



TOP-DOWN SCHEDULER GUIDE

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GLOSSARY

Top-Down Scheduling: Creating Schedules at the Parent League Level, which are pushed down to the clubs.

Parent League: The National Governing Body.

Clubs: Leagues under the Parent Leagues, i.e. Individual Organizations. Also called “Child Leagues”.

Location: The *venue/address* that houses your fields, rinks, courts, etc.

Resource: The field, rink, court, etc.

Availability: The time slots for which your organization can schedule games/tournaments.

Exhibition Games: Games between teams that you do not wish to have counted in your division’s statistics and standings.

Published: The game will appear on your organization and/or team websites.

Unpublished: The game has blacked out resource availability, but is not visible on your organization and/or team websites.

SCHEDULING SESSION SETUP

Creating a Scheduling Session is the first step in creating your Top-Down Schedule. A scheduling session is created to:

- Categorize schedules accurately in the Parent and Child League Websites.
- Ensure you are pulling the proper rosters from your Child Leagues.

Creating a Scheduling Session

To create a Scheduling Session:

1. Go to **Schedules & Games > Scheduling Sessions**.
2. Click **+Add New Session**.
3. Type in the **Year**.
4. Create a **Session Name**.
 - **NOTE:** The Session Name will show up on your website and your child leagues website, so you will want to be sure that you are descriptive when choosing a name. **It is recommended that you use the Name of the Parent League. I.E. CYC Basketball.**
5. Choose the **Registration Type**.
 - **NOTE:** It is important to choose accurately. This field determines what information is pulled from Child League Submissions.
6. Choose the **Sport**.
 - **NOTE:** It is important to choose accurately. This field determines what information is pulled from Child League Submissions.
7. Type in the **Play Begins** date.
8. Type in the **Play Ends** date.
9. If desired, select **Track Statistics**.
10. When finished, click **Save**.

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CREATING LOCATIONS AND RESOURCE AVAILABILITY

To successfully create your schedule, you will need to add Locations and Resources, create availability for those resources, and note any Resource Closures.

Create a Location

To create a location:

1. Go to **Schedules & Games > Locations**.
2. Click **Manage Locations**.
3. Click **+Add New Location**.
4. Fill out the form to create your location.
5. When finished, click **Save**.

Create Resources

To create a resource, after a location has been added:

1. Go to **Schedules & Games > Locations**.
2. To the right of the location that you created, click **+You Must Add Resources**.
3. Type in the **Resource Name**.
4. Choose the **Resource Type**.
5. Fill out the rest of the form as desired.
6. When finished, click **Save**.

Create Resource Availability

Resource availability identifies when a resource is available for a particular division.

- If you are using the **auto-scheduler**, resource availability is **required**.
- If you are **manually scheduling games**, resource availability is **not required**.
 - However, it is recommended to easily view and schedule open slots.

To add resource availability:

1. Go to **Schedules & Games > Locations**.
2. Click **Resource Availability**.
3. Select your **Session**.
4. Select your **Resource**.
5. Click **+Add Availability Block for THIS Resource**.
6. Select **Regular Season** for the **Type of Games**.
7. Choose your **Division(s)**.
 - **NOTE:** When including multiple divisions in your resource availability, be sure that the divisions have the **EXACT SAME PLAY SCHEDULE** on that resource. If they do not, set up separate resource availabilities for the divisions that are not on the same schedule.
 - **For example:** If your 8U and 10U divisions play on Monday, Wednesday and Friday between 11AM and 4PM, but your 6U division only plays on Monday and Friday between 11AM and 4PM – Do **NOT** include your 6U division in this resource availability. Create a *new* one. Otherwise your 6U divisions will have games scheduled on Wednesday when running the auto scheduler.
8. Select the dates you will have games on this field.
9. Select the time bracket the resource is available to your organization.
10. Select the days of the week the resource is available during the selected date/time brackets.

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11. Once complete, click **Save**.

Add Resource Blackout Dates

Resource Blackout Dates are dates (or ranges of dates) that a resource is unavailable to play. When Resource Blackouts are configured, the Auto Scheduler will not schedule any games for those dates.

1. Go to **Schedules & Games > Locations > Resource Availability**
2. Select your **Session**.
3. Select your **Resource**.
4. Click **+Add Blackout Date for THIS Resource**
5. Choose your **Division(s)**.
6. Select the date/date range this resource will be unavailable.
 - **NOTE:** You will not have the option to choose specific days of the week within that date range. A blackout date will have to be set for each day in that range if applicable.
7. Select the time bracket this resource is unavailable to your organization, or select **All Day**.
8. Once complete, click **Save**.

