

Entering and Maintaining Your Schedule. Updates for 2022

**Examples here will be based on schedules already inputted and managed from the 2019-2020 season.



Coach Tools

All your team management in one place.

REQUEST ACCESS TO ANOTHER SPORT

Football



Liverpool

4338 Wetzel Road, Liverpool, NY 13090

Border Color Background Color

Sport plays at alternate location
-none-

HEAD COACH

COACHES

ATHLETIC DIRECTOR

MANAGER

SCHEDULE/RESULTS ROSTER ANNOUNCEMENT LOCAL MEDIA ADD EVENT STATS REPORTING

	DATE	START	OPPONENT	RESULT	LEAGUE	SEEDING
1	9/6/2019	8:00 PM	Fayetteville-Manlius 2	W, 21-7	✓	✓

1. Clicking on this tab will reveal your inputting schedule.

Coach Tools

REQUEST ACCESS TO ANOTHER SPORT HIDE TEAM INFO

Football (2021-22 Season)



Liverpool (LCSD) Warrior

4338 Wetzel Road, Liverpool, NY 13090

Border Color Background Color

Sport plays at alternate location
-none-

HEAD COACH

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MANAGER

SCHEDULE/RESULTS ROSTER ANNOUNCEMENT LOCAL MEDIA

ADD EVENT STATS REPORTING

	DATE	START	OPPONENT	RESULT
✓	9/3/2021	5:00 PM	St. Francis	L, 13-44
✓	9/9/2021	6:30 PM	Henninger	W, 45-18
✓	9/17/2021	6:30 PM	Baldwinsville	L, 14-20
✓	9/24/2021	6:30 PM	@Nottingham	W, 34-18
✓	10/2/2021	1:30 PM	@Utica Proctor	W, 29-6
✓	10/8/2021	6:30 PM	Cicero-North Syracuse	W, 21-14
✓	10/15/2021	6:30 PM	Rome Free Academy	W, 42-7
✓	10/22/2021	6:00 PM	@Corcoran	L, 0-8
✓	10/29/2021	6:30 PM	Utica Proctor	W, 39-22
✓	11/5/2021	7:00 PM	@Cicero-North Syracuse	L, 0-17

Event

Date

Start Time Broadcast

Format Example: 7:30 PM

OPPONENT

Section

Non-Section Request Missing Team

Non-Section Class

Home Game

Non-League Game

Check this box if this game is considered to be a "Non-league" game. The game will appear as a win/loss in your overall record AND count for seeding points.

Does Not Count For Points/Seeding

Both Teams Home Team Only Away Team Only

Check this box if this game does not count for seeding points. The game will appear as a win/loss in your overall record but will NOT count for points and will NOT count as a season's divisor for overall seeding average.

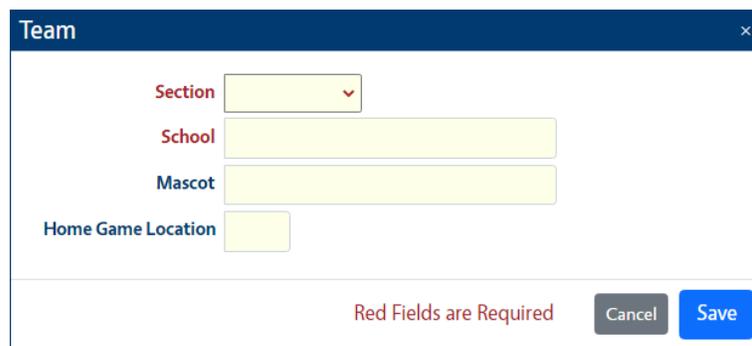
Location Add Missing Location

Leave blank to play at home team's location. Begin typing to see available locations

Red Fields are Required

Scheduling Input Box

1. Simply enter or choose the date of your contest.
2. This box will automatically populate all the schools in your Section. You can click on the box, or you can type the first couple of letters of the school you seek, and you should see the team you would like to select.
3. Playing a team outside of your Section. Click on the box, and type the first couple of letters of the school you seek. and you should see the team you would like to select IF the team has been added as a missing team or is in the database from the past.
- 3A. If the team you seek is not in the list you can choose "Add Missing Team". The Section (including Non-Section teams). You can add the mascot and a home game address for the Missing Team. All information is helpful.



