

# League Scheduler Quick Start Guide

## Getting Started

It's a good idea to read through the Frequently Asked Questions in the Help Menu when you get a chance. This will speed up your understanding of how League Scheduler works.

## First League and Schedule

The Select Schedule screen comes up automatically when you start the program. There's a sample League and Schedule for you to experiment with. You can delete these any time.

Add a League:

1. Each Schedule belongs to a League, so the League must be added first. Click Leagues button on the Select Schedule screen. Click Add.
2. Enter the League Name. (**tip:** Enter the name of your organization, sport, or specific season, e.g. Centerville YMCA, Lincoln Youth Basketball, 2011 Fall Ball). League Name is required. All other fields are optional. Click Close.

Add a Schedule for a League:

3. Click Schedules button on the Select Schedule screen. Click Add.
4. Enter Schedule Name and Type. (**tip:** Enter the age division or group for the Schedule name, e.g. U12 Boys, 8th Grade Girls, Pony, T-ball). The Schedule Name and Type are required. All other fields are optional. Click OK. Click Add to enter another age division or group. Click Close. (**tip:** If you have home and away games, choose Traveling).
5. Click Setup (lower right) on the Select Schedule screen.
6. Enter all the schedule parameters by clicking on each of the six parameter buttons: Locations, Teams, Start Date, Game Times, Exceptions, and Options. On each parameter screen, after entering info, click Close to return to the Setup Schedule screen. Press F1 on any screen to read specific help.
7. Click Compute (lower right) on the Setup Schedule screen. The program will compute the entire schedule according to the parameters you've supplied.
8. The League Schedule Report is automatically displayed after the schedule is computed. To check overall game balancing, select Audit from the Report Menu.
9. Select Edit Schedule from the Update Menu to make manual adjustments as needed. If you need to add or reschedule games, you can view open time slots by selecting Available Game Times from the Tools Menu. (**tip:** After you've made edits, make sure you don't compute the schedule again. If you do compute again, your edits will be lost!).
10. Check for conflicts by selecting Check Conflicts from the Tools Menu. This allows you to check for scheduling conflicts (e.g., a team playing at two locations at the same time).
11. To enter scores, select Game Scores from the Update Menu. Select a date on the calendar and Click Update to enter scores.
12. View any of your League and Schedule Reports by selecting a report from the Reports Menu. Select Print from the File menu to print any reports.
13. To create your league website, select Internet Options from the Internet Menu. This is where you select the reports, and pictures to include on your website. Use the tabs along the top of this screen to navigate. Add custom text on the Page Content tab. Click OK when finished.
14. Select Publish Website from the Internet Menu. You are prompted for a name the first time you publish. You can re-publish anytime to update your website as the season

progresses. All schedules within a league are published to the same website. If you create another separate league, it will be published to a separate website name.

## Technical Support

Press F1 on any screen to view detailed help or select Help from the menu.

Go to <http://www.allprosoftware.com/technicalsupport> where you can:

- Find answers to common questions
- Open a problem using our online Help Desk

## Frequently Asked Questions

### **I have several different age divisions in my League. How should I set that up?**

First create one overall League for your organization e.g., Youth Basketball. Then add a schedule for each age group to the League e.g. U12 Boys, U14 Boys.

### **How many teams can I have in a schedule?**

Each schedule represents a group of teams (e.g. U12 Boys, 8<sup>th</sup> Grade Girls, T-ball). You can have up to 40 teams in each schedule group.

### **Can I create schedules for more than one league?**

Yes, you can create schedules for multiple leagues. Click on Leagues button on the Select Schedule screen and click on Add.

### **Does League Scheduler track Team Standings?**

Yes, you can enter scores for each game and then view the Team Standings report to see Won/Lost records. Click Preferences to change how standings are determined.

### **Can I make changes to a schedule after it's computed?**

Yes, select Edit Schedule from the Update Menu to make changes to your schedule. Remember, do not compute your schedule again after making changes.

### **How do I add game scores?**

Select Game Scores from the Update Menu to add game scores once your schedule starts. Forfeits, rainouts, cancellations and comments can also be recorded.

### **How often should I backup my data?**

Backing up your data after making changes to a schedule or adding game scores would be best. It's easy and could save you time and grief. Just select Back Up Database from the File Menu. We recommend saving your back up file to a USB flash drive. To restore data from a backup, select Restore Database from the File Menu.