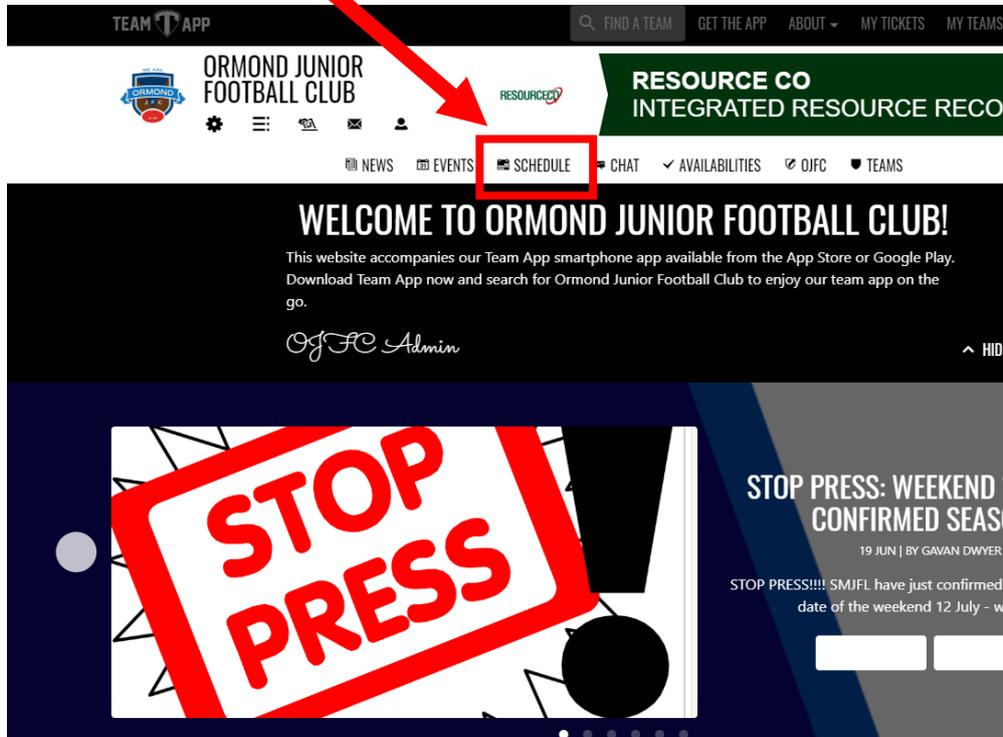


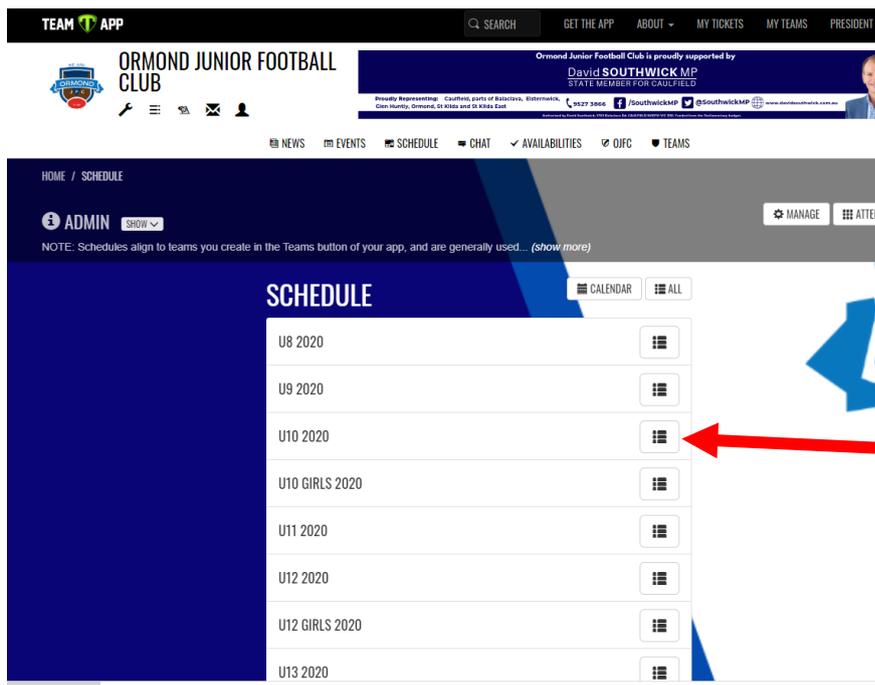
## Add Events to SCHEDULE – ie a Training, Practice Match or Game

