Leagues Scheduling Guide

Table of Contents

Last Edited: 04/25/2016

Leagues Scheduler

This guide is an overview of how to use the scheduling tools in Leagues. You can manually schedule all the matches by going directly into the League Scheduler. If you choose to have the system generate a schedule, it is recommended to follow the steps in the initial setup before continuing to the Scheduler. Whichever method you choose, the program or flight level scheduler settings are required in order to publish your schedule.

Initial Setup

Setting Up Facility Availability

If you want the system to schedule around Facility Availability for your league, follow the steps in the **Initial Setup** section below. If not, skip to **Scheduler** section.

*Note: Even if a facility is not available at the beginning or end of the season, use **blackout dates** and not **Court Availability** or the system may assume courts are available*

Note: The facility information listed on the Facility Management page cannot be edited. If you wish to update the facility information, please contact Membership Services

1. Navigate to **Leagues Setup**
2. Drill down to desired league
3. Click on desired league
4. Click **Facility Management**
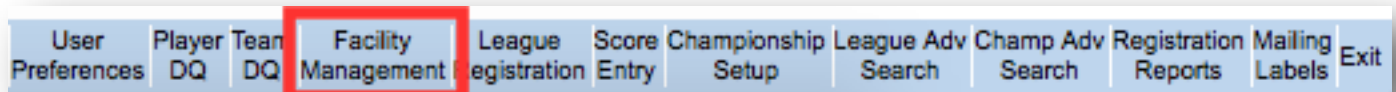
5. Under **Selected Facility**, choose desired facility
    - *Note: Facilities in the dropdown are those selected when creating the league. If the desired facility is not available, go to **Add Facility To League/Team** to add the facility to your league*
6. Click **Court Availability**
7. Select **New Court Availability**
    - *Note: Begin Date and End Date should be the **Season Begins** and **Ends** dates*
8. Enter **Start Date**, **End Date**, **Start Time**, **End Time**, **Courts** and **Comments**
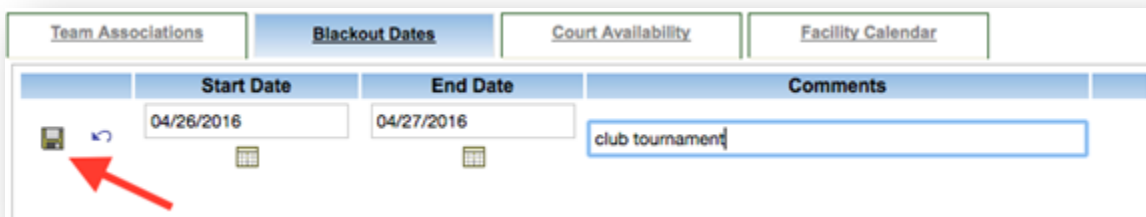
9. Click **floppy disc icon** to save

10. Select **Blackout Dates**
11. Click **New Blackout Date**
    - *Note*: Enter *Blackout Dates* to tell the system where this facility will not be available during the season. If both facilities have blackout dates for the same date the scheduler will not schedule matches on those dates. Blackout dates can be entered as a date range or an individual date. Multiple dates can be entered as well.
12. Enter **Start Date**, **End Date** and **Comments**

13. Click **floppy disk** to save
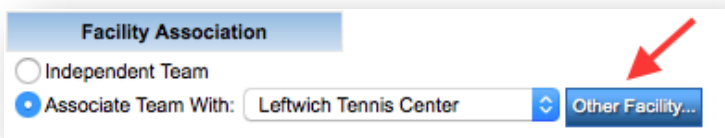14. Repeat steps 5-13 for all desired facilities

