

Ins and Outs of Schedule Star – CADA 2009

Jim Chapman – Liberty High School

james.chapman@ad20.org

Liberty High School (CO. Springs) SCHEDULED EVENTS FOR: Tuesday, 09/8/2009

Sports Practice School Personal Other

Year 2009 Month 09 Today

SUN MON TUE WED THU FRI SAT

1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

September

By Sport
Calendar View

3:45PM B V TEN H Fountain Fort Carson High School Liberty Tennis Court: i
4:00PM G V SB H Air Academy High School Liberty Softball Field i
4:30PM G C VB A Chaparral High School i
5:30PM G JV VB A Chaparral High School i
7:00PM G V VB A Chaparral High School Chaparral High School i

Game Wizard™ Add Edit Delete Utilities Print

INFORMATION MANAGER

Opponents Officials Game Help Vendors Transport Students Coaches Teams Contracts

PDA Sync Press F2 for Help Quit Schedule Star 9043b

Topics to be covered

- 1) What does support look like?
Schedule Star 1-800-258-8550
League Central - Justin Haught 8-5 ET
The Arbitrator – Clark Evans -1-801 576-9436
- 2) What does the red e mean and is it dangerous?
- 3) Game Wizard
- 4) League Central
- 5) Reminder Set-Up
- 6) Building Your Game Help
- 7) The Arbitrator

Support what does it look like?

In the utilities menu there is a choice Support Documents. The Shedule Star User's Guide Online is useful.



What does the red e mean?

Flashing "E", "O", and "N"

In the lower right corner are three letters. These are some of the interactive features of Schedule Star.

If the "E" is flashing, it indicates that other Schedule Star users have entered games with you. When you click on the flashing "E", you will bring up the list of those events. If you accept an event, it will be automatically entered into your calendar. If you decline an event, the other Athletic Director will get an email alerting them to your declination, along with the reason that you entered when you declined.

This does not exchange a contract with the opposing school. This enters events into your schedule and saves you time by not duplicating effort.

When you enter events against other Schedule Star users, they will get them in their flashing "E". This way, you only need to enter home games - your away games will pop up in the flashing "E" for you to accept or decline. You save time by not having to duplicate effort.

From Schedule Star User's Guide Online

Game Wizard allows you to choose to schedule sub-varsity games automatically when you schedule the varsity games. These games may be scheduled on the same day, same location or different location as the varsity games.

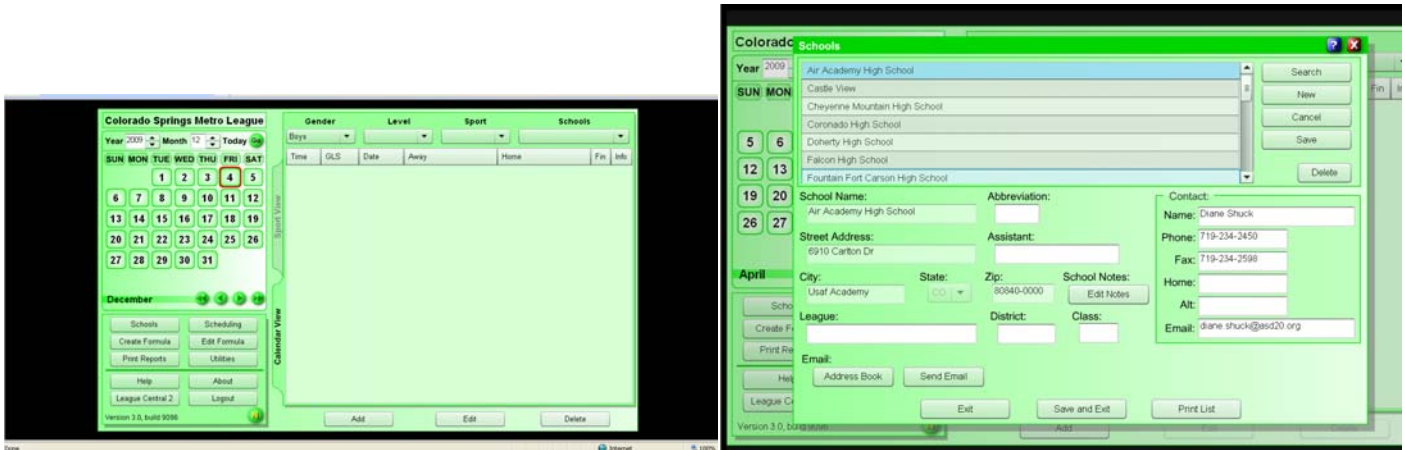
A screenshot of the Game Wizard interface. The interface is divided into sections for "IF HOME:" and "IF AWAY:". Each section includes fields for "Gender", "Level", "Sport", "Facility", "From" (time), "To" (time), "Dismiss" (time), "Departs", "Returns", and "Transportation". Below these sections is a "SCHEDULE THE FOLLOWING GAMES:" section with radio buttons for "Either Home or Away", "If Home", and "If Away". It includes fields for "Gender", "Level", "Sport", "Event Time", "Day", and "Opposite Place", along with an "Add" button. A "Games to be Scheduled:" list shows "If Home or Away - 5:30pm Basketball JV Girls" and "If Home or Away - 4:30pm Basketball C Girls". There are "Save" and "Cancel" buttons at the bottom. Two callout boxes with arrows point to specific elements: one points to the "Sport" dropdown menu in the "IF HOME:" section, and another points to the "Games to be Scheduled:" list.