Go to Team App (recommend doing on a PC) and login

Select SCHEDULE in the main navigation along the top of screen

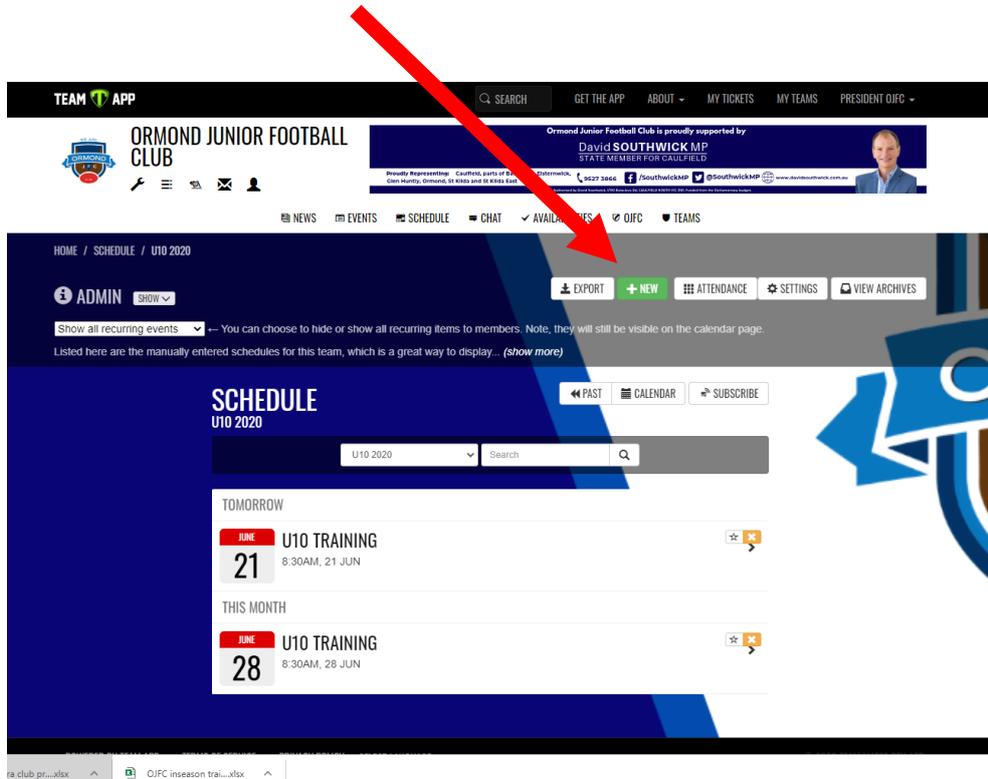


Then select your team by clicking on the 3 lines next to your team



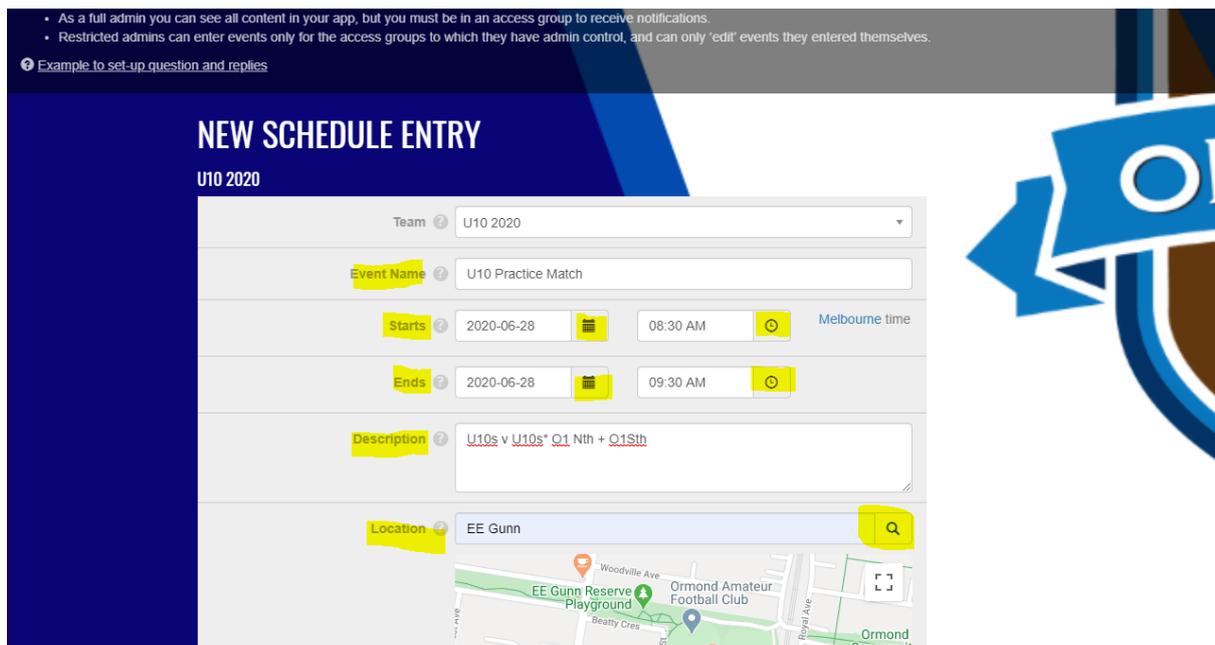
## Adding a Game or Training Session

Click +NEW green button



The screenshot shows the website's navigation bar with 'TEAM APP', 'SEARCH', 'GET THE APP', 'ABOUT', 'MY TICKETS', 'MY TEAMS', and 'PRESIDENT OJFC'. Below this is a banner for David Southwick MP. The main menu includes 'NEWS', 'EVENTS', 'SCHEDULE', 'CHAT', 'AVAILABLE', 'OJFC', and 'TEAMS'. The 'SCHEDULE' page for 'U10 2020' is displayed, featuring an 'ADMIN' section with a 'SHOW' dropdown, an 'EXPORT' button, a '+ NEW' button (highlighted with a red arrow), 'ATTENDANCE', 'SETTINGS', and 'VIEW ARCHIVES' buttons. The schedule lists two training sessions: 'U10 TRAINING' on June 21 and June 28, both at 8:30 AM.

Enter the details for the Game or Training – see yellow highlighted sections to complete



The 'NEW SCHEDULE ENTRY' form for 'U10 2020' includes the following fields:

- Team:** U10 2020
- Event Name:** U10 Practice Match
- Starts:** 2020-06-28, 08:30 AM, Melbourne time
- Ends:** 2020-06-28, 09:30 AM
- Description:** U10s v U10s\* Q1 Nth + Q1Sth
- Location:** EE Gunn

A map below the location field shows the 'EE Gunn Reserve Playground' and 'Ormond Amateur Football Club' area.

