

ENTERING SCHEDULES

After you log in, go to your team page. At the top right side of the page is a “light switch” that toggles between “edit” and “user.” Switch to edit and you can make changes on your page.

Here are some instructions for entering schedules:

1. Near the top of the page, click on “Game Schedule”
2. Click on “ADD GAME”
3. Choose Team 1 and select home or away
4. Choose Team 2
 - a. If Team 2 is a Minnesota team, select Outside League
5. Set Game Time (date and time)
6. Type in location (ex, Cornerstone)
7. Under “Standings Option,” choose the following:
 - a. Affects League and Division Standings (CONFERENCE GAME)
 - b. Affects League Standings Only (NON-CONFERENCE GAME)
 - c. You should NEVER choose “Does not affect standings”
8. Scroll to bottom and click on “Create Game”