Team Blackouts

Team Blackouts are dates (or ranges of dates) that specific teams are unavailable to play. When Team Blackouts are configured, the Auto Scheduler will not schedule those teams for those dates while creating games.

To set-up a Team Blackout:

1. Go to **Schedules & Games > Schedule Settings**.
2. Choose your **Session**.
3. Click **+Add Team Blackout**.
4. Complete the form with the required/desired information.
5. Once complete, click **Save**.

Resource Closures

If your resource is closed, due to rainout, construction, etc., these can be documented in the member manager console and communicated to your affected clubs. These notices will also appear on your organization and team websites.

To close a resource:

1. Go to **Schedules & Games > Locations > Resource Closures**.
2. Select **the Location(s)** or specific **Resource(s)**.
3. Add the date of the closure.
4. Click **+Add Closure Notes**.
5. Once complete, click **Save Resource Closure Changes**.

SCHEDULE SETUP

The schedule setup will not only create the schedule, but set organizational rules regarding Standings, and if clubs are able to score or cancel their own games.

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Add a Schedule

1. Go to **Schedules & Games > Manage Schedules**.
2. Select your **Session**.
3. Click **+Add New Schedule**.
4. Enter the **Schedule Name**.
5. Fill out the rest of the form based on league preference.
6. When finished, click **Add New Schedule**.

Edit Schedule Settings

1. Go to **Schedules & Games > Manage Schedule**.
2. Select **More Tools** next to the respective schedule.
3. Click **Settings** and update the information as desired.
4. Once complete, click **Save**.

Delete a Schedule

1. Go to **Schedules & Games > Manage Schedule**.
2. Select **More Tools** next to the respective schedule.
3. Click **Delete** and confirm your action.

ADDING GAMES

Manually

NOTE: Once a manual game is scheduled, you will not be able to auto schedule.

To manually schedule games:

1. Go to **Schedules & Games > Manage Schedules**.
2. Choose your **Session**.
3. Click **Edit** in the respective schedule's row.
4. Click **+Add Event**.
5. Click **ADD NEW GAME**.
6. **Event is Published** is checked by Default.
 - If you do not want the schedule appearing to the public as of yet, uncheck this box.
7. Complete the form with the required/desired information.
 - **Custom Resources** – If you use this option:
 - The location/resource will not appear on websites.
 - The location/resource will not be available when scheduling other games.
 - **Custom (Write-in) Teams** – If you use this option:
 - Games will **not** count in Standings.
 - That team will not be available when scheduling other games.
 - **If you are using write-in teams** – we recommend creating and activating that team within your division, but not assigning anyone to that team. This will give you the ability to include those games in standings and also schedule more than one game against that team if needed.
8. Once the form is complete, click **Save**.
9. Confirm if you would or would not like to send a notification to the team for this event.

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Auto Schedule

Before attempting to Auto Schedule, you must first [add your resources and availability](#) and [add a schedule](#).

The best way to prepare for auto scheduling your season is validating that you have enough minutes of resource availability for the amount and duration of your games.

For example: If you have 600 minutes of availability, you can schedule ten 60-minute games (this includes time between games.)

To Auto Schedule Games:

1. Go to **Schedules & Games > Manage Schedules**.
2. To the right of the desired schedule, click **Auto Schedule**.
3. Choose the **Type of Games** you'd like to create.
4. Decide if you'd like to allow Inter Division Play.
5. Enter the **Games Per Team**.
6. Fill out the rest of the form as desired.
7. Click Next.
8. Select the teams that are participating in this schedule.
9. At the bottom of the page, click **Generate Games**.
10. Review the **Schedule Settings Summary** and the **Schedule Preview**.
11. Click **Create Games & Schedule**.

NOTE: You will need to [publish your games](#) in order to make the schedules appear on websites and the app.

Schedule Warning

If you receive a schedule warning it means there is currently not enough, or no availability set for this schedule to be created successfully. If you chose to **Schedule These Games**, those games that could not be scheduled will remain as match-ups. These remaining match-ups can then be scheduled manually or through the auto-scheduling process once the resource availability has been adjusted.

EDITING INDIVIDUAL GAMES

Once a game is created, you can edit the day/time. To do this:

1. Go to **Schedules & Games > Manage Schedules**.
2. Select the Schedule in which the game/event you would like to edit resides.
3. Find the game/event and select **Edit** in the applicable row.
4. Adjust the form as necessary.
5. Once complete, click **Save**.
 - You will receive a conflict warning if your edit is unavailable.