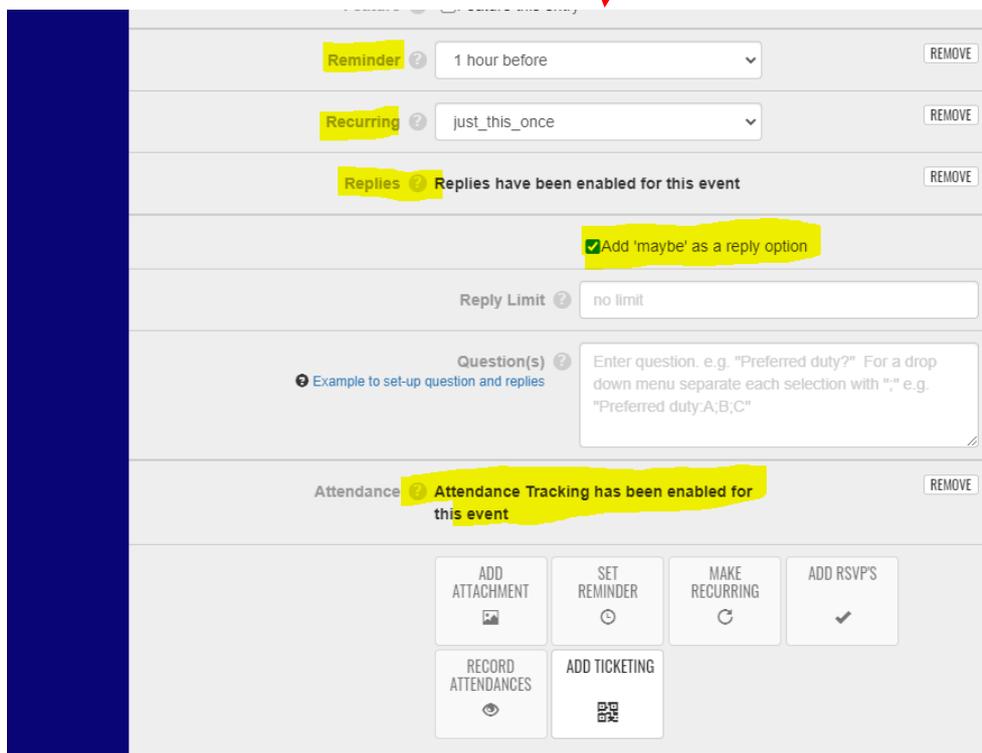
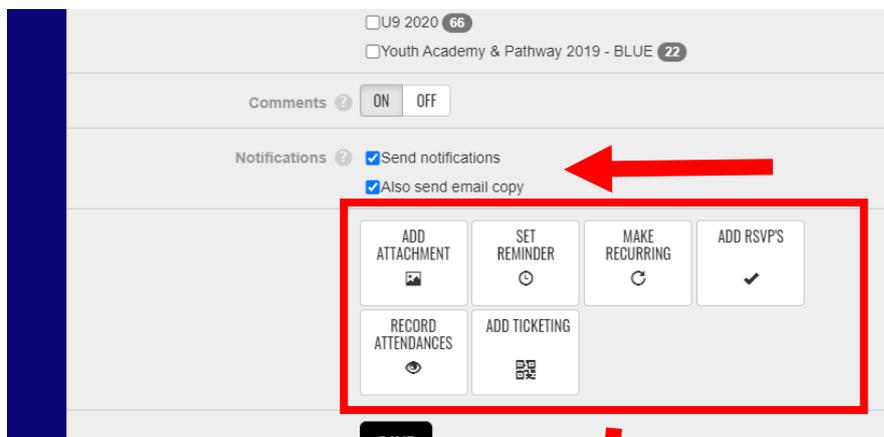
Scroll down to Notifications – click both boxes next to

Send Notifications

Also send email copy (this will ensure EVERYONE gets the Game or Training Notification)

Directly below this you have options to

1. Add Attachment (you can add an image or PDF doc)
2. Set a Reminder (recommended)
3. If the event is recurring (like a weekly training time) you can Make it Recurring
4. Add RSVPs (recommended for training)
5. Record Attendances (always click this so you can take attendance)
6. Add ticketing (ignore)

