

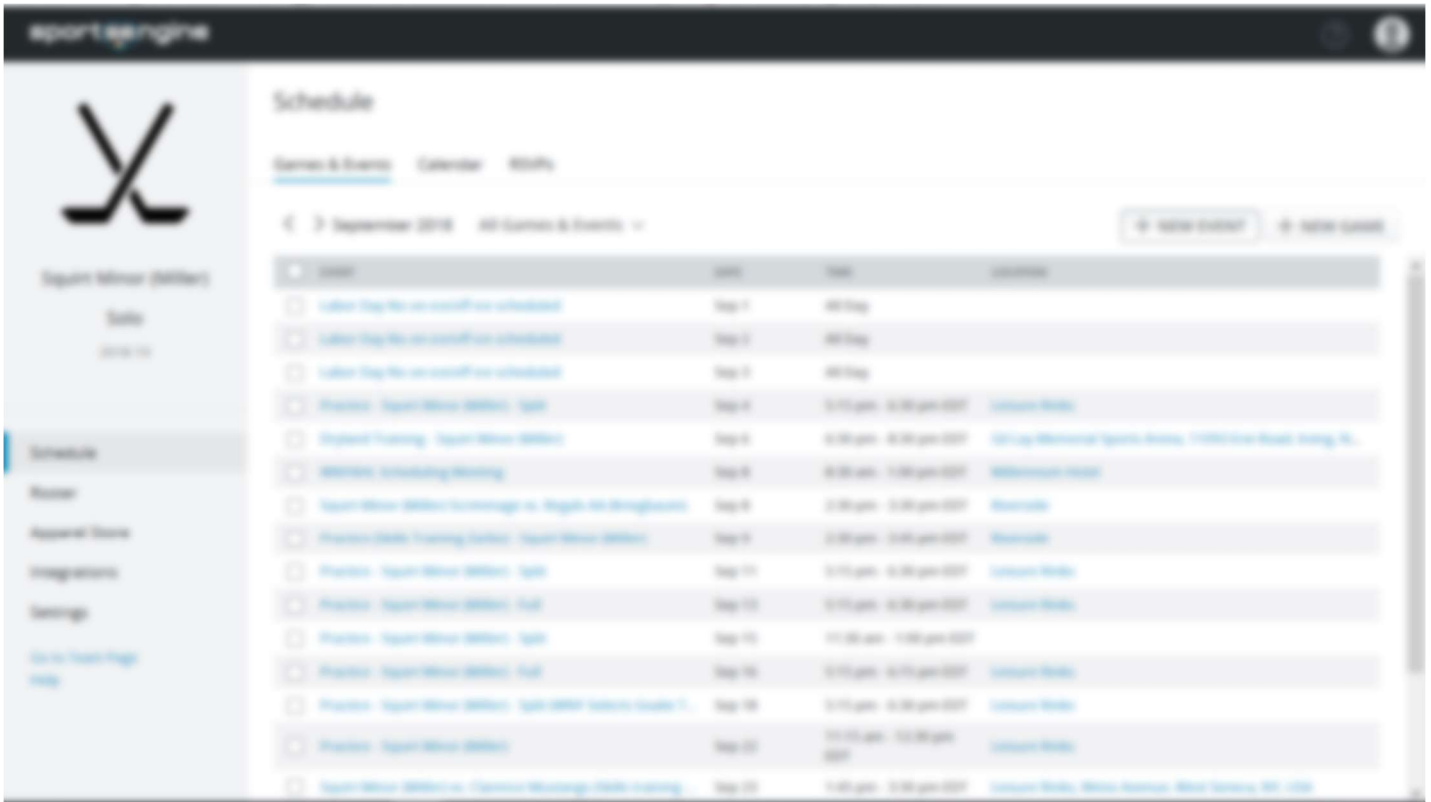
# How to Add an Event or Game to your Team Calendar

1. Login on the Southtowns Stars website using your credentials.
2. Click on the **Teams** tab, then find your team under either Boys Travel, Girls Travel, MOHL, or RWB. Once on your Team's website, click on the **Edit** switch at the Top-Right of the website.
3. Click on the yellow **Manage Team** button located under the **Regular Season** dropdown. (see below)  
This will take you to the **Team Page**.

The screenshot displays the Southtowns Stars Amateur Hockey Association website. The top navigation bar includes 'Home', 'Our Program', 'Board', 'Teams', 'Calendar', 'Tryouts', 'Open Ice', 'Registration', and 'Equipment Resale'. The 'Teams' tab is selected. The main content area shows the team page for 'Squirt Minor (Miller)'. A yellow banner with the text 'ADD GAME' is prominent. Below the banner, there are tabs for 'Complete' and 'Box Scores'. A message states 'Awaiting games, results and statistics.' A 'Printable Version' link is visible at the bottom. The left sidebar contains a 'Current Section' menu with options like 'Edit Top Nav', 'Teams', 'Boys Travel 2018-19', 'Squirt Minor (Miller)', and 'Add New Page'. The right sidebar has an 'ADMIN CONTROL PANEL' and 'USER' options.

## Adding an Event to the Team Calendar:

1. Click on the **+New Event** button on the Right of the Team Page.



2. A pop-up **New Event** window will appear. Complete the information on this window (use the scroll bar on the right to see all the fields). When finished entering information and choosing **Who's Invited?** and **Send RSVP** options, click on the Green **Add Event** button.