CANCELING/RESCHEDULING INDIVIDUAL GAMES

Once a game/event is created and published, you cannot delete it *at first*. You can only **Cancel** or **Reschedule**.

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NOTE: To delete a game that has already been scored, you must remove all scores and statistics associated with that game, then follow the below process.

Cancel/Delete a Game

1. Go to **Schedules & Games > Manage Schedules**.
2. To the right of the Schedule in which the game you would like to cancel resides, click **Edit**.
3. Find the game and select **Cancel** in the respective row.
4. Enter a message and select **Notify Teams of THIS Event Cancellation** if applicable/desired.
5. Once complete, click **Yes, Cancel**.

This game will now appear as an unscheduled game (highlighted in red) *AND* a canceled game.

- The **Unscheduled Event** will allow you to reschedule for another day/time, if desired.
- The **Canceled Event** will continue to appear on your schedule keeping volunteers/players up to date and minimize confusion.

Once canceled, you can then **delete** the game/event entirely. To do this:

1. Find the game/event and click **Delete** in the respective row.
2. Click **Yes, Delete**.

PUBLISHING GAMES

When creating your games, if you have chosen to keep these as unpublished, you can publish them at any time. To do this:

1. Go to **Schedules & Games > Manage Schedules**
 - **To Mass Publish a Schedule:** To the right of the schedule, select **Publish** under “Actions”.
 - **To Publish Individual Games:** To the right of the schedule, click **Edit**, select **Edit** next to the game/event. Check **Event is Published**, then **Save**. A pop-up will appear asking if you’d like to send notifications or not.

UNPUBLISHING GAMES

If you have chosen to publish your games, you can unpublish them at any time. To do this:

1. Go to **Schedules & Games > Manage Schedules**
 - **To Mass Unpublish a Schedule:** Select **Unpublish** under actions of the schedule you would like to unpublish.
 - **To Unpublish Individual Games:** To the right of the schedule, click **Edit**, select **Edit** next to the game/event. Check **Event is Published**, and **Save**. A pop-up will appear asking if you’d like to send notifications or not.

GAME SCORES & STATS

Once your game date has passed, an administrator in the Member Manager system will be able to score and add statistics for games.

Entering and Editing Game Scores

To enter game scores:

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1. Go to **Schedule & Games > Game Scores & Stats**.
2. Choose your **Session**.
3. Optionally, choose the **Division/Team**.
4. Check **ONLY show games WITHOUT scores**.
5. To the right of the game needing to be scored, click **Add Score**.
6. Choose the **Scoring Type**.
7. Enter the scores for each team.
8. If desired, check to email the score and the next game reminder to the teams associated with the score.
9. When finished, click **Add Score**.

To edit a game score:

1. Go to **Schedule & Games > Game Scores & Stats**.
2. Choose the **Session**.
3. Optionally, choose the **Division/Team**.
4. Uncheck **ONLY show games WITHOUT scores**, if checked.
5. Find the game that requires editing, and to the right, click **Edit Score**.
6. Update the scores as needed.
7. If desired, check to email the updated score and next game reminder to the teams associated with the score.
8. When finished, click **Add Score**.

Entering and Editing Statistics

To enter statistics:

1. Go to **Schedule & Games > Game Scores & Stats**.
2. Choose the **Session**.
3. Optionally, choose the **Division/Team**.
4. Check **ONLY show games WITHOUT statistics**.
5. Find the game that you'd like to add statistics to, and to the right, click **Add Stats**.
6. Enter the statistics for each player on the first team.
7. Select the second team from the top of the page, and enter the statistics for the players on the second team.
8. When finished, click **Save**.

To edit statistics:

1. Go to **Schedule & Games > Game Scores & Stats**.
2. Choose the **Session**.
3. Optionally, choose the **Division/Team**.
4. Uncheck **ONLY show games WITHOUT statistics**.
5. Find the game that you'd like to add statistics to, and to the right, click **Edit Stats**.
6. Make changes as necessary.
7. When finished, click **Save**.

View Standings

To view standings in your member manager system:

1. Go to **Schedules & Games > Game Scores & Stats**.

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2. To the right, click **View Standings**.
3. Pull up the **Session** you'd like to view.
4. If desired, choose the **Division** you'd like to view.
5. When finished, click **Back to Game Scores & Stats**.