

Create Schedule

NEEDED:

1. Teams
2. Team contacts
3. Field Availability
4. Conflict date (must be approved by League Board Liaison)
5. No recurring dates will be approved (example no games on Mondays) unless league wide.

STEPS:

1. SIGN IN (Administrative Sign in at bottom of FDALEBASEBALL.com)
2. Select SCHEDULES
3. Select your League (hi-lited in blue)
4. Select Configurations drop down SCHEDULING
5. DIVISION SCHEDULE TYPES – See attached Print out
6. Once complete select Save and Next Step
7. TEAMS TAB comes up. Here you can edit Coach contact info and Add Conflicts
****CONFLICTS*** Must be approved by League Board Liaison. No recurring conflicts will be authorized (i.e. no games on Mondays)
NOTE the more conflicts you add the harder it is to schedule
8. Once done select NEXT STEP
9. Now you are on TIME SLOTS TAB
 - a. Here you manage your Time slots.
 - b. Manage Locations. These are added already it is the names of fields. If you need any added please contact Board Member (example Allen 90, Allen 60) You should not have to add any unless other town adds field
 - c. Select Add Time Slot
 - i. Enter days, Start Times and Locations
 - ii. GAME (this is if you want it to be 1st or 2nd schedule) (During the week should be 2 and Saturday games should be 1)

NOW YOUR SCHEDULE IS COMPLETE. PLEASE CHECK ANY HI LITED GAMES. THESE ARE CONFLICTS. (THESE OCCUR IF YOU ADD TOO MANY CONFLICT DATES)