (see [Creating a new location](#) on page 11) so that the league can add them to the locations available on the schedule (see [Adding a shared location](#) on page 11).

Once the locations are set up on the schedule, set the preferred location for each team to be their home field (see [Setting a preferred location for a team](#) on page 26). This way, when the schedule is generated, each game is scheduled at the preferred location of the home team.

Traveling leagues outside a governing body

When scheduling leagues outside of a governing body, the **Shared Location** functionality is not applicable. When outside a governing body, you create the locations for your league in LeagueOne®, without making them shared. You won't know the field availability

without offline information from the organization that the field belongs to, but you can use the scheduler to schedule the games.

Getting started with your first schedule

Before you can generate your schedule, there are a number of steps that need to be completed first. To get started we recommend that you use the following checklist:

✓	Task
	Determine what kind of league scenario you are scheduling (see Common scheduling scenarios on page 7)
	Become familiar with key scheduling concepts (see Key scheduling concepts on page 16)
	Create the locations you need for your schedule (see Managing a location on page 10)
	Specify when your locations are available (see Adding availability dates to your location on page 11)
	Create your schedule (see Adding a schedule on page 17)
	Add the game locations to your schedule (see Adding a location to a schedule on page 21)
	Add the teams to your schedule (see Adding a team to a schedule on page 23)
	Add the game dates and times to your schedule (see Adding availability to your schedule on page 26)
	Add any game blackout dates and times to your schedule (see Adding a blackout date to your schedule on page 27)
	Generate your schedule (see Generating a schedule for your teams on page 20)
	Activate your schedule (see Activating your schedule on page 20)

Location management

You can use Location management to create locations that are used in building your schedules. You can define all available facilities such as fields, courts, pools, etc.

Note: if you cannot see the **Scheduler > Location Management** menu item, then please contact support to grant your account with job rights for this feature.

Managing locations

The Location Management workspace allows you to manage locations that are available for use with your scheduler. You can add or edit a location or run a report for a location. The available locations can include local and shared locations.

To manage locations:

1. Click **Scheduler**.
2. Click **Location Management**.

Creating a new location

You can create a new location for your organization using the **Add Location** task.

To create a new location:

1. Click **Add Location**. The **Add Location** dialog box appears.
2. If the **Visibility** list is displayed, then select your required visibility option (some governing bodies may disable this feature):
 - To make this location available only to this organization, select **Local Only**.
 - To allow other organizations belonging to the governing body to view and use this locations, select **Shared**.
3. Select **Create New**.
4. Enter the new location name in the **Name** box.
5. Enter values in the other boxes, as required.
6. After entering the required information:
 - To save the location and add another location, click the **Save & Add Another Location** button.
 - To save the location and close the Add Location dialog, click the **Save & Close** button.

Adding a shared location

You can add a shared location to your organization using the **Add Location** task.

To add a shared location:

1. Click **Add Location**. The **Add Location** dialog box appears.
2. If the **Visibility** list is displayed, then select your required visibility option (some governing bodies may disable this feature):
 - To make this location available only to this organization, select **Local Only**.
 - To allow other organizations belonging to the governing body to view and use this locations, select **Shared**.
3. Select **Add From Shared Locations**.
4. From the list of locations, select the location you want to add.
5. After selecting the required location:
 - To save the location and add another location, click the **Save & Add Another Location** button.
 - To save the location and close the Add Location dialog, click the **Save & Close** button.

Editing a location

The **Edit Location** workspace allows you to make changes to existing locations.

Note: some shared locations can only be edited by the Organization that created them.

To edit a location:

1. In the **Location Management** workspace, click the location name. The **Edit Location** workspace appears.

Managing availability dates and times for a location

Availability is the dates and times when a location is available for games.

You may add multiple availability dates to a location to reflect:

- Availability on different days of the week and/or times during the same date range.
- Different availability during different date ranges.

The **Add Availability** task allows you to add the availability schedule to your locations. You can add a location availability date on the **Availability Dates** tab in the **Edit**

Location workspace.

To add a manually defined availability:

1. From the **Edit Location** workspace, click **Add Availability**.
2. The **Add Location Availability** dialog box appears.
3. Select **Define date/time manually**.
4. Enter in the availability range and day of the week, including start time and end time.
5. If applicable, enter any notes in the **Notes** box.
6. Click **Add**.

To copy availability from an existing location:

1. From the **Edit Location** workspace, click **Add Availability**. The **Add Location Availability** dialog box appears.
2. Select **Copy availability from existing location**.
3. From the **Copy from** list, select the location from which to copy the availability.
4. After selecting the location:
 - To add the selected location's availabilities to this location, click the **Copy** button.
 - To replace all of this location's availabilities with those of the selected location, click the **Copy and Replace** button.

To remove availability from a location:

1. From the **Edit Location** workspace, click **Add Availability**. The **Add Location Availability** dialog box appears.
2. Next to the availability to remove, click the **Remove** link.