The screenshot shows a window titled "Team" with a close button in the top right corner. Inside the window, there are four input fields, each with a red asterisk indicating it is required: "Section" (a dropdown menu), "School" (a text box), "Mascot" (a text box), and "Home Game Location" (a text box). At the bottom of the window, there is a red text label "Red Fields are Required", a "Cancel" button, and a "Save" button.

- 3B. Add the classification of the Missing Team. If you seed by common classifications (i.e. school size based on enrollments), you can add a matching classification to reflect competition in your own Section.
4. If you are the "Home Team" for your game, please click this box. If you are away, simply leave it unchecked.
5. **BRAND NEW FOR 2022: If the game is a non-league game, counts for seeding points, and wins / losses record, click here. The Default will apply to Both Teams.**
In cases where teams split seeding points and the game will county for one team, but not another, you simply indicate which team DOES NOT count for points/seeding. The system will get it right. If you change venues for a game, or home/away designations for a team, please double check your setting when seeding rules are different for both teams.
6. If the game is being played at a neutral site, not either of the teams' home gym, you can choose to enter it here. If the selection is not in the list, you can add it same as adding a Missing Team (See #3A).

Entering and Maintaining Your Schedule: Game Cancellations (Postponements)

For reasons of weather or school scheduling conflicts, and in this past year, changing games for emerging health concerns will be necessary. A coach, administrator, secretary, or team manager, can open the Coach Console and cancel a game in 5 seconds.



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Football



Liverpool

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Border Color Background Color

Sport plays at alternate location

-none-

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[SCHEDULE/RESULTS](#) [ROSTER](#) [ANNOUNCEMENT](#) [LOCAL MEDIA](#) [ADD EVENT](#) [STATS REPORTING](#)

	DATE	START	OPPONENT	RESULT		LEAGUE	SEEDING	
	9/6/2019	8:00 PM	Fayetteville-Manlius	W, 21-7				

1. By clicking on the red calendar icon, the game will be cancelled. You will be asked in a pop-up if you're certain you want to do this, but answer yes. You will see the message on the schedule, and that will populate on the daily scoreboard, the sectional calendar of events, and be sent to all notifications subscribers via text or email.



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[SCHEDULE/RESULTS](#) [ROSTER](#) [ANNOUNCEMENT](#) [LOCAL MEDIA](#) [ADD EVENT](#) [STATS REPORTING](#)

	DATE	START	OPPONENT	RESULT		LEAGUE	SEEDING	
	Cancelled		Fayetteville-Manlius	W, 21-7				

- 2
- 3

- Clicking on the empty green calendar icon will allow you to "UnCancel" a game in the event of an error.
- When a game is rescheduled for the next day, or later in the season, you will be able to click on the green calendar icon and "reschedule" the cancelled game. A pop-up box will appear. Choose your new date and time of the game and click "Reschedule". That's it!

Reschedule Event ✕

Date

Start Time

Format Example: 7:30 PM

Red Fields are Required
Cancel
Reschedule



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LOCAL MEDIA
ADD EVENT
STATS REPORTING

	DATE	START	OPPONENT	RESULT		LEAGUE	SEEDING		
	9/13/2019	7:00 PM	@Cicero-North Syracuse	W, 10-0			✓	✓	
	9/20/2019	7:00 PM	Henninger	W, 40-14			✓	✓	
	9/27/2019	7:00 PM	@CBA	W, 38-15			✓	✓	
	10/4/2019	6:00 PM	@Corcoran	W, 22-21			✓	✓	
	10/11/2019	7:00 PM	Nottingham	W, 43-12			✓	✓	
	10/18/2019	7:00 PM	@Corning-Painted Post HS	L, 0-28			✓	✓	
	7/12/2021	7:00 PM	Fayetteville-Manlius	W, 21-7			✓	✓	

1 © 2021 - High School Sport Stats

- The game now appears properly in the schedule, has been updated on all calendars and scoreboards, and has been sent to all subscribers as a text or email that the change has been made.