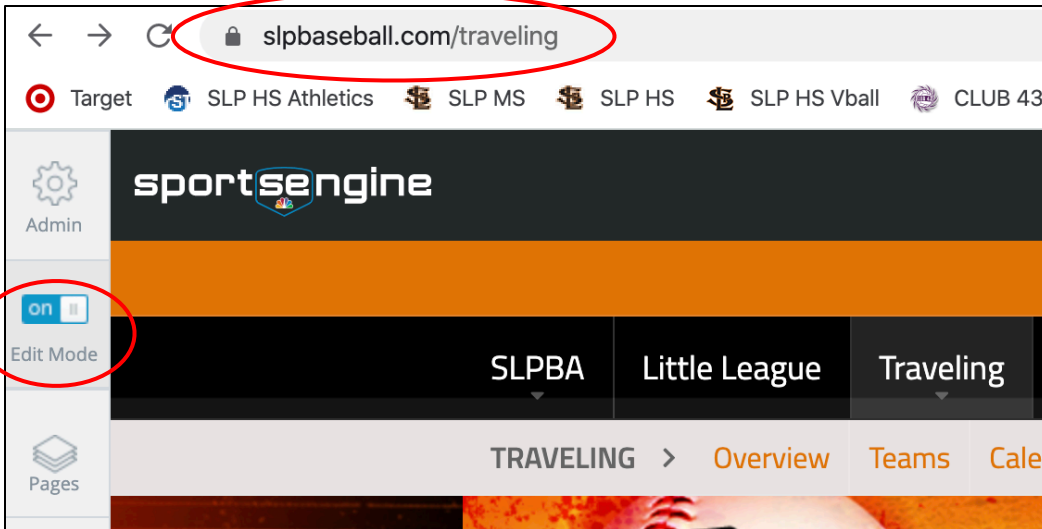
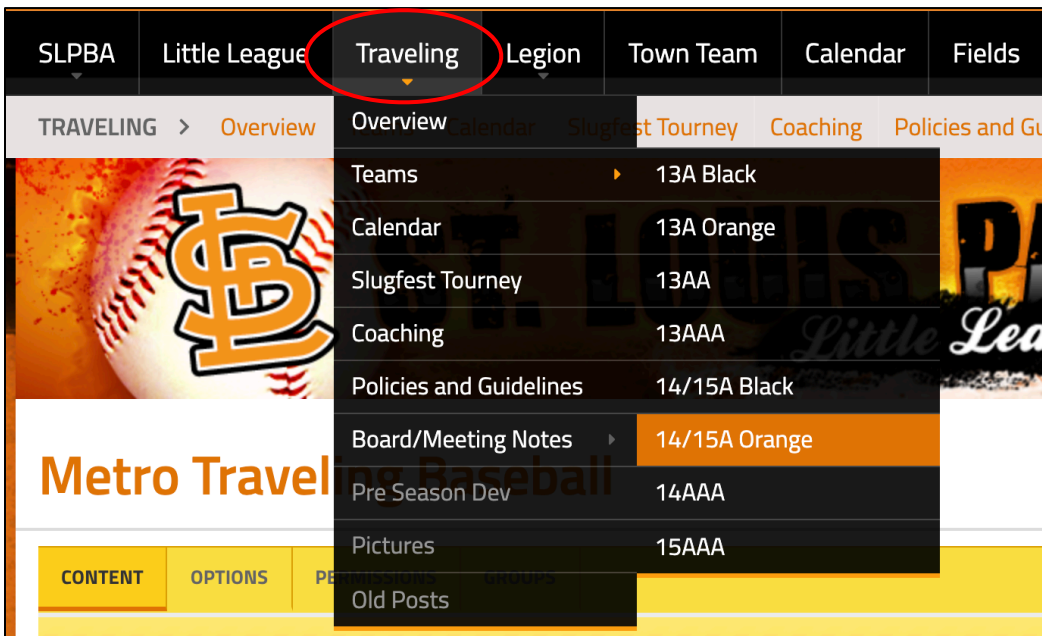