Adding blackout dates to a location

The **Add Blackout** task allows you to add blackout dates to a location. This is useful if there are specific days that certain locations won't be available due to all day events not related to your leagues. You can add a blackout date on the **Blackout Dates** tab in the **Edit Location** workspace.

To add a blackout date to your location:

1. Click **Add Blackout**. The **Add Blackout Date** dialog box appears.
2. Select the date for the blackout.
3. Select whether the blackout is all day or has a time range.
4. If applicable, enter any notes in the **Notes** box.

5. Click **Add**.

Note: A separate entry must be added for each blackout date.

Deleting a location

The **Delete Location** option allows you to delete a location.

To delete a location:

1. From the **Edit Location** workspace, click **Delete Location**.
2. Click **OK**.

Copying a location

The **Copy Location** option allows you to make a copy of any location in your location list.

To copy a location:

1. From the **Edit Location** workspace, click **Copy Location**. The **Copy Location** dialog box appears.
2. If applicable, enter a new name in the **Location Name** box.
3. Do one of the following:
 - Click **Save & Edit** to save the copied location and open the **Edit Location** workspace for that location.
 - Click **Save**.

Location reports

The **Reports** task allows you run the following location reports:

Report name	Description
Arbiter Error	A list of Arbiter Integration errors generated when scheduled game information is sent to or received from Arbiter
Location Availability	A list of open timeslots per selected location
Location Contact	Location contact name and phone number for each selected location
Location Usage	A list of allocated timeslots per selected location

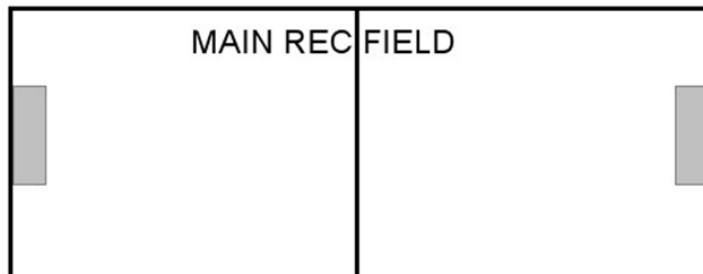
You can select and run a report in the **Reports** task.

1. Click **Reports**. The **Report Selection** dialog box appears.
2. From the reports list, select the required report.
3. Click the **Process** button. The **Location Usage Report Parameters** dialog box appears.
4. From the location list, select the locations to include in the report (you may select multiple locations).
5. In the **Lines Per Printed Page** box, enter the required number of lines per printed page of the report.
6. In the **Output Format** dropdown list, select the required report format:
 - Select the **Comma Separated Value (CSV) File** format if you intend to open the report in a spreadsheet for further editing or processing.
 - Select the **PDF File** format if you require a read-only report.
7. Click the **Process** button to generate the report.
8. Click the **download** link to download and save the report.

Overlapping locations

You can define an overlapping location when the availability of a location is constrained by another location. An overlap prevents games from being scheduled at a location if there are conflicting games at the overlap location. The following are two scenarios where an overlapping location is useful:

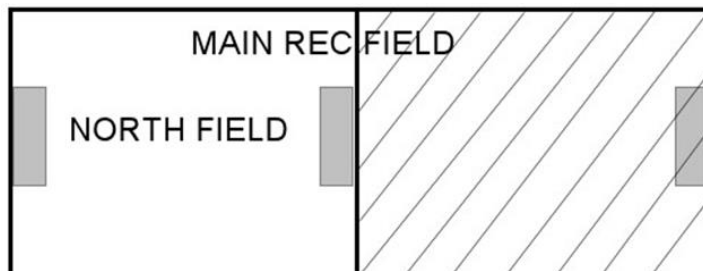
One large field that can be used as two small fields:



Name: Howard Field (FULL SIZE)

Description: Full length Soccer field

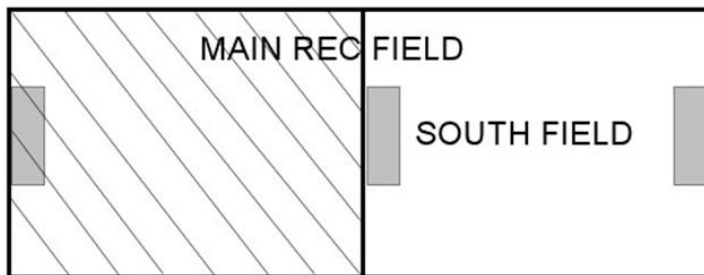
Overlap: Howard Field overlaps with North and South Fields.