### New Event

Event Name \*

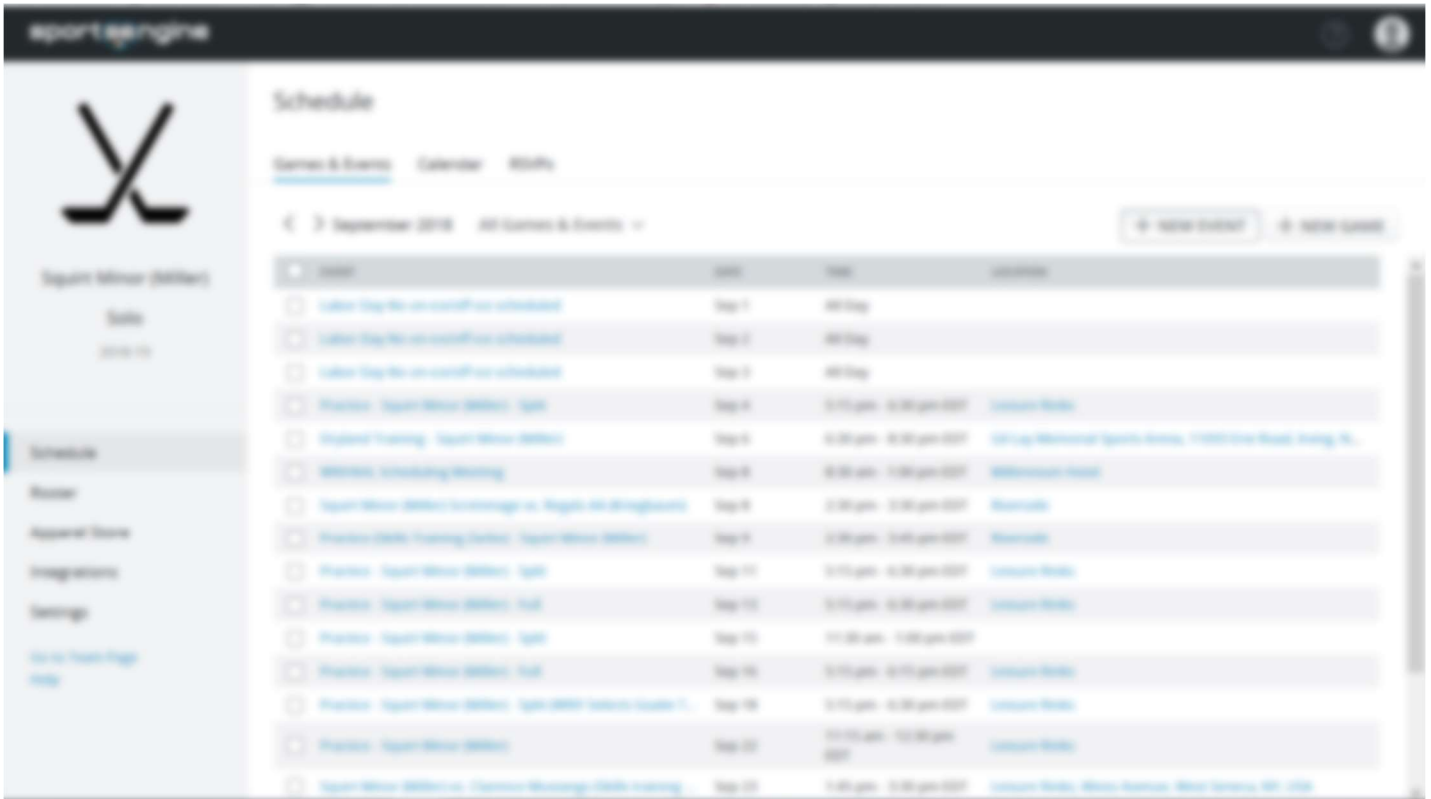
  
  
Date \*  
09/19/2018  All Day  
  
Start Time \*    End Time    Time Zone  
10:00 f    11:00 f    (UTC-04:00) Eastern Time (U...  
  
 TBD  
 Repeats  
  
Location  
TBD  
  
Location URL

### New Event

Location Details  
Ex. Field #3  
  
Description  
  
Who's invited?  
 All players & staff  
 Let me pick  
  
Send RSVP invites now?  
 Yes  
 No

## Adding a Game to the Team Calendar:

1. Click on the **+New Game** button on the Right of the Team Page.



2. A pop-up **New Game** window will appear. Complete the information on this window (use the scroll bar on the right to see all the fields). When finished entering information and choosing **Who's Invited?** and **Send RSVP** options, click on the Green **Add Game** button.

### New Game

Subseason \*  
Regular Season

Opponent \*  
TBD

Home Team \*  
Squirt Minor (...)

Date \*  
09/19/2018

Start Time \*  
10:00 pm

Duration \*  
H : M

Time Zone  
(UTC-04:00) Eastern Time (US...)

TBD Time

Location  
TBD

Location URL

CANCEL ADD GAME

### New Game

Subseason \*  
Regular Season

Opponent \*  
TBD

Home Team \*  
Squirt Minor (...)

Date \*  
09/19/2018

Start Time \*  
10:00 pm

Duration \*  
H : M

Time Zone  
(UTC-04:00) Eastern Time (US...)

TBD Time

Location  
TBD

Location URL

CANCEL ADD GAME

### New Game

# of minutes early

Uniform

Team Notes

Who's invited?  
 All players & staff  
 Let me pick

Send RSVP invites now?  
 Yes  
 No

CANCEL ADD GAME