Online Game Scheduling User Guide

Version 2.0
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## Terminology

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<td>Blackout</td>
<td>A period when games cannot be scheduled. A blackout can be applied to a location or a schedule</td>
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<td>In-house league</td>
<td>In-house leagues are leagues that consist of teams from the same organization</td>
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<tr>
<td>Locations</td>
<td>A location is a resource that can be scheduled. For example: a field, a court, a pool, etc.</td>
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<tr>
<td>Overlapped location</td>
<td>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</td>
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<tr>
<td>Preferred location</td>
<td>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</td>
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<tr>
<td>Schedule</td>
<td>A collection of games at a designated time and location</td>
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<tr>
<td>Scheduling engine</td>
<td>The LeagueOne software that creates a schedule using the parameters that you define</td>
</tr>
<tr>
<td>Shared location</td>
<td>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</td>
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<tr>
<td>Traveling league</td>
<td>Traveling leagues are leagues that consist of teams from multiple organizations</td>
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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 an 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 5). 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 10 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 Association, 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.

![Diagram of location structure](image)

**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 7*) so that the league can add them to the locations available on the schedule (see *Adding a shared location on page 7*).

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 14*). 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:

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<td>Determine what kind of league scenario you are scheduling (see Common scheduling scenarios on page 3)</td>
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<td>Add the game locations to your schedule (see Adding a location to a schedule on page 13)</td>
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<td></td>
<td>Generate your schedule (see Generating a schedule for your teams on page 11)</td>
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<td></td>
<td>Activate your schedule (see Activating your schedule on page 12)</td>
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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.

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. 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

Managing a location

The Location Management workspace allows you to manage the 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 a location:

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

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. From the **Visibility** list select the visibility option.
3. Select **Add From Shared Locations**.
4. From the list of locations, select the location you want to add.
5. Click **Save**.

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. From the **Visibility** list select the visibility option.
3. Select **Create New**.
4. Enter in the new location name in the **Name** box.
5. Enter values in the other boxes, as required.
6. Click **Save**.
Editing a location

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

To edit a location:

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

Adding availability dates to your location

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 location availability:

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

Adding blackout dates to your location

The Add Blackout task allows you to add blackout dates to your 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.

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.
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.
Schedule management

The Schedule Management feature allows you to create schedules for your different leagues. You can build a schedule automatically using the Schedule Generator or manually by adding individual games or using a combination of both.

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 11), 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 12).

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 the early times and the second group would get all of the late times.

Using schedule groups provides a solution that 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 13 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:

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

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 13).
- Teams (See Adding a team to a schedule on page 13).
- Game Days (See Adding availability to your schedule on page 15).

To generate a schedule for you teams:
1. In the **Edit Schedule** workspace, click **Generate Schedule**.
2. Click **OK**.

**Activating your schedule**
You can activate your schedule in the **Edit Schedule** workspace. Timeslots are not reserved until your schedule is activated.

To activate your schedule:
- 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 your 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 you would like to add from the **Name** list.
3. Enter the priority of the location in the **Priority** box.
4. Click **Save**.

**Adding a team to a schedule**
The **Add Teams** task allows you to add teams to your schedule.

To add a 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. Search for the teams you want to add.
3. 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.
4. Once you have selected all your teams, click **Add**.
5. Click **Save**.

**Managing schedule groups for your 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:

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

**Adding a schedule group to your 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 13**.

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 your 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 13.

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 your 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 13.

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 13 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.

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.
Adding availability to your schedule
The Add Availability task allows you to add availability days in order of priority to your schedule.

To add availability to your schedule:

2. Starting with the highest priority day, 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 your schedule
You can edit an availability date on your schedule on the Game Days 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.

Adding a blackout date to your 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 your 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 your 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 \textbf{Remove} for the date you want to remove.
2. Click \textbf{OK}.

\textbf{Manually adding a game to your schedule}

You can manually add a game to your schedule on the \textbf{Games} tab in the \textbf{Edit Schedule} workspace.

To manually add a game to your schedule:

1. Click \textbf{Add Game}. The \textbf{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 \textbf{Announce Change Via Email} checkbox to send an email regarding the new game.
6. Click \textbf{Add}.

\textbf{Editing a game in your schedule}

You can edit a game in your schedule on the \textbf{Games} tab in the \textbf{Edit Schedule} workspace.

To edit a game in your schedule:

1. From the list of games, click \textbf{Edit} for the game you want to edit. The \textbf{Update Game} dialog box appears.
2. Make your changes.
3. Click \textbf{Save}.

\textbf{Rescheduling a game on an active schedule}

You can reschedule a game on an active schedule on the \textbf{Games} tab in the \textbf{Edit Schedule} workspace.

To reschedule a game on an active schedule

1. From the games list, click \textbf{Reschedule} for the game you want to change. The \textbf{Reschedule Game} dialog box appears.
2. Make your changes.
3. Click \textbf{Save}.

\textbf{Removing a game from your schedule}

You can remove a game from your schedule on the \textbf{Games} tab in the \textbf{Edit Schedule} workspace.

To remove a game from your schedule:

1. From the list of games, click \textbf{Remove} for the game you want to remove.
2. Click OK.

**Entering scores into your 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. In the list of games, find the game that you want to enter the score for.
2. In the **Home Score** box, enter the home team’s score.
3. In the **Vs Score** box, enter the opposing team’s score.
4. When you are finished entering all scores, click **Save Scores**.

**Importing games into your schedule**
You can import games into your schedule on the **Games** tab in the **Edit Schedule** workspace. The imported file must use a 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 **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**.

**Managing your scorekeepers**
You can manager your scorekeepers from the **Schedule Management** workspace.

To manage your scorekeepers:

- 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:

- 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**.

**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 reports specific to your schedule.

To run a report:

1. Click **Reports**.
2. Select the report you want to run.
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**.