



# How to schedule or reschedule a practice

Spring 2023

# New Game or Practice

HQ Home

Home About MYS 2023 Spring **Schedule** Coaches Documents Fields Register More +

## Schedule

CALENDAR VIEW MONTH LIST VIEW DAY VIEW

← April 2023 →

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
	<b>SENIORS / COUGARS - PRACTICE</b> Monday, 6:00pm EDT-7:00pm EDT 📅 Tag(s): Home Cougars Commons - Store Side	<b>MAJORS / WILDCATS - PRACTICE</b> Tuesday, 4:00pm EDT-5:00pm EDT 📅 Tag(s): Home Wildcats Commons - Store Side  <b>JUNIORS / EAGLES - PRACTICE</b> Tuesday, 5:00pm EDT-6:00pm EDT 📅 Tag(s): Home Eagles Commons - Store Side  <b>MAJORS / WOLFPACK - PRACTICE</b> Tuesday, 6:00pm EDT-7:00pm EDT 📅 Tag(s): Home Wolfpack	<b>MINORS / TERPS - PRACTICE</b> Wednesday, 5:00pm EDT-6:00pm EDT 📅 Tag(s): Home Terps Commons - Store Side	<b>MAJORS / BULLDOGS - PRACTICE</b> Thursday, 5:00pm EDT-6:00pm EDT 📅 Tag(s): Home Bulldogs Roosevelt School Field  <b>MINORS / WOLFPACK - PRACTICE</b> Thursday, 5:00pm EDT-6:00pm EDT 📅 Tag(s): Home Wolfpack Commons - Store Side  <b>JUNIORS / WILDCATS - PRACTICE</b> Thursday, 6:00pm EDT-7:00pm EDT 📅 Tag(s): Home Wildcats	<b>JUNIORS / GATORS - PRACTICE</b> Friday, 5:00pm EDT-6:00pm EDT 📅 Tag(s): Home Gators Commons - Store Side  <b>JUNIORS / BULLDOGS - PRACTICE</b> Friday, 6:00pm EDT-7:00pm EDT 📅 Tag(s): Home Bulldogs Pine Banks Field	<b>JUNIORS / SPARTANS - PRACTICE</b> Saturday, 9:00am EDT-10:30pm EDT 📅 Tag(s): Home Spartans Commons - Store Side

- Go to our website
- Click Schedule
- Click on the day you want

# New Game or Practice

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Home

OFF Edit Mode

## Day Calendar

CALENDAR VIEW MONTH LIST VIEW DAY VIEW

← Mon Apr 17, 2023 →

Show Tag Menu

Hide Tags / PRINT PAGE / SUBSCRIBE TO RSS FEED / SUBSCRIBE TO ICAL FEED

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- Click Edit to On

# New Game or Practice

HQ Home

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Day Calendar

on ii Edit Mode

Add New Event  
Add iCal Feed

CALENDAR VIEW MONTH LIST VIEW DAY VIEW

← Mon Apr 17, 2023 →

Show Tag Menu

Hide Tags / PRINT PAGE / SUBSCRIBE TO RSS FEED / SUBSCRIBE TO ICAL FEED

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- Click "Add New Event"

# New Game or Practice

- Select the Tags for your team and the Field you want
- Fill in the details for the event name, day and time
- Add the name of the field (this is what you will see in SportsEngine)
- Scroll to the bottom and click “Create this Event”
- The practice will now be visible on our calendar and in SportsEngine

**CALENDAR EVENT** ADD NEW EVENT CLOSE

Select which Tag(s) to attach to your Calendar Event. Input event name, description, location, date and time.

**CURRENTLY SELECTED TAG(S):**

Melrose Youth Softball

Spartans Commons - Store Side

Select All Tags Clear All Tags Show Tag Menu

Top Event Template: None

Bottom Event Template: None

Event Name: Juniors / Spartans - practice

When: 4/17/2023 5:00 pm to 6:00 pm  
Eastern Time (US & Canada)  
 TBD Time  All day

Repeats: Does not repeat

Location: Enter a location  
 Add Link to Location

Location Details: Common Store  
Example: Field #2

Description:

Add New Event

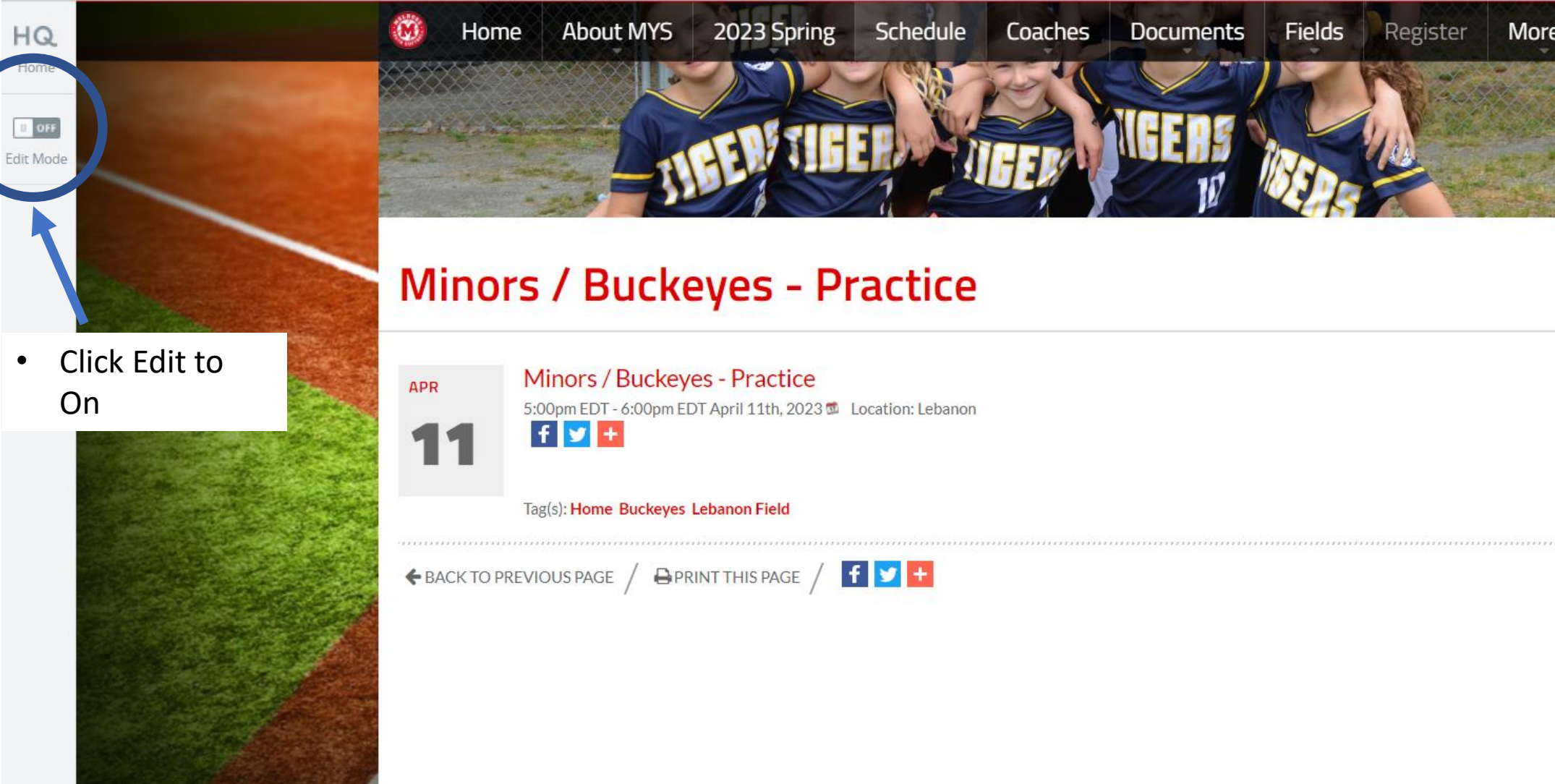
# Reschedule a practice or game

- Go to our website
- Click Schedule
- Find your practice and click the link

The screenshot shows a website interface with a navigation bar at the top containing links for Home, About MYS, 2023 Spring, Schedule, Coaches, Documents, and Fields. The 'Schedule' page is active, displaying a calendar for April 2023. The calendar shows several practice events for different teams, including Seniors/Cougars, Majors/Wildcats, Minors/Terps, and Juniors/Eagles. A blue arrow points from the 'Schedule' menu item to the calendar, and another blue arrow points from a practice event on Monday, April 2nd to the text 'click the link' in the instructions.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	29	30	
	2 <b>SENIORS / COUGARS - PRACTICE</b> Monday, 6:00pm EDT-7:00pm EDT Tag(s): Home Cougars Commons - Store Side	3 <b>MAJORS / WILDCATS - PRACTICE</b> Tuesday, 4:00pm EDT-5:00pm EDT Tag(s): Home Wildcats Commons - Store Side  <b>JUNIORS / EAGLES - PRACTICE</b> Tuesday, 5:00pm EDT-6:00pm EDT Tag(s): Home Eagles Commons - Store Side	4 <b>MINORS / TERPS - PRACTICE</b> Wednesday, 5:00pm EDT-6:00pm EDT Tag(s): Home Terps Commons - Store Side	5 <b>MAJORS / BULLDOGS - PRACTICE</b> Thursday, 5:00pm EDT-6:00pm EDT Tag(s): Home Bulldogs Roosevelt School Field  <b>MINORS / WOLFPACK - PRACTICE</b> Thursday, 5:00pm EDT-6:00pm EDT Tag(s): Home Wolfpack Commons - Store Side	6 <b>JUNIORS / WILDCATS - PRACTICE</b> Friday, 5:00pm EDT-6:00pm EDT Tag(s): Home Wildcats Commons - Store Side  <b>JUNIORS / EAGLES - PRACTICE</b> Friday, 6:00pm EDT-7:00pm EDT Tag(s): Home Eagles Commons - Store Side