Name: Howard Field North (HALF SIZE)

Description: North half of Howard Field

Overlap: Main Howard Field

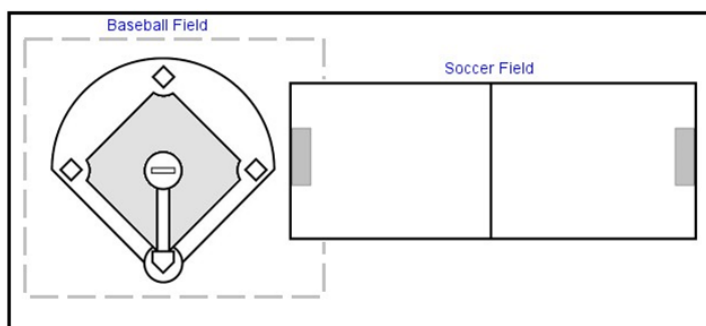


Name: Howard Field South (HALF SIZE)

Description: South half of Howard Field

Overlap: Main Howard Field

Two separate fields that overlap:



Name: Sycamore Park (Dual use park)

Description: Dual use park (Baseball and Soccer)

Overlap: Baseball Field and Soccer Field

Note: The Soccer field extends into the outfield of the Baseball field

Creating an overlapped location

The **Add Overlap** task allows you to create an overlapped location. You can create an overlapped location on the **Overlapping Locations** tab in the **Edit Location** workspace.

To create an overlapped location:

1. Click **Add Overlap**. The **Add Overlapping Location** dialog box appears.
2. Select the location that overlaps the location you are currently editing.
3. Click **Save**.

Schedule management

The Schedule Management feature allows you to create schedules for your different leagues. You can build a schedule:

- Automatically by using the Schedule Generator.
- Manually by adding individual games.
- Using a combination of both the Schedule Generator and manually adding individual games.
- Outside of LeagueOne® (e.g. in a Microsoft Excel spreadsheet) and then importing the schedule to take advantage of LeagueOne® scheduling features such as automatic standings calculation, game re-scheduling and upcoming game notifications.

Note: if you cannot see the **Scheduler > Schedule Management** menu item, then please contact support to grant your account with job rights for this feature.

Key scheduling concepts

Schedule Generation Process

The LeagueOne® system is designed to allow you to continue working while your automated schedule is being built. After you generate a new schedule (See [Generating a schedule for your teams](#) on page 20), you may notice the status field goes through the following statuses as your schedule is processed:

- **Pending (Queue):** The initial status when a request to generate a schedule.
- **Processing:** The automated schedule is being processed and built.
- **Generated:** The schedule was successfully built.
- **Error (reason*):** The scheduler was unable to create the schedule using the specified settings for the reason indicated.

*Even with the Validate functionality and the validation the system performs when you generate your schedule, there are still a number of reasons that the schedule could not be built. In these cases, LeagueOne® will return the error in the **Error (reason)** status field.

When Timeslots Are Reserved

Timeslots are not reserved until a schedule is activated. It is assumed that an administrator will create a schedule, adjust it, and review it for correctness before deciding that it is a valid schedule that reserves timeslots. At this point the administrator will activate the schedule and reserve the timeslots (see [Activating your schedule](#) on page 20).

Schedule Groups

Often, a location is shared by different groups that do not play each other (for example, 10 year old girls and 10 year old boys). If a schedule was built for the first group and then a schedule for the second group, the first group would get all of the early times and the second group would get all of the late times.

Using schedule groups balances game times across different groups sharing the same location, while still allowing the groups to have their own balanced schedules. See [Managing schedule groups for your schedule](#) on page 24 for more information.

Managing a schedule

The **Schedule Management** workspace allows you to manage the schedules for your teams. You can add or edit a schedule, manage scorekeepers and standings profiles, and run reports.

To manage a schedule:

1. Click **Scheduler**.
2. Click **Schedule Management**.

Adding a schedule

The **Add Schedule** dialog box allows you to add a new schedule for your teams.

To add a schedule:

1. From the **Schedule Management** workspace, click **Add Schedule**. The **New Schedule** dialog box appears.
2. Enter a schedule name in the **Name** box.
3. If applicable, enter a schedule description in the **Description** box.

4. Do one of the following:
 - Click **Save & Edit** to save the schedule and open the Edit Schedule workspace.
 - Click **Save**.

Editing a schedule

The **Edit Schedule** workspace allows you to make changes to your schedules. You can modify or copy the schedule, run a report, and validate the schedule.

To edit a schedule:

1. In the **Schedule Management** workspace, click the schedule that you want to edit. The Edit Schedule workspace appears.

Editing schedule settings

You can edit the basic settings for a schedule such as its name, visibility and how games are scheduled.

To edit settings for a schedule:

1. Click **Scheduler > Schedule Management**.
2. Click the name of the required schedule.
3. On the **Settings** tab, configure the following fields as required:

Field	Description	
Visibility	Admin Only	Schedule is visible only to administrators (default setting)
	Public	Schedule is visible on the public website
Schedule Name	Enter the name of this schedule	
Schedule Type	Round Robin	Every team plays every other team, with assignment of game dates, times and locations
	Pairing Only	Generate the list of team pairs only without assignment of game dates, times and locations
	Pairing With Dates	Generate the list of team pairs with assignment of game dates, but without assignment of game times and locations
Schedule Start Date	Enter the start date for this schedule	
Schedule End Date	Enter the end date for this schedule	
Game Distribution Type	Fill All Available Time Slots	Distribute games across all available time slots in the schedule (default setting)