Anchor team that you will tie the other games to.

Teams you want to attach to the anchor sport.

League Central will allow someone to schedule games for a season for the entire league.

1. Each AD must contact Schedule Star to be get access to League Central. Access it from the www.schedulestar.com web site.
2. League Central allows ADs to schedule for a league and choose the dates the games are scheduled on. ADs will see the games come through the Flashing A on their screen. If they choose to accept them Schedule Star will populate their data base automatically.
3. Choose the specifics about the sport you are going to schedule.
4. Start by choosing the schools in your league that you are scheduling for.



5. In Utilities you can assign schools to different sports you may schedule for. You can also set blackout dates.
6. Scheduling starts the process and walks you through each step. Set the number of teams you want to schedule for. Choose the specifics about the sport. When you choose the schedule type you want the screen populate with the pairings.
7. Step two allows you to set up the play dates for the schedule. It lets you know the number of Remaining Dates you have to set.



8. You now will be able to set the teams as they will be assigned to the schedule.

9. When finished you have a preliminary scheduled that can be emailed to all schools involved. This is for their preview. The preliminary schedule is not sent to their Schedule Star. **Do not finalize a schedule until you have made changes that you need to make.**



10. On your main screen you can see the games you have scheduled on specific dates. This only is on your screen and you can edit a game and move it to a different date or change the opponents.

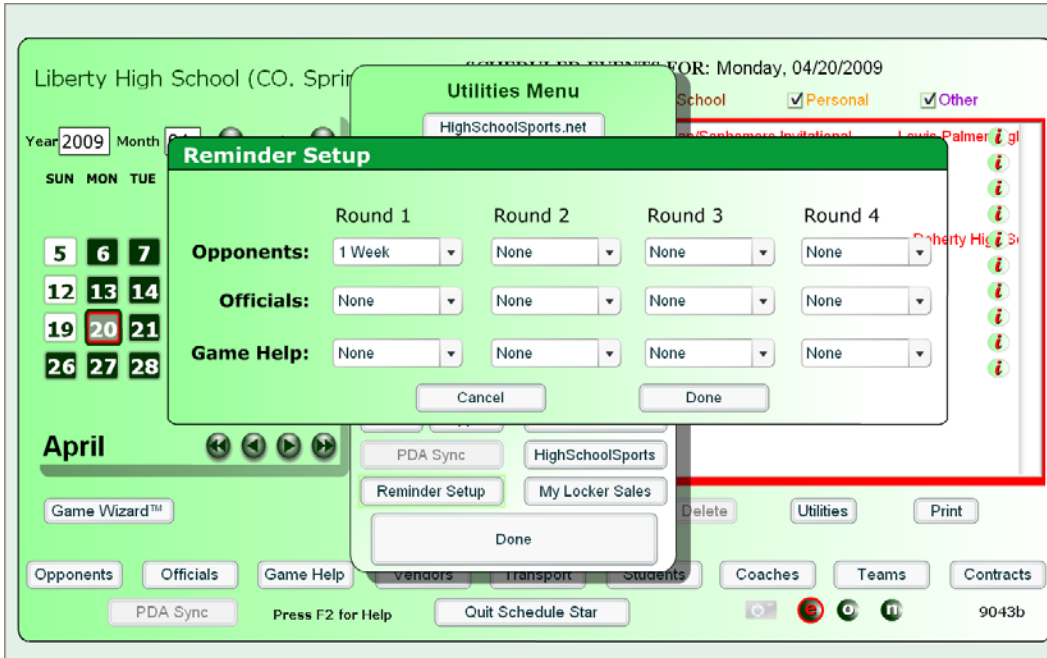


Never Finalize a Schedule until you are sure you are happy with it. You will send it to the all schools and it will show up on their screens in a flashing e.

