Instructions for Adding/Deleting Games or Editing Games

1. Go to the Wisconsin Lacrosse Hub website https://www.wisconsinlacrosse.hub.com
2. Navigate to your team page under the Boys Varsity or Girls Varsity tab
3. At the top right corner, click on **Sign In**
4. Once you have signed in, at the top left of your team page, you will see an **Edit Mode** icon.
5. Click on the left side of the Edit Mode icon to switch into edit mode.
6. Click on **Game Schedule**
7. Click on **Add Game** to enter a new game
   a. Your Division (Conference) and Team should automatically be selected for Team 1. Select Home or Away for your team.
   b. Select the appropriate Division (Conference) and Team for Team 2. If you are playing a team that is not part of the WLF, select Custom Opponent and New Custom Team. Then enter the Team Name.
   c. Enter the date and time for the game. Select Time TBD, if appropriate.
   d. Enter the location for the game.
   e. Standings Overrides are preset to count a game toward League (State) and Division (Conference) standings.
      i. If you are playing a game that does not count for League standings, such as an out of state opponent, under Standings Overrides/Standings Options, select "Does Not Affect Standings."
      ii. If you are playing a game that does not count for Division (Conference) standings, such as a 2nd game against the same WLF opponent, under Standings Overrides/Standings Options, select "Affects League Standings Only."
   f. Click Create Game
8. To edit or delete a previously entered game, click on the Status of the game (usually the game time or TBD).
   a. Click on the cog icon.
   b. Select Delete to delete the game. Then confirm that you want to delete the game.
   c. Select Edit Game Details to edit the game. Edit as needed and click Save Details.