Description	Enter a description for this schedule	
Notes	Enter any additional notes for this schedule	
Game Length	Enter the duration (in hours and minutes) of a game	
Time between Games	Enter the time interval (in hours and minutes) between games	
Minimum Rest Days Between Games For A Team	Enter the minimum number of rest days between games for a team	
Games per Team	Enter the number of games to be played by a team	
Max Games per Week (per Team)	Enter the maximum number of games per week to be played by a team	
Max Games per Day (per Team)	Enter the maximum number of games per day to be played by a team	
Standings Profile	Select the required Standings Profile for calculating team standings for this schedule	
Upcoming Game Reminder Profile	Select the required Upcoming Game Reminder Profile for sending email or text message game reminders to coaches, participants and parents	
Default Game Sort Column	Start date	Sort games by start date
	Game #	Sort games by game number

Optional Additional Schedule Fields

You may add up to three custom columns to the Schedule Game display table, to track information such as game referees or umpires or any other game-related data.

Enter the heading name for each of the columns as required:

Field	Description
Field 1 Name	Enter a heading name for the 1 st custom column
Field 2 Name	Enter a heading name for the 2 nd custom column
Field 3 Name	Enter a heading name for the 3 rd custom column

Arbiter Integration

These fields are for the integration of LeagueOne® with the third-party Arbiter Sports referee assignment system. Referees can be assigned to games generated in LeagueOne®.

The Arbiter Integration fields do not affect schedule creation.

For further information, please contact customer support.

Public Website Options

Field	Options	Description
Display Team Contact Information	Unchecked (default)	Do not display team contact information on the public website
	Checked	Display team contact information on the public website

4. To save the schedule settings, click the **Update** button.

Generating a schedule for your teams

The **Generate Schedule** task allows you to automatically generate a schedule based on the information you entered on the different tabs in the **Edit Schedule** workspace. The generated schedule appears on the **Games** tab once it has been processed.

Note: A schedule can only be generated after information has been entered for the following tabs:

- Locations (see [Adding a location to a schedule](#) on page 21)
- Teams (see [Adding a team to a schedule](#) on page 23)
- Game Dates (see [Adding availability to your schedule](#) on page 26)

To generate a schedule for your teams:

1. In the **Edit Schedule** workspace, click **Generate Schedule**.
2. Click **OK**.

Activating a schedule

You can activate your schedule in the **Edit Schedule** workspace.

Note: Timeslots are not reserved until your schedule is activated.

To activate your schedule:

1. Click **Activate**.

The system alerts you if scheduling conflicts are encountered while attempting to activate the schedule. If conflicts are encountered, the schedule is not activated. You can view the conflicts by clicking the **Games** tab. Once the conflicts are resolved, you can activate the

schedule.

Making a schedule public

You can make your schedule public in the on the **Settings** tab of **Edit Schedule** workspace. A schedule must be activated before it can be made public. A schedule must be public to be viewed by any user other than the administrator.

To make your schedule public:

1. On the **Settings** tab, select **Public** in the **Visibility** list.
2. Click **Update**.

Clearing games from a schedule

The **Clear Games** task allows you to clear all the games from a generated schedule.

To clear games from a schedule:

1. In the **Edit Schedule** workspace, click **Clear Games**.
2. Click **OK**.

Copying a schedule

The **Copy** task allows you to make a copy of any schedule in your schedule list.

To copy a schedule:

1. From the **Edit Schedule** workspace, click **Copy**. The **Copy Schedule** dialog box appears.
2. If applicable, enter a new name in the **Name** box.
3. Select **Include Teams** to keep the same list of teams in the copied schedule.
4. Select **Include Generated Games** to keep the same list of games in the copied schedule.
5. Do one of the following:
 - Click **Save & Edit** to save the copied schedule and go straight to the Edit Schedule workspace.
 - Click **Save**.

Adding a location to a schedule

The **Add Location** task allows you to add available locations to your schedule for use when scheduling games.





To add a location to a schedule:

1. On the **Locations** tab in the **Edit Schedule** workspace, click **Add Location**. The **Add Schedule Location** dialog box appears.
2. Select the location to add from the **Name** list.
3. Click the **Add** button to add the location to the schedule.
4. Continue to select and **Add** locations as required.
5. Click the **Close** button to save the added locations to the schedule.

Changing the priority of a location in a schedule

Locations are added to a schedule with the lowest priority for selection. The scheduler will attempt to fit a schedule at the highest priority location, before using lower priority locations.

To change the priority of a location in a schedule:

1. On the **Locations** tab in the **Edit Schedule** workspace, hover the cursor over the **Priority** of the required **Location** (**Locations** are displayed in order of priority).
2. Click the arrows that appear to change the **Priority**:
 - To move the location up one priority level, click the  arrow.
 - To move the location down one priority level, click the  arrow.
 - To move the location to the highest priority (priority 1), click the  arrow.
 - To move the location to the lowest priority, click the  arrow.

Editing Location Availability or Blackout Dates

For convenience, location Availability or Blackout Dates can also be edited under the **Locations** tab in the **Edit Schedule** workspace.