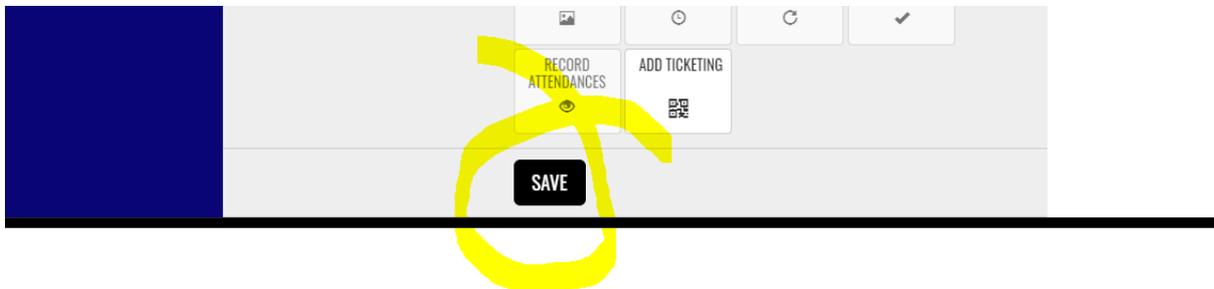


Once you are happy all the details are correct

Click SAVE

A notification will be sent via Team App

And an email will also be sent by Team App



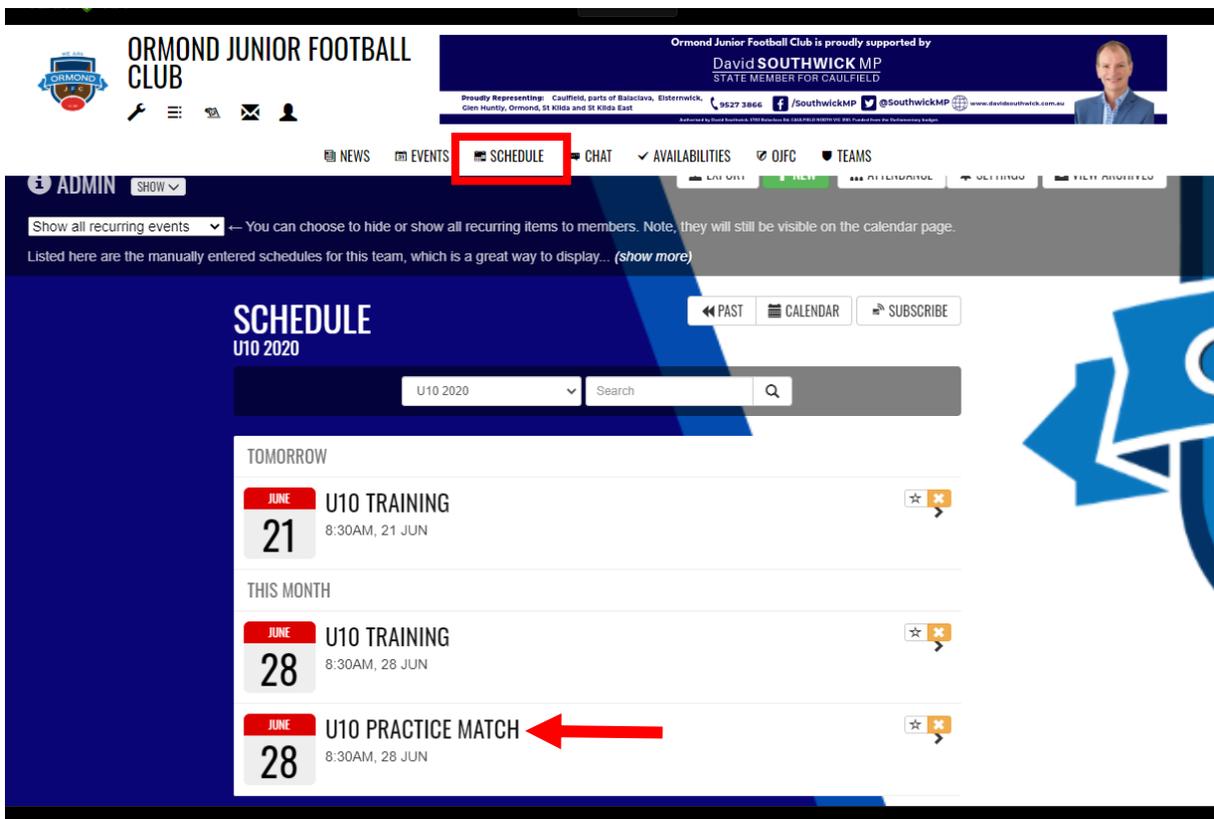
## To edit SCHEDULE

You can edit a scheduled event