Reminder Set-up – Accessed from the Utilities Menu

Send reminders to opponents periodically through the season. The AD of the opponent, official, or game help receives an email at a time of your choice.

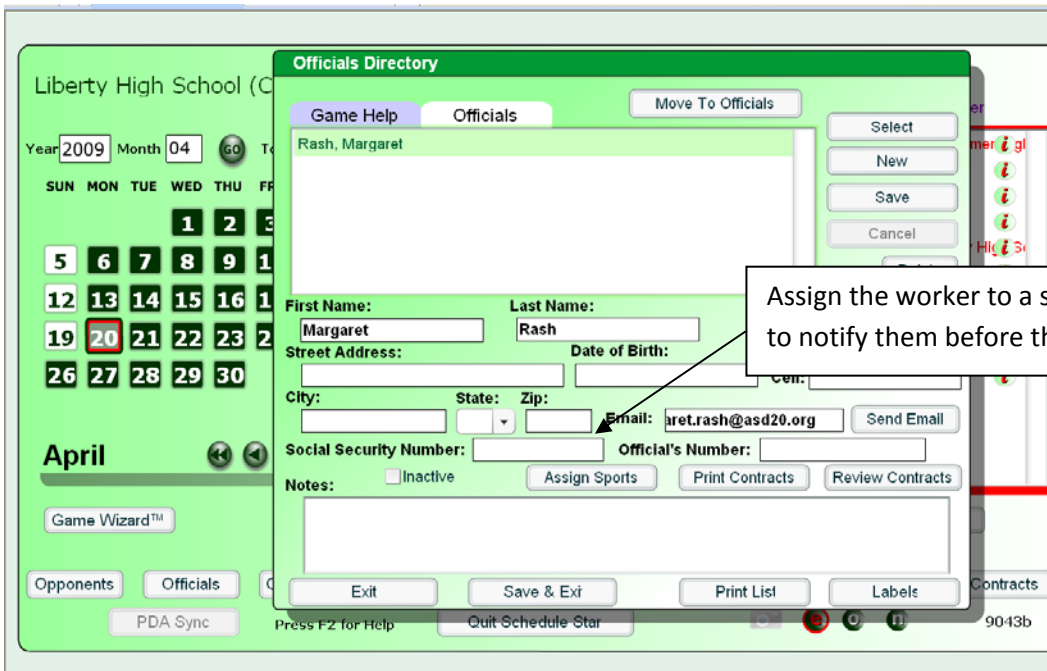
There are five choices for the period of notification: None, day of, 1 day, 1 week or 1 month



Building Your Game Help Data Base

Choose Game Help from the Calendar Page

Add the information you need for each worker. Email will allow notice to go to the workers from the Reminder Set-up.



Assigning Game Help

- 1) Choose the event from the Calendar Home page to Edit.
- 2) Select the Officials button
- 3) Choose the worker and Assign them to the game. Type in the Position they will work. Once this is populated you can use the Pick from List button.

Liberty Type of Event: Sport Practice School Personal Other

Date: 4/21/2009 Gender: Boys Level: Varsity Sport: Swimming

Referee Assignment

Officials: Peterson, Jon; Phelan, Greg; Pichette; Pratt, Roger; Prokopec, Bob; Rad, Jeffrey; Ralph; Rash, Margaret

Assignments:

Name	Position	Fee	Miles
Conner, Cindy	Scorer	\$0	
Falconi, Janet	Timer	\$0	
Revford, Katie	Game Manager	\$0	

Buttons: Assign, Unassign, Contracts, Official's Notes, Done

Liberty Type of Event: Sport Practice School Personal Other

Date: 4/21/2009 Gender: Boys Level: Varsity Sport: Swimming

Referee Assignment

Position: Ticket Taker Fee: \$0 Miles: 0 Per Mile: 0

Buttons: Done, Pick From List, List

- 4) The Game Report will produce a report that will show who is assigned to work the event.