To edit Location Availability or Blackout Dates:

1. On the **Locations** tab in the **Edit Schedule** workspace:
 - To edit a location's Availability, click the **Edit Availability** link next to the required location and follow the procedures in [Adding availability dates to your location](#) on page 11.
 - To edit a location's Blackout Dates, click the **Edit Blackout** link next to the

required location and follow the procedures in [Adding blackout dates to your location](#) on page 12.

Removing a Location

To remove a location from a schedule:

1. On the **Locations** tab in the **Edit Schedule** workspace, click the **Remove** link next to the required location and click **OK** in the dialog box to confirm the removal.

You may also remove a location from a schedule when adding another location to the schedule:

1. On the **Locations** tab in the **Edit Schedule** workspace, click **Add Location**. The **Add Schedule Location** dialog box appears.
2. In the locations list at the bottom of the dialog box, click the **Remove** link next to the required location and click **OK** in the dialog box to confirm the removal.

Deactivating and Re-Activating a Location

For convenience, you may **Deactivate** a Location for temporary exclusion from a schedule, and then **Activate** the Location once it is available again (this avoids the need to **Remove** and then re-add a location that is only temporarily unavailable).

To deactivate a Location:

2. On the **Locations** tab in the **Edit Schedule** workspace, click the **Deactivate** link next to the required location and click **OK** in the dialog box to confirm the deactivation.

To re-activate a Location:

3. On the **Locations** tab in the **Edit Schedule** workspace, click the **Activate** link next to the required location.

Adding a team to a schedule

The **Add Teams** task allows you to add teams to your schedule. You may add either existing LeagueOne® teams or external teams to your schedule.

An external team is a team which does not exist in LeagueOne®, but is created exclusively for addition to a specific schedule. You may create and add an external team

to a schedule if you do not wish to create the team in LeagueOne®.

Note: External teams created for a schedule cannot be added to another schedule.

To add an existing LeagueOne® team to a schedule:

1. On the **Teams** tab in the **Edit Schedule** workspace, click **Add Teams**. The **Add Schedule Teams** dialog box appears.
2. Select the **Find existing LeagueOne® teams** radio button.
3. Search for the teams you want to add.
4. From the search results, select the checkbox next to the team you want to add. You can select multiple teams and add them all at once.
5. Once you have selected all your teams, click **Add**.
6. Click **Save**.

To create and add an external team to a schedule:

1. On the **Teams** tab in the **Edit Schedule** workspace, click **Add Teams**. The **Add Schedule Teams** dialog box appears.
2. Select the **Create an external team for this schedule** radio button.
3. In the **Team Name** field, enter the name of the external team to add to this schedule.
4. To add the external team to the schedule, click the **Add** button.
5. After adding all required external teams, click the **Save** button.

Managing schedule groups for a schedule

Schedule groups are useful for teams that share the same fields and scheduling parameters. Instead of creating separate schedules for each “group” or division of teams, use schedule groups to schedule teams all within the same schedule.

The **Manage Groups** task allows you to add, edit, and remove a schedule group for your schedule. The schedule group becomes available in the **Schedule Group** list on the **Teams** tab in the **Edit Schedule** workspace.

To manage schedule groups for your schedule:

1. On the **Teams** tab in the **Edit Schedule** workspace, click **Manage Groups**. The **Manage Schedule Groups** dialog box appears.

Adding a schedule group to a schedule

You can add a schedule group to your schedule from the **Manage Schedule Groups** dialog box, see [Managing schedule groups for your schedule](#) on page 24.

To add a schedule group to your schedule:

1. In the **Add New Group** section of the **Manage Schedule Group** dialog box, enter the schedule group name in the **New Schedule Group** box.
2. If applicable, enter a description in the **Description** box.
3. Select a standing profile from the **Standings Profile** list.
4. Click **Add**.

Editing a schedule group for a schedule

You can edit a schedule group for your schedule from the **Manage Schedule Groups** dialog box, see [Managing schedule groups for your schedule](#) on page 24.

To edit a schedule group for your schedule:

1. From the list of available schedule groups, click **Edit** for the one you want to edit.
2. Make your changes.
3. Click **Save**.

Removing a schedule group from a schedule

You can remove a schedule group from your schedule from the **Manage Schedule Groups** dialog box, see [Managing schedule groups for your schedule](#) on page 24.

To remove a schedule group for your schedule:

1. From the list of available schedule groups, click **Remove** for the one you want to remove.
2. Click **OK**.

Adding a schedule group to a team

You can add a schedule group to a team on the **Teams** tab in the **Edit Schedule** workspace. See [Managing schedule groups for your schedule](#) on page 24 for more information about adding schedule groups to your schedule.

To add a schedule group to a team:

1. On the **Teams** tab in the **Edit Schedule** workspace, select the schedule group you want to apply from the **Schedule Group** list.
2. Select the checkbox for each team that you want the schedule group to be applied.
3. Click **Update**.

Note: If schedule groups are used, all teams must have an associated schedule group associated before a schedule can be generated.

