

Assuming that you have entered your teams on the CONNY site, it's time to schedule your HOME GAMES. Please make sure that all your teams have been properly loaded into the system.

IF YOU GO TO SCHEDULE A HOME GAME AND YOUR OPPONENT'S TEAM HAS NOT BEEN LOADED INTO THE SYSTEM - PLEASE LET ME KNOW ASAP.

You have two choices for loading in home games. **PLEASE READ ALL THE INSTRUCTIONS AND MAKE SURE YOU FOLLOW THEM EXPLICITLY.**

Option #1 - fill out the attached form for ALL your program's games regardless of level, save as a csv file, and send back to me for importing into the site. Do not send me one sheet for one team and have somebody else send me another sheet for another team - we will only upload sheets that include ALL teams for that one program.

Option #2 - enter the games into the site game-by-game

If you choose option #1, you need to fill in the data for each game under the appropriate heading as attached and save as a csv file - NOT xls.

PLEASE make sure you have all the team names and facility names correctly identified as they are shown on the CONNY website. THIS IS REALLY IMPORTANT. If your data isn't representative of what's on the website, the system won't recognize it. Once you get the facility names and team names straight, it really saves a ton of time doing it this way, especially with the number of teams some of the programs have. Please send me only one chart per program - not a different chart for every team.

You need to give each game a unique identifier. The unique identifier in the dummy version (attached) starts with the age group (11, 13, or 15), followed by the "color" (in this case Red or White) and then a digital date expression (53 for May 3rd). So a May 3 game for Springfield's U15 Red team is 15R53, and a June 1st game for the U13 White team is 13W61. But you can do whatever you want as long as it's consistent from team to team and game to game.

Send this back to me when you're done - make sure you save it as a csv and not an xls file - and I'll "import" for each program. If I have any trouble importing to the site I will let you know and we can figure out what needs to be fixed.

Those programs with League Athletics websites can use this form to import their own practice schedules on their own sites.

If you choose to enter all home games individually on the site (Option #2):

- 1) Go to the website <http://www.connylacrosse.org>
- 2) Click on the "Admin" tab at the far right of the horizontal menu at the top of the landing page
- 3) Please enter your full name (with a space between first/last names). The password is: riphtheduck (all lower case)
- 4) On the vertical menu on the left of the page, click on "New Game" under the "Scheduling" tab
- 5) Once the scheduling screen appears, follow the directions to enter date, time, location (if you have new locations, please add them and directions under "facility").
- 6) The category should be "Game" - please make sure you type in or select "Game" and not "game", "Games", or "games"
- 7) Please do NOT check off the confirmed box - this is for the visiting team to check once they confirm that the information is correct as they understand it
- 8) Please enter your team name and the opponent's team name
- 9) Please do NOT enter any referee scheduling info - officials are scheduled separately
- 10) Click on the "submit" button at the bottom of the scheduling screen
- 11) Go to your next game

Any questions - email me at connywebster@yahoo.com

Once your schedules is posted, please **confirm your AWAY GAMES**. Here are the **directions**:

Go to the CONNY website.

Input the scheduler password "ripheduck".

Go to "Teams" on the horizontal menu

Select your program's specific team from the dropdown menus.

Look at each team's schedule. Make sure that all your away games are scheduled correctly. If you are missing games, please contact the scheduler for the program who has failed to schedule those games and ask them why they haven't completed that overdue portion of the process.

Click on the edit box for your AWAY GAMES.

There is a checkbox marked "Confirmed" - if the game is correctly scheduled, check that box by clicking on it.

If the game is not correctly scheduled, contact the scheduler for that program and work it out.