# Reschedule a practice or game



The image shows a screenshot of a sports website. On the left is a sidebar with a logo 'HQ' and 'Home' below it. A blue circle highlights a toggle switch labeled 'OFF' and 'Edit Mode'. A blue arrow points from this toggle to a text box. The main content area has a dark navigation bar with links: Home, About MYS, 2023 Spring, Schedule, Coaches, Documents, Fields, Register, and More. Below this is a banner image of young baseball players in blue jerseys with 'TIGERS' written on them. The main heading is 'Minors / Buckeyes - Practice' in red. Below the heading is a date card for 'APR 11' and event details: 'Minors / Buckeyes - Practice', '5:00pm EDT - 6:00pm EDT April 11th, 2023', and 'Location: Lebanon'. There are social media icons for Facebook, Twitter, and a plus sign. Below the event details are tags: 'Home Buckeyes Lebanon Field'. At the bottom, there are navigation links: '← BACK TO PREVIOUS PAGE / PRINT THIS PAGE /' followed by social media icons for Facebook, Twitter, and a plus sign.

HQ  
Home

Home About MYS 2023 Spring Schedule Coaches Documents Fields Register More

OFF  
Edit Mode

Minors / Buckeyes - Practice

APR  
11

Minors / Buckeyes - Practice  
5:00pm EDT - 6:00pm EDT April 11th, 2023 Location: Lebanon

Tag(s): Home Buckeyes Lebanon Field

← BACK TO PREVIOUS PAGE / PRINT THIS PAGE /

- Click Edit to On

# Reschedule a practice or game

The screenshot shows a web interface for a sports team. At the top, there is a navigation bar with links: Home, About MYS, 2023 Spring, Schedule, Coaches, Documents, Fields, Register, and More +. On the left side, there is a sidebar with 'HQ Home', 'on Edit Mode', and 'Pages'. The main content area features a header for 'Minors / Buckeyes - Practice' and a yellow bar indicating it is a 'Recurring Event'. Below this, a calendar view shows the date 'APR 11' with the event details: 'Minors / Buckeyes - Practice', '5:00pm EDT - 6:00pm EDT April 11th, 2023', and 'Location: Lebanon'. There are social media icons for Facebook, Twitter, and a plus sign. Below the event details, there are tags: 'Home Buckeyes Lebanon Field'. At the bottom of the event section, there are links for 'BACK TO PREVIOUS PAGE', 'PRINT THIS PAGE', and social media icons. A blue circle highlights a gear icon in the top right corner of the event card, which has opened a dropdown menu with options: 'Add Event', 'Edit', and 'Delete'. A blue arrow points from the 'Edit' option to the list of instructions on the right.

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## Minors / Buckeyes - Practice

Recurring Event

APR 11

Minors / Buckeyes - Practice  
5:00pm EDT - 6:00pm EDT April 11th, 2023 Location: Lebanon

Tag(s): Home Buckeyes Lebanon Field

← BACK TO PREVIOUS PAGE / PRINT THIS PAGE /

- Click the gear icon
- Click edit

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# Reschedule a practice or game

- If you change the field, make sure to select the appropriate tag
- Fill in the details for the event name, day and time
- Confirm the name of the field (this is what you will see in SportsEngine)
- Scroll to the bottom and click “Create this Event”
- The updated practice will now be visible on our calendar and in SportsEngine

EDIT CLOSE

CURRENTLY SELECTED TAG(S):

Melrose Youth Softball

Home Buckeyes Lebanon Field

Show Tag Menu

Top Event Template: None

Bottom Event Template: None

\* Event Name: Minors / Buckeyes - Practice

Date: 04/11/2023 Time: 5:30 pm to 6:30 pm

Time Zone: Eastern Time (US & Canada)

TBD Time  All day

Repeats: Does not repeat

Status: Scheduled

Location: Enter a location

Add Link to Location

Location Details: Lebanon

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.