Setting a preferred location for a team

The **Set Preferred** task allows you to set preferred and alternate locations for a team, which will be used instead of locations from the team's location list. The Preferred or Alternate location is usually the team's home field.

To set a preferred location for a team:

1. On the **Teams** tab in the **Edit Schedule** workspace, click **Set Preferred**. The **Team Preferred Locations** dialog box appears.
2. Select a preferred location from the **Preferred Location** list.
3. If applicable, select an alternate location from the **Alternate Location** list.
4. Click **Save**.

Managing schedule availability

Adding availability to a schedule

The **Add Availability** task allows you to add availability to your schedule. Availabilities are the dates and times that the scheduling engine will use to schedule games.

To add availability to your schedule:

1. On the **Game Dates** tab in the **Edit Schedule** workspace click **Add Availability**. The **Add Schedule Availability** dialog box appears.
2. Select the day from the **Day of Week** list.
3. Select the start time and end time.
4. If applicable, enter notes in the **Notes** box.
5. Click **Add**.

Editing an availability date on a schedule

You can edit an availability date on your schedule on the **Game Dates** tab in the **Edit**

Schedule workspace.

To edit an availability date on your schedule:

1. From the list of availability days, click the day of the week you want to edit.
2. Make your changes.
3. Click **Update**.

Managing schedule blackout dates

Blackout dates are dates on which the scheduler must not schedule any games, such as on a national holiday or a day when no teams are available to play.

Adding a blackout date to a schedule

The **Add Blackout** task allows you to add a blackout date to your schedule.

The **Add Blackout** task is available on the **Blackout Dates** tab in the **Edit Schedule** workspace

To add a blackout date to your schedule:

1. Click **Add Blackout**. The **Add Blackout** Date dialog box appears.
2. Select the blackout date in the calendar.
3. Select **All Day** or specify a time range.
4. If applicable, enter notes in the **Notes** box.
5. Click **Add**.

Editing a blackout date on a schedule

You can edit a blackout date on your schedule in the **Edit Schedule** workspace.

To edit a blackout date on your schedule:

1. From the list of blackout dates, click the month name of the date you want to edit. The **Edit Blackout Date** dialog box appears.
2. Make your required changes.
3. Click **Add**.

Removing a blackout date from a schedule

You can remove a blackout date from your schedule in the **Edit Schedule** workspace.

To remove a blackout date from your schedule:

1. From the list of blackout dates, click **Remove** for the date you want to remove.
2. Click **OK**.

Managing schedule games

Manually adding a game to a schedule

You can manually add a game to your schedule on the **Games** tab in the **Edit Schedule** workspace.

To manually add a game to your schedule:

1. Click the **Add Game** button. The **Add Game** dialog box appears.
2. Select the date of the game.
3. Select the time and location of the game.
4. Select the teams to play.
5. If applicable, select the **Announce Change Via Email** checkbox to send an email regarding the new game.
6. Click **Add**.

Editing a game in a schedule

You can edit a game in your schedule on the **Games** tab in the **Edit Schedule** workspace.

To edit a game in your schedule:

1. Select how to view your schedule:
 - To view all games as a list, click the **List View** button.
 - To view games by month, click the **Month View** button. Navigate to the required month by clicking the **<**, **>**, and **Today** buttons.
 - To view games by week, click the **Week View** button. Navigate to the required week by clicking the **<**, **>**, and **Today** buttons.
 - To view games by day, click the **Day View** button. Navigate to the required day by clicking the **<**, **>**, and **Today** buttons.

2. Select the required game to edit:
 - In the **List View**, click to highlight the required game and then click the **Edit** button. The **Edit Game** dialog box appears.
 - In the **Month View**, **Week View** or **Day View**, click the required game and then click the **Edit** link. The **Edit Game** dialog box appears.
3. Make your changes.
4. Click **Save**.

Rescheduling a game on an active schedule

You can reschedule a game on an active schedule on the **Games** tab in the **Edit Schedule** workspace.

To reschedule a game on an active schedule:

1. Select how to view your schedule:
 - To view all games as a list, click the **List View** button.
 - To view games by month, click the **Month View** button. Navigate to the required month by clicking the **<**, **>**, and **Today** buttons.
 - To view games by week, click the **Week View** button. Navigate to the required week by clicking the **<**, **>**, and **Today** buttons.
 - To view games by day, click the **Day View** button. Navigate to the required day by clicking the **<**, **>**, and **Today** buttons.
2. Select the required game to reschedule:
 - In the **List View**, click to highlight the required game and then click the **Reschedule** button. The **Reschedule Game(s)** dialog box appears.
 - In the **Month View**, **Week View** or **Day View**, click the required game and then click the **Reschedule** link. The **Reschedule Game(s)** dialog box appears.
3. Make your changes.
4. Click **Save**.

Removing a game from a schedule

You can remove a game from your schedule on the **Games** tab in the **Edit Schedule** workspace.