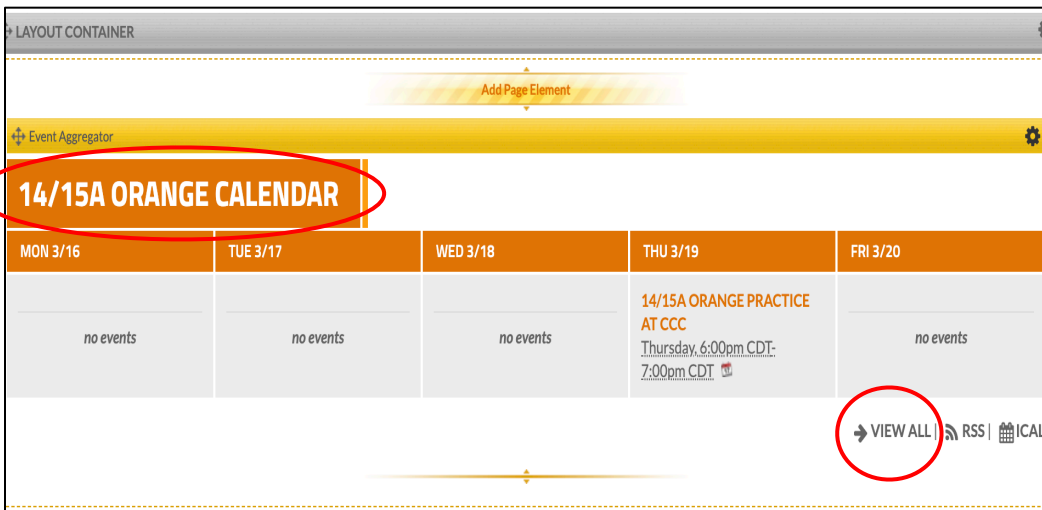
SCHEDULING EVENT



- Log on to Website
- Sign into your page to use "Edit Mode"



- Select "Traveling Tab"
- Scroll down to "Teams"
- Choose Team



- Under Team Calendar, select "View All"

LAYOUT CONTAINER

Add Page Element

Event Calendar

Add New Event
Add iCal Feed

CALENDAR VIEW MONTH LIST VIEW DAY VIEW

← June 2020 →

- Select “Add New Event”

Top Event Template: None

Bottom Event Template: None

* Event Name:

* When: 03/16/2020 8:30 am to 9:30 am Central Time (US & Canada)

☐ TBD Time ☐ All day

Repeats: Does not repeat

Location:

☐ Add Link to Location

Location Details:

Example: Field #2

Description:

Include a short description of the event; description is shown in the Event List Aggregator types, but not the Five Day View Aggregator.

☐ Enable Page Elements on Event Page

Add additional content to this Event using Page Elements and Layout Containers.

Create This Event

- Add Event Name
- Add Date and Time (time is 2-hour time blocks)
- Add Repeats (only for weekend tournaments with unknown time)
- Add Location
- Check “Add Link to Location”
- Add Location Details (specify field)
- Use “Description” for notes (i.e. dual practice)
- Click “Create This Event”

Top Event Template: None

Bottom Event Template: None

* Event Name:

* When: to Central Time (US & Canada)

☐ TBD Time ☐ All day

Repeats: Does not repeat

Status: Scheduled

Location:

☒ Add Link to Location

Location Details:

Example: Field #2

Location Link Type: ☒ Absolute Location Link
 Use this for links to external sites. Requires domain and path, example: www.sportngin.com/page/show

☐ Relative Location Link
 Use this for links to internal pages within your site. Requires only path, example: [page/show](#)

Location Link URL:

Open Location Link in: Same Window

Description:

- Example of Scheduled Event
- When adding a link to location, select "Absolute Location Link"
- Copy and Paste from Google Maps the location address
- The mbl.bz/fields website has some field locations
- Scheduling field locations helps communication between coaches and parents, especially those who are new to program

EDITING CURRENT EVENT

← June 2020 →						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
					WORK SLUGFEST All Day Event Saint Louis Park, MN, USA Tag(s): 14/15A Orange	WORK SLUGFEST All Day Event Saint Louis Park, MN, USA Tag(s): 14/15A Orange

- To edit an event detail, click on scheduled event

Recurring Event ⚙️


JUN **WORK SLUGFEST**

All Day, June 5th, 2020 Location: Saint Louis Park, MN, USA

[f](#) [t](#) [+](#)

Tag(s): 14/15A Orange

- Click on "Settings" Wheel

EDIT		CLOSE
	EDIT RECURRING EVENT This event is part of recurring event sequence. Would you like to change only this event, all events in the series or this and all future events in the series?	
<div>Only this event</div> <div>All Events in the Series</div> <div>This and All Following</div> <div>Cancel</div>		

- For one event, select “Only This Event”
- For recurring events, select “All Events in the Series”
- From there, update event details