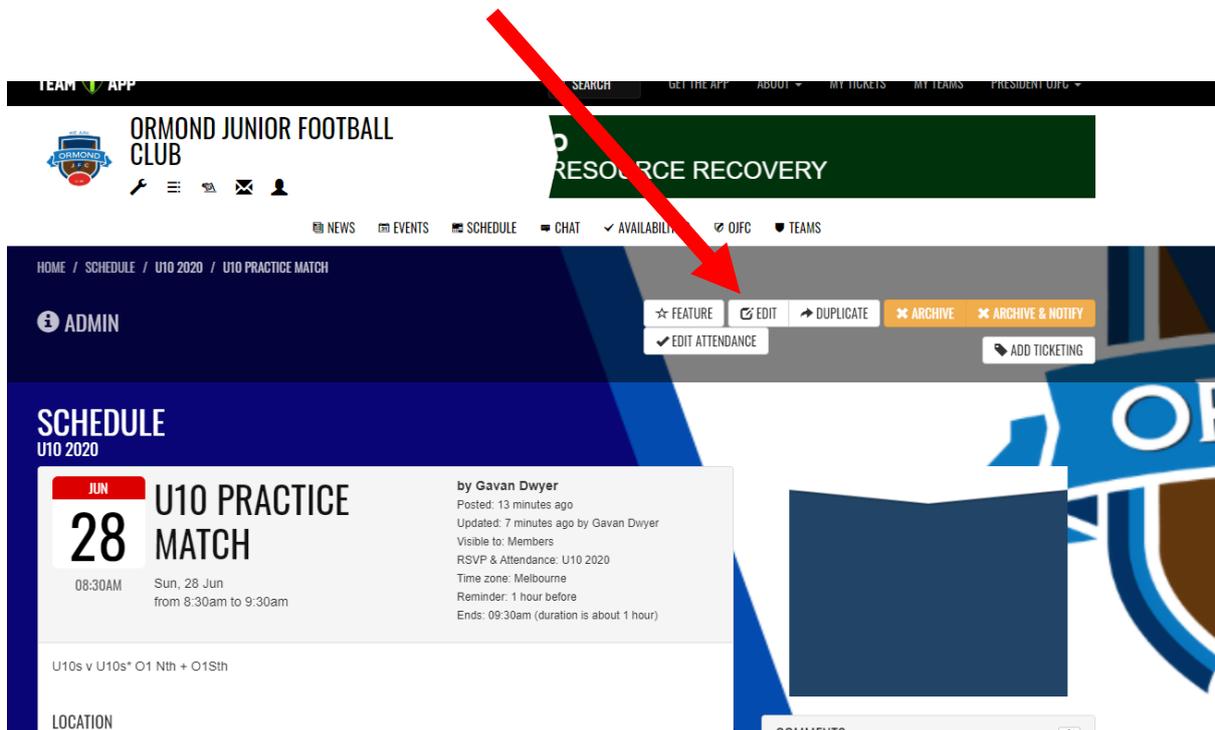
Go To SCHEDULE

Select the Event you want to Edit

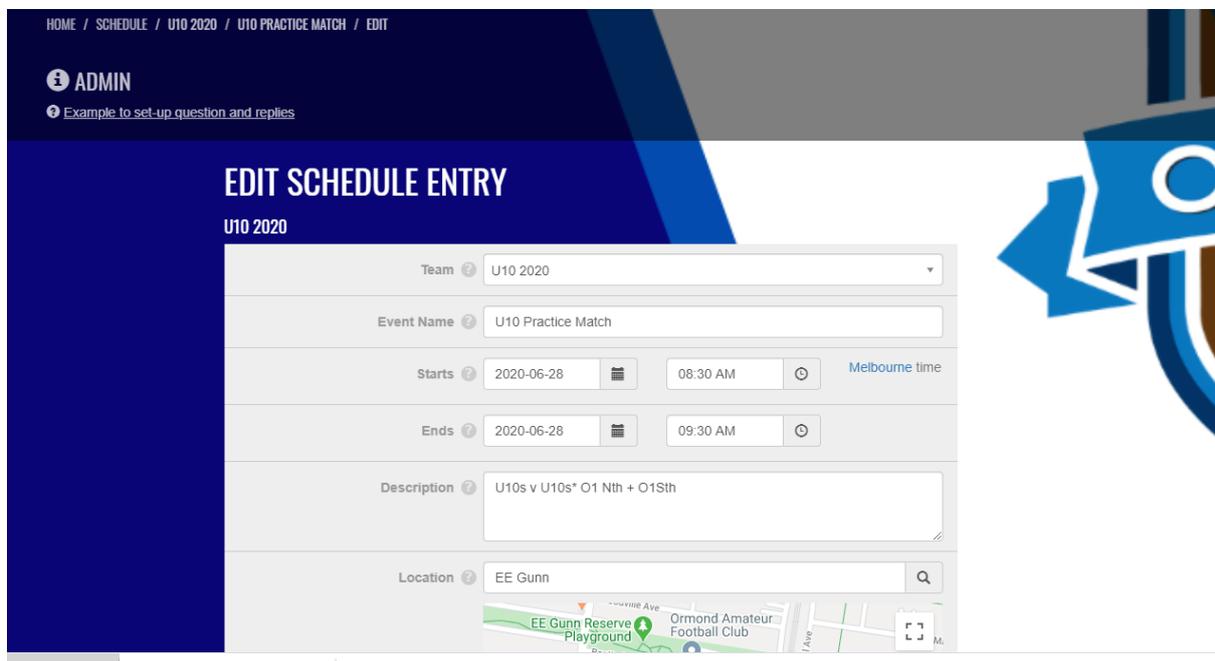
Click on the Event name



Then click EDIT along the top of the screen



Make the edits as required



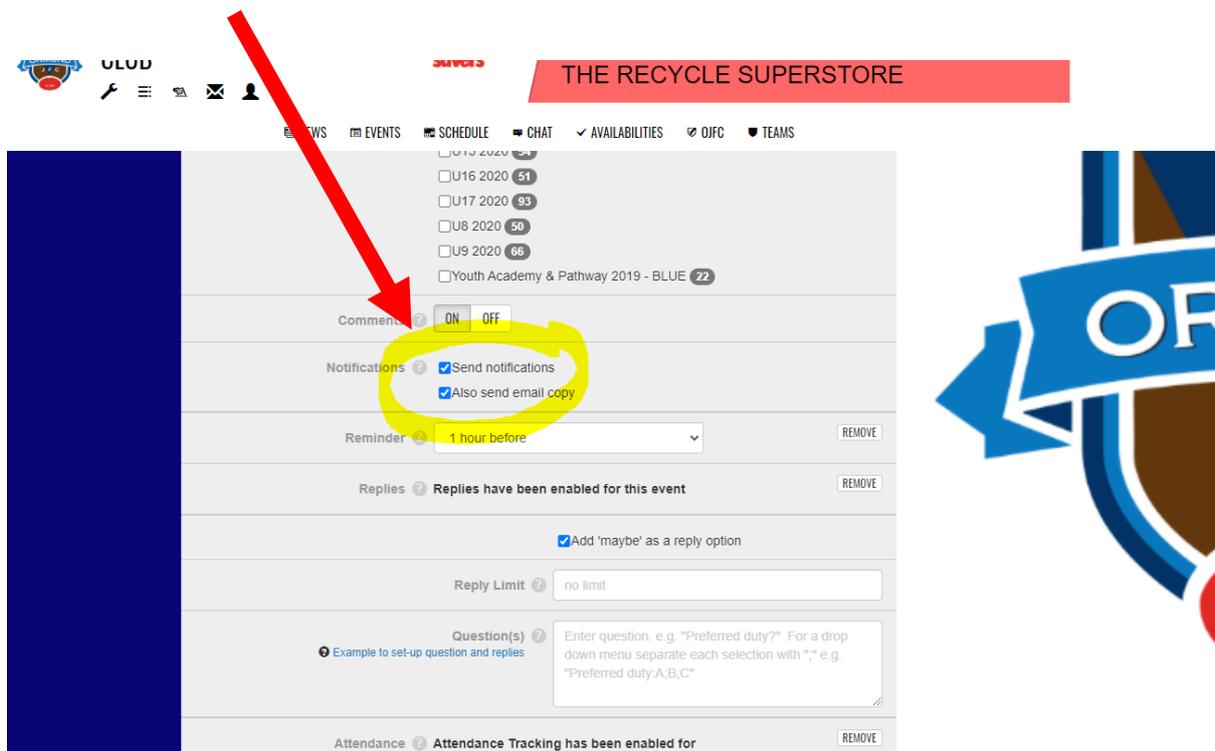
# NOTE --- WHEN YOU MAKE AN EDIT ...ENSURE YOU DO THIS

When you make an edit ensure you tick boxes next to

Send Notifications

Also Send Email copy

This will ensure all parents get the updated / edited Event details



DON'T FORGET TO CLICK SAVE 😊