To remove a game from your schedule:

1. Select how to view your schedule:
 - To view all games as a list, click the **List View** button.
 - To view games by month, click the **Month View** button. Navigate to the required

- month by clicking the **<**, **>**, and **Today** buttons.
- To view games by week, click the **Week View** button. Navigate to the required week by clicking the **<**, **>**, and **Today** buttons.
 - To view games by day, click the **Day View** button. Navigate to the required day by clicking the **<**, **>**, and **Today** buttons.
2. Select the required game to remove:
 - In the **List View**, click to highlight the required game and then click the **Remove** button. The **Remove Game** dialog box appears.
 - In the **Month View**, **Week View** or **Day View**, click the required game and then click the **Remove** link. The **Remove Game** dialog box appears.
 3. Click the **Remove Game** button.

Entering scores into a schedule

You can enter scores directly onto the **Games** tab in the **Edit Schedule** workspace. Scores can only be entered for games that have already happened.

To enter scores into your schedule:

1. Click the **List View** button to view all games as a list (direct score entry is not available in the **Month View**, **Week View** or **Day View**).
2. Click the **Quick Edit** link to enable score entry.
3. In the list of games, find the required games.
4. In the **Home Score** box, enter the home team's score.
5. In the **Away Score** box, enter the opposing team's score.
6. When you have completed entering all scores, click the **Save Changes** link.

Importing games into a schedule

You can import games into your schedule on the **Games** tab in the **Edit Schedule** workspace.

You can only import a schedule if all of the locations and teams already exist in LeagueOne (importing external teams is not supported at this time, but may be supported in a future release).

The import file must be in the CSV format, meaning each game record should be on its own line in a text file with each value in the record separated by a comma. Each game record must have the following format:

- Date

- Time (e.g. 10:00AM)
- Group (use only if you use schedule groups, otherwise leave a space between the commas for this value)
- Home team
- Visiting team
- Location

The information in each game record must match the information in the LeagueOne® schedule. The import will fail if any information does not match and must be resolved before the import can be successful.

To import games into your schedule:

1. Click **More > Import Games**. The **Import Games – Upload File** dialog box appears.
2. Click **Browse** and select the file you want to upload.
3. Select the date format your file uses for your games.
4. Click **Upload File**.

Exporting a schedule

A schedule may be exported as a comma separated value (.csv file) **Scheduled Games Report**.

To export a **Scheduled Games Report**:

1. Click **Reports**.
2. Select the **Scheduled Games Report** and click the **Process** button.
3. Select the checkbox next to the required schedule.
4. Click the **Process** button.

Managing scorekeepers

You can manage your scorekeepers from the **Schedule Management** workspace.

To manage your scorekeepers:

1. Click **Scorekeepers**. The **Scorekeeper Management** workspace opens.

Deleting a scorekeeper

You can delete a scorekeeper from the Scorekeeper Management workspace.

To delete a scorekeeper:

1. From the list of scorekeepers, select the checkbox next to the scorekeeper you want to delete.
2. Click **Delete**.
3. Click **OK**.

Sending a password to a scorekeeper

You can send a password to a scorekeeper by email from the **Scorekeeper Management** workspace.

To send a password to a scorekeeper:

1. From the list of scorekeepers, select the checkbox next to the scorekeeper you want to email.
2. Click **OK**.

Adding a scorekeeper

You can add a scorekeeper in the **Scorekeeper Management** workspace.

Note: The scorekeeper you want to add must already be in the system as a staff member of your organization.

To add a scorekeeper:

1. Click **Add Scorekeeper**. The **Add Scorekeeper** dialog box appears.
2. Search for the person you want to add.

3. From the list of search results, select the person you want to add.
4. Click **Select**.

Editing a scorekeeper's record

You can edit a scorekeeper's record in the **Scorekeeper Management** workspace.

To edit a scorekeeper's record:

1. From the list of scorekeepers, click **Edit** for the one you want to edit. The **Edit Scorekeeper** dialog box appears.
2. Make the required changes.
3. Click **Save**.

Managing your standings profiles

You can manage standings profiles in the **Schedule Management** workspace. A standings profile allows you to save time by setting up templates that pre-fill all the standings settings for your schedule.

To manage your standings profiles:

1. Click **Standings Profiles**. The **Standings Profiles** workspace appears.

Adding a standings profile

You can add a standings profile in the **Standing Profiles** workspace.

To add a standings profile:

1. Click **Add Profile**. The **Add Standings Profile** dialog box appears.
2. Enter the name of the standings profile in the **Name** box.
3. If applicable, enter a description in the **Description** box.
4. From the **Templates** list, select a template for your standings profile.

Note: If you don't see a template that exactly matches your need, choose the most similar template. Once you have saved your new standings profile, you can make the required changes so that the profile fits your needs.

5. Click **Save**. The **Standings Profile** editing workspace appears.
6. Review the standings profile and make any changes you want.
7. Click **Update**.

Editing a standings profile

You can edit a standings profile in the **Standing Profiles** workspace.

To edit a standings profile:

1. From the list of standings profiles, click the name of the profile you want to edit. The **Standings Profile** editing workspace appears.
2. Review the standings profile and make any changes you want.
3. Click **Update**.

