



Online Game Scheduling User Guide

Version 2.0

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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

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 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.

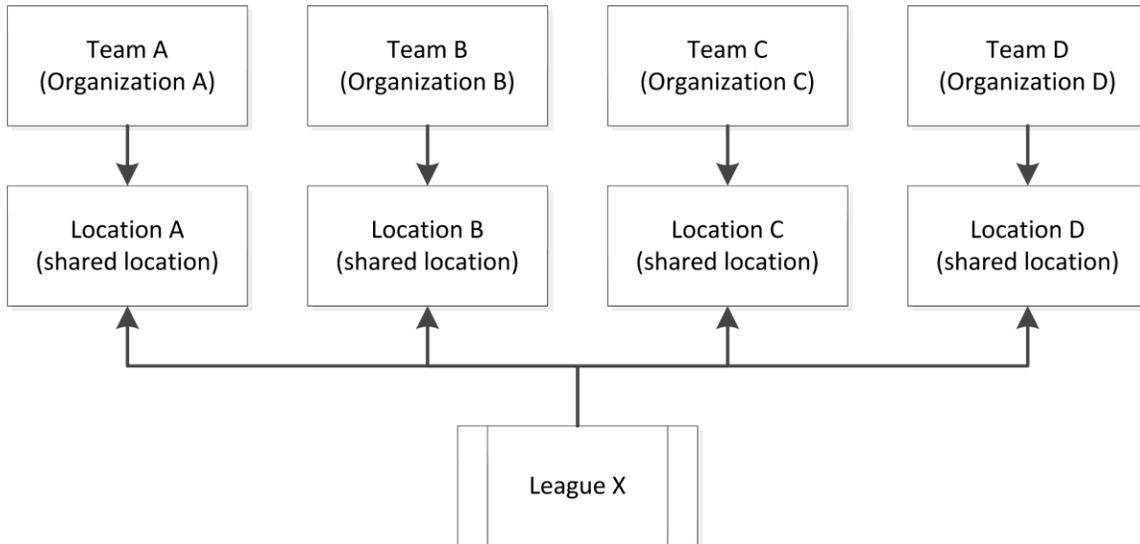


Figure 1: Shared location structure example

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:

✓	Task
	Determine what kind of league scenario you are scheduling (see Common scheduling scenarios on page 3)
	Become familiar with key scheduling concepts (see Key scheduling concepts on page 10)
	Create the locations you need for your schedule (see Managing a location on page 7)
	Specify when your locations are available (see Adding availability dates to your location on page 8)
	Create your schedule (see Adding a schedule on page 11)
	Add the game locations to your schedule (see Adding a location to a schedule on page 13)
	Add the teams to your schedule (see Adding a team to a schedule on page 13)
	Add the game dates and times to your schedule (see Adding availability to your schedule on page 15)
	Add any game blackout dates and times to your schedule (see Adding a blackout date to your schedule on page 15)
	Generate your schedule (see Generating a schedule for your teams on page 11)
	Activate your schedule (see Activating your schedule on page 12)

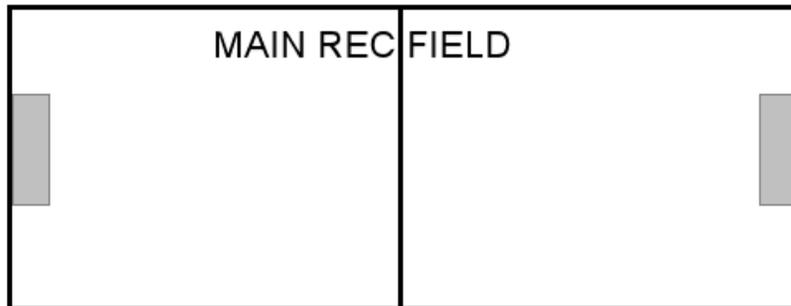
Location management

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.

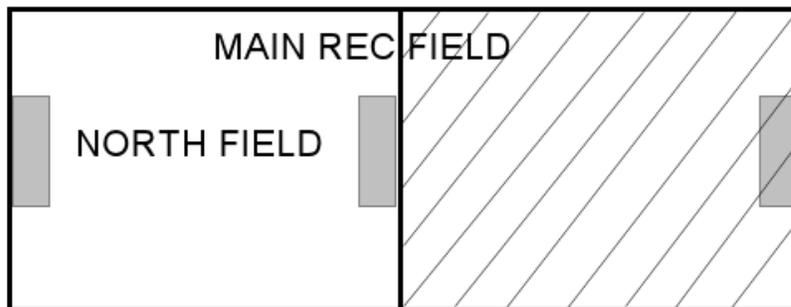
Overlapping locations

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:

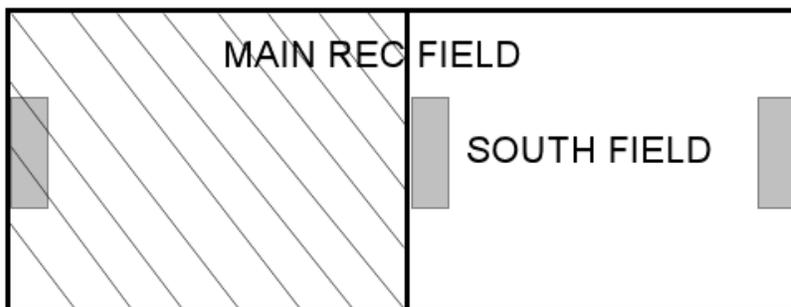
One large field that can be used as two small fields



Name: Howard Field (FULL SIZE)
Description: Full length Soccer field
Overlap: Howard Field Overlaps with North and South Fields.

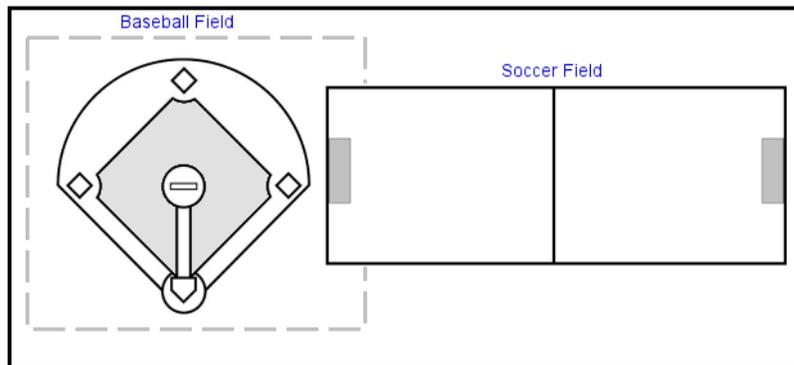


Name: Howard Field North (HALF SIZE)
Description: North half of Howard Field
Overlap: Main Howard Field



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:

1. On the **Game Days** tab in the **Edit Schedule** workspace click **Add Availability**. The **Add Schedule Availability** dialog box appears.
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 **Remove** for the date you want to remove.
2. Click **OK**.

Manually adding a game to your 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 **Add Game**. 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 your 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. From the list of games, click **Edit** for the game you want to edit. The **Update Game** dialog box appears.
2. Make your changes.
3. 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. From the games list, click **Reschedule** for the game you want to change. The **Reschedule Game** dialog box appears.
2. Make your changes.
3. Click **Save**.

Removing a game from your 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. From the list of games, click **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**.