

ACCEPTING AND PRINTING YOUR SCHEDULE

- Log in and once on your home page click on “Schedule” on the upper left.
- All the games that you have been schedule for will be listed.
- Click the “Accept” box for each game or set of games.
- **YOU MUST “ACCEPT” ALL THE GAMES.**
- **ANOTHER METHOD FOR CANCELING A GAME ON YOUR SCHEDULE WILL BE USED.**
- **TO CANCEL A GAME PLEASE CALL:**
 - **CHARLES STALEY AT 214-236-8755**
- If you have games scheduled past March 7th, **DO NOT** click the “Accept” box for those games or set of games.
- Once you have accepted all your games click on “Submit” on the upper right.
- You are now ready to print your schedule.
- On the upper left under “Reports” click on “Schedule.”
- The “Print Schedule” page will come up.
- Set the dates for the time period for February 23rd through March 7th.
- Now click “Print Preview.”
- This will provide you will a PDF copy of your schedule.
- Headings on the schedule will be as following:
 - Game (the game number assigned by the computer)
 - Date & Time
 - Sport & Level
 - Site
 - Home (this may differ from the site since some schools play at field with a name or away from the school)
 - Away
- Tournament games will have Home and Away listed as TBA.
- Your partner will be listed if he has accepted his schedule.
- If the first time you print your schedule no partner is listed, he probably has not accepted his schedule at that time.
- Wait until the later and print another copy of your schedule with your partner listed.
- Your partner’s phone numbers will also be listed next to his name.
- Be sure to check over your schedule, paying particular attention to Date & Time as you may have more than one game on a certain date.
- Exit the “Print Schedule” page.
- You can also view your partner by clicking on the game number on your accepted games.