Selecting a standings profile to use with a schedule

You can select a standings profile to use with a schedule, which will automate the calculation of standings according to the settings in the selected standings profile.

To select a standings profile for a schedule:

1. Click **Scheduler > Schedule Management**.
2. Click the name of the required schedule.
3. On the **Settings** tab, in the **Standings Profile** dropdown list, select the required standings profile.
4. Click **Update** to save the changes.

Removing a standings profile

You can remove a standings profile in the **Standing Profiles** workspace.

To remove a standings profile:

1. From the list of standings profiles, click **Remove** for the profile you want to remove.
2. Click **OK**.

Running a report

The **Reports** task in the **Schedule Management** workspace allows you to run the following reports specific to your schedule:

Report name	Description
Arbiter Error	A list of Arbiter Integration errors generated when scheduled

	game information is sent to or received from Arbiter
Arbiter Export	Export schedule data in Arbiter Import format
Coach Contacts	Staff contact list for selected teams
Game Allocation	Summarizes team home/away and game time assignments
Location Availability	A list of open timeslots per selected location
Location Usage	A list of allocated timeslots per selected location
Officiating Schedule	A list of officials for a schedule
Schedule Coach Conflict	<p>The Coach Conflict Report compares all selected schedules and staff for conflicts.</p> <p>A conflict is defined as: A coach (staff) having any overlapping game start times or games at different locations with overlapping times.</p> <p>Use the "Time Before Game" and "Time After Game" to increase the overlap time.</p> <p>Example: Coach Steven's first game is one hour long starting at 08:00 am to 09:00 am on Spring Rec Field 1, the second team he coaches has their first game at 08:30 am, also on Spring Rec Field 1. The Coach Conflict Report will identify this situation.</p>
Scheduled Games Report	List of all games contained in a schedule
Standings Report	Export standings for single or multiple game schedules

To run a report:

1. Click **Reports**.
2. Select the report you want to run and click the **Process** button.
3. If applicable, select any specific criteria required for the report.
4. From the **Output Format** list, select the output format for your report.
5. Click **Process**.

[Managing Your Upcoming Game Reminder Profiles](#)

You can manage upcoming game reminder profiles in the **Schedule Management** workspace. An upcoming game reminder profile allows you to save time by setting up templates for upcoming game reminder text and email messages.

To manage your upcoming game reminder profiles:

1. Click **Upcoming Game Reminder Profile**. The **Upcoming Game Reminder Profiles** workspace appears.

Adding an upcoming game reminder profile

You can add an upcoming game reminder profile in the **Upcoming Game Reminder Profiles** workspace.

To add an upcoming game reminder profile:

1. Click **Add Profile**. The **Add Profile** page appears.
2. In the **Profile Name** field, enter the name of the upcoming game reminder profile.
3. In the **Delivery Schedule** field, set when the upcoming game reminder is sent before the start of a game.
4. In the **Type** field, select if the upcoming game reminder is to be sent by **Email** or **Text Message** (or both).
5. In the **Send To** field, specify recipients for the upcoming game reminder:
 - Select the check boxes next to the required recipients or recipient groups.
 - In the text box, enter email addresses or mobile phone numbers for specific recipients, separated by pressing the “Enter” key between each recipient.
6. In the **Subject (Email)** field, enter the subject that will appear in upcoming game reminder emails.
7. In the **Reply To (Email)** field, enter the email address to which recipients can send a reply email.
8. In the **Message** field:
 - The basic upcoming game reminder message structure is displayed as:
Home Team Name vs. **Away Team Name** on **Game Start Date** at **Game Start Time** at **Location Name**
 - In the text box below, enter up to 1600 characters of any additional required messaging.
9. Click **Save** to save the profile and return to the **Upcoming Game Reminder Profiles** workspace.

Editing an upcoming game reminder profile

You can edit an upcoming game reminder profile in the **Upcoming Game Reminder Profiles** workspace.

To edit an upcoming game reminder profile:

1. From the list of upcoming game reminder profiles, click the name of the profile you want to edit. The **Upcoming Game Reminder Profile** editing workspace appears.
2. Review the upcoming game reminder profile and make any changes you want.
3. Click **Save**.

Removing an upcoming game reminder profile

You can remove an upcoming game reminder profile in the **Upcoming Game Reminder Profiles** workspace.

To remove an upcoming game reminder profile:

1. In the list of upcoming game reminder profiles, click the trashcan icon to the right of the profile to remove.
2. Click **Delete**.

Selecting an upcoming game reminder profile to use with a schedule

You can select an upcoming game reminder profile to use with a schedule, which will automate the sending of upcoming game reminder emails and/or text messages according to the settings in the selected upcoming game reminder profile.

To select an upcoming game reminder profile for a schedule:

1. Click **Scheduler > Schedule Management**.
2. Click the name of the required schedule.
3. On the **Settings** tab, in the **Upcoming Game Reminder Profile** dropdown list, select the required upcoming game reminder profile.
 - If you need to edit the selected upcoming game reminder profile, then click the **Edit Profile** link.
4. Click **Update** to save the changes.