Add Facility to League/Team

In Leagues, the facility is associated with a team. If you want to add and associate a facility to a team, you can follow the steps below to do so:
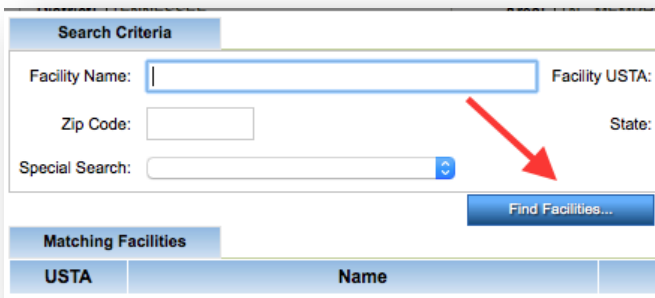
1. Navigate to **Leagues Setup**
2. Drill down to desired flight
3. **Right click** on desired team
4. Select **Facility Association**
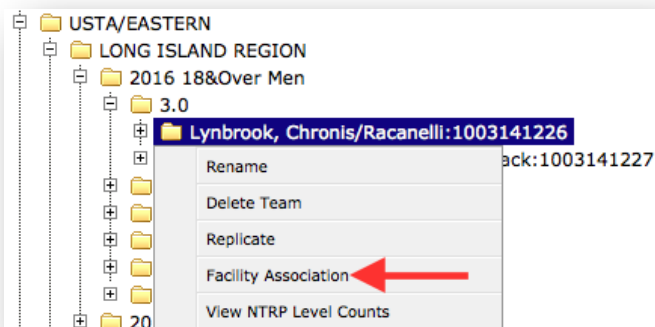
5. Click **Other Facility**

6. Under **Search Criteria**, enter facility name
7. Click **Find Facilities**

8. Click desired facility

Last Edited: 04/25/2016   ***   **Back to Top**

9. Click **Select Facility**

USTA	Name ▲	Address
919359647	La Jolla Beach Tennis Club	2000 Spindrift Dr, La Jolla, CA 92037
922658398	La Jolla Country Day	9190 Genese Ave, La Jolla, CA 92037
919359650	La Jolla Tennis Club	7632 Draper Ave, La Jolla, CA 92037
920264409	La Jolla Ymca	8355 Cliffridge Ave, La Jolla, CA 92037-2107
919359908	Tennis La Jolla	6701 La Jolla Scenic Dr S, La Jolla, CA 92037

10. Click **Save**

Scheduler

Setting Up League Scheduler Settings

Before you generate the schedule for your league or flight, you will need to input Scheduler Settings so the system knows what criteria to follow. **The Scheduler Settings at the League Level or Flight Level are required.** These settings are required in order to publish your schedule. Follow the steps below to input Scheduler Settings for your League:

1. Navigate to **Leagues Setup**
2. Drill down to desired league
3. **Right click** on desired league
4. Select **League New Scheduler**
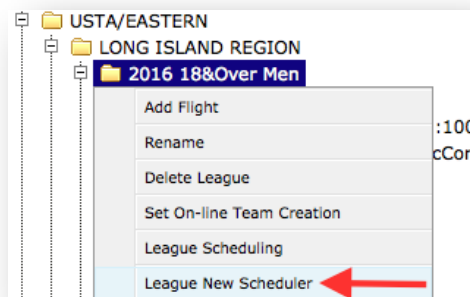
5. Input **Start of Play** date
6. Select average **Match Duration**
7. Select **Round Robin Type**
8. Input number of **Complete Round Robins** to be scheduled
   - *Note: The system will create a schedule where every team plays each other in the flight according to the number indicated in the Complete Round Robins field*
9. Input number of **Courts Required** for team match
10. Click **Save Settings**

11. Click **New Day Of Play**

12. Select day of play under **Default Schedule Days Of Play**
13. Input **Start Time**
    - *Note: If you have more than one day with same **Start Time** you can select multiple days in one section; if there is more than one **Start Time**, select **New Day of Play** a second time to add new day and time*
14. Click **floppy disc** to save

15. If there are dates during season where no matches are played, select **New Skip Day**
    a. Enter **Start** and **End Date**
    b. Enter **Comments**
    c. Select **floppy disc** to save

Setting Up Flight Level Scheduler Settings

If you wish to schedule at the flight level, you will have to input scheduler settings at the flight level. Follow the steps below to input scheduler settings at the flight level:

1. Navigate to desired league
2. **Right click** on league
3. Select **League New Scheduler**
4. Under **Schedule Level**, select desired flight

5. Input schedule settings specific to selected flight
6. Click **Save Settings**

Scheduling At League Level

Once the default scheduler settings have been entered, you now have two options to generate a schedule for your league. You can generate a schedule for all your flights at once or you can schedule all your flights separately. To schedule your flights separately, go to **Scheduling At Flight Level**. Follow the steps below to generate a schedule for all your flights at once:

1. Navigate to **League Scheduler** page
2. Check box for **Regenerate match schedules for flights that have not been published**
3. Check box for **Apply Settings Flight**
4. Click **Generate Schedule**
   - *Note*: *This will generate a schedule for every flight using exactly the same parameters entered for the league including number of rounds and day of play*

Scheduling At Flight Level

Once you have entered in flight schedule settings, you can also schedule each flight separately. To do this, follow the steps below:

1. Navigate to **League Scheduler** page
2. Under **Schedule Level**, select desired flight
3. Click **Generate Schedule**
4. Repeat steps 2 and 3 for all flights

Publish League Schedule

Once the schedule for a league has been generated, it is viewable only to the league coordinator. This allows the coordinator to review the schedule and make any necessary changes. To make the schedule available to captains and players the schedule will need to be published. Follow the steps below to publish your league's schedule:

Note: There is no publish all button, each flight needs to be published individually

1. Navigate to **League Scheduler** page
2. Click **Match Listings**
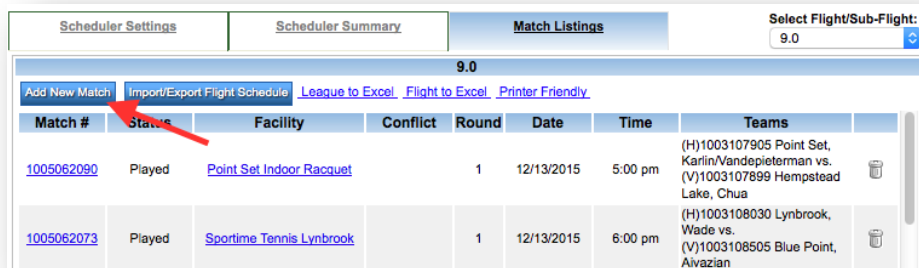3. Under **Select Flight/Sub-Flight**, select desired flight
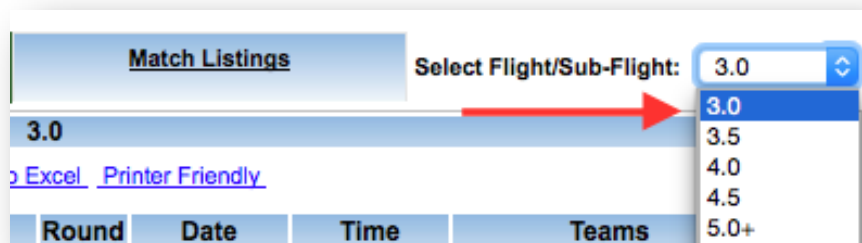
4. Click **Publish Schedule**
5. Repeat steps 3-4 for all flights
   - *Note: Once the schedule is published it is available to captains and players. The schedule has to be published in order for captains to view and enter in scores for the matches.*

Leagues Scheduling Guide

Add New Match

If you want to add a new match to your existing league schedule, follow the steps below:

1. Navigate to **League Scheduler** page
2. Click **Match Listings**
3. Under **Select Flight/Sub-Flight**, choose desired flight
4. Click **Add New Match**
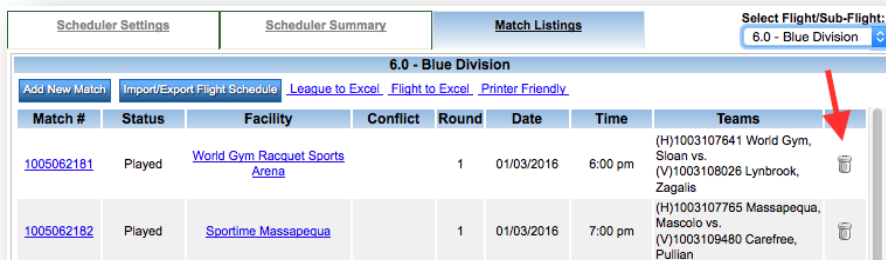
5. Enter **Match Settings** information
6. Enter **Play at Facility Settings** information
7. Click **Add New Match**

Delete Match

If you want to delete a match, you can follow the steps below:

1. Navigate to **League Scheduler** page
2. Click **Match Listings**
3. Under **Select Flight/Sub-Flight**, choose desired flight
4. Click on the **trash can** icon to delete match

Generate New Schedule

If you want to redo a schedule for a flight, you can do this by following the steps below:

1. Navigate to **League Scheduler** page
2. Click **Match Listings**
3. Under **Select Flight/Sub-Flight**, choose desired flight
4. Click **Delete All**

1005062305	Played	Sportime Massapequa		1	12/13/2015	3:00 pm	(H)1003107767 Massapequa, Walther vs. (V)1003107764 Carefree, Valencia
1005062217	Played	Sportime Tennis Lynbrook		1	12/19/2015	4:00 pm	(H)1003108027 Lynbrook, Brahmbhatt vs. (V)1003107646 C Morley, Sotomayor
1005062242	Played	Sportime Tennis Lynbrook		1	12/20/2015	3:00 pm	(H)1003107998 Lynbrook, Decicco vs. (V)1003107913 Point Set, Jaeger
							(H)1003107902 Long Beach, Siddiqui vs.

☐ Set Team 'Bye' Dates

Delete All   Generate Schedule

5. Click **Scheduler Settings**
    *   ***Note****: Make sure correct flight is shown in **Schedule Level** dropdown*
6. Click **Generate Schedule**

☐ Set Team 'Bye' Dates

Get League Settings...   Generate Schedule

Edit Match Details

1. Navigate to **League Scheduler** page
2. Click **Match Listings**
3. Under **Select Flight/Sub-Flight**, choose desired flight
4. Click **Match #**


5. Modify desired fields

6. Click **Save Match Settings**
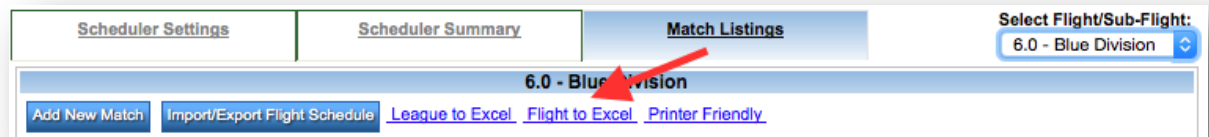
Schedule Reports

Flight/League Schedule Reports

After the schedule has been published for your league, there are two Excel file reports available for export: the schedule for a specific flight or all the schedules in your league. Follow the steps below to select the desired report:

1. Navigate to **League Scheduler** page
2. Click **Match Listings**
   a. For all schedules, click **League to Excel**
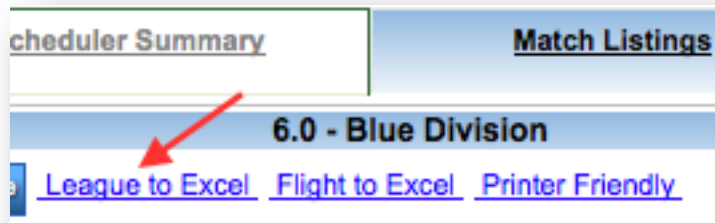
   b. For specific flight schedule:
      i. Under **Select Flight/Sub-Flight**, choose desired flight
   ii. Click **Flight to Excel**

Match Schedule Report

There is also a printer friendly administrative match schedule report that allows the coordinator to view the schedule and find problems or matches that need to be edited. Follow the steps below to print this report:

1. Navigate to **League Scheduler** page
2. Click **Match Listings**
3. Under **Select Flight/Sub-Flight**, choose desired flight
4. Click **Printer Friendly**
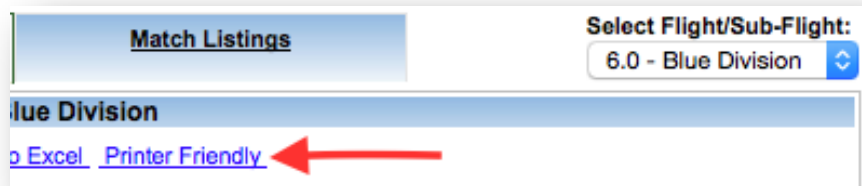
Scheduler Summary Tab

In the League Scheduler area, you will also find the Scheduler Summary tab. This page gives you an overview of your league and allows you to easily check the status of all your flights. The scheduler summary tab can also help identify any teams that may not have a facility associated and will help to verify which flights have been created or published. Follow the steps below to get to your scheduler summary page:

1. Navigate to **League Scheduler** page
2. Click **Scheduler Summary**
    a. To edit flight settings, click **wrench icon**
    b. To see match listings, click **paper icon**
    c. To return to league settings, click **Scheduler Settings**