Liberty Type of Event: Sport Practice School Personal Other

Date: 4/21/2009 Gender: Boys Level: Varsity Sport: Swimming

Opponent: Vista Ridge High School

Event Time: 4:00 PM

Facility: Liberty Pool

Buttons: Game Report, Post Game, Scoreboard, etc.

GAME REPORT
Liberty High School (CO Springs)
8723 Bearborough Drive
Colorado Springs, CO 80909

James S. Chapman
School Phone: 719-234-2299
Fax: 719-234-2339
james.s.chapman@msd201.org

Boys Varsity Swimming

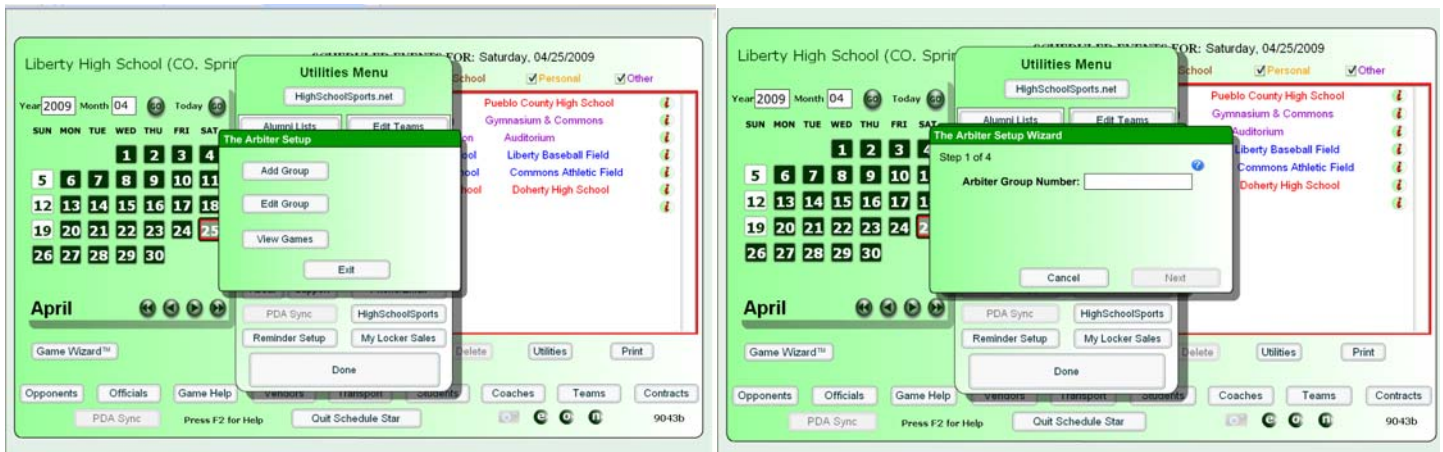
Tuesday, April 21, 2009 at 4:00PM
Vista Ridge High School @ Home Liberty Pool
Facility: Liberty Pool

Officials and Game Help	Position	Fee	W: H:
Ticket Taker	Rash, Margaret	\$0.00	W: H:
Scorer	Conner, Cindy	\$0.00	W: H:
Timer	Falconi, Janet	\$0.00	W: H:
Game Manager	Revford, Katie	\$0.00	W: H:

The Arbiter

When used by both assigners and ADs Schedule Star will populate games with the officials assigned to the games.

- 1) Assigners are assigned a group number. The officials must first recognize the schools to be assigned.
- 2) Schools should have their schedules in Schedule Star for the next season.
- 3) Assigner should download the schedules from Schedule Star through thearbiter.net. **Most officials are hand entering the schedules therefore it stops the process.**
- 4) Each school needs to set up the Arbiter within Schedule Star. Choose **The Arbiter Setup** from the Utilities menu. To set up a sport click on Add a Group, to edit schools choose Edit a Group, etc.



- 5) Find the group number of the Official organization and enter it. If for some reason you get an error, the group number is wrong or the Assigner has not set up the program yet for your school. Call The Arbiter.net
- 6) After selection your school you are then asked to match the Arbiter Schools to the name of the schools you have in Schedule Star. The assignor can choose the different names for schools outside your area and Schedule Star needs to match those names to your Opponents database.
- 7) You are asked to identify the teams as you have them designated in Schedule Star.



- 8) If the assignor downloaded your schedule from Schedule Star instead of entering it by hand when they complete their assignments of officials the O. When you accept the officials then your Schedule Star data base will be populated with the officials and you will be able see officials for every game you have scheduled.