

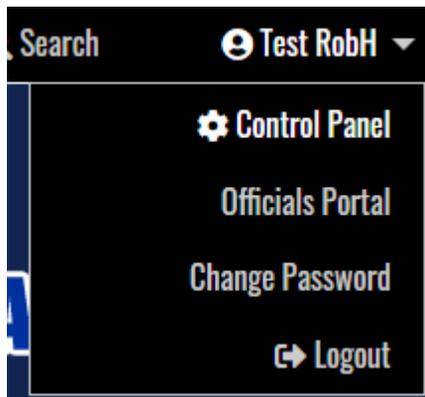
# Scheduling

League games are centrally scheduled. But teams book their own practices, and are involved in rescheduling games when needed.

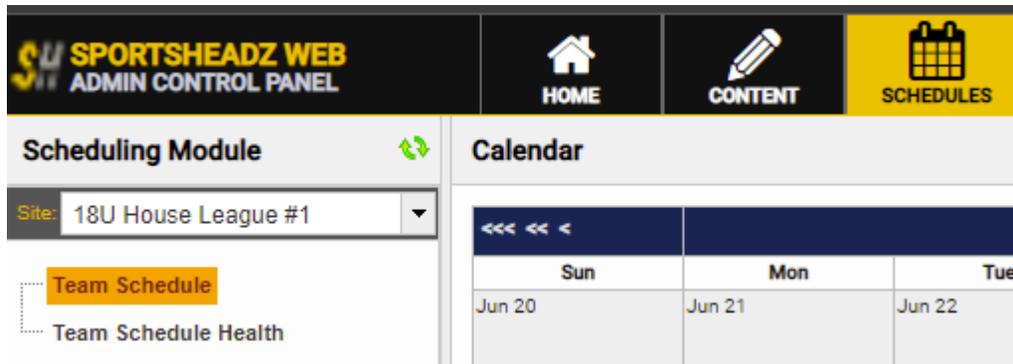
## Scheduling Practices

To book practices:

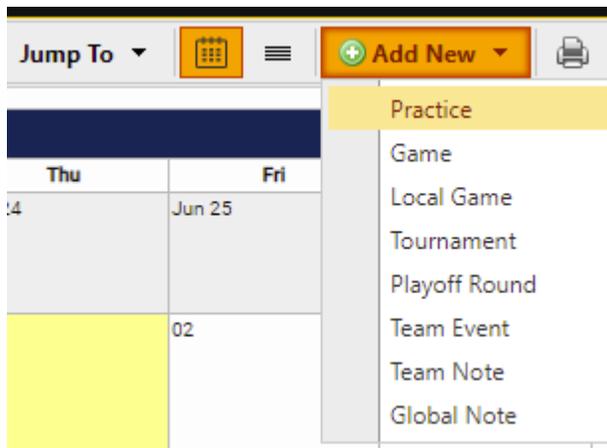
1. Pick date. All teams have a home night, which is yours all season other than any specific blackout dates which would be communicated to you. If you don't have a game on your home night in a given week, that night is available to you to practice.
  - a. Book those you'll use (assumed to be most of them) on your website (see below)
  - b. Release those you won't through the municipality
2. Municipality contacts for booking are Tori and/or Abby with the Municipality of Thames Centre at [recreation@thamescentre.on.ca](mailto:recreation@thamescentre.on.ca)
3. To book practices other than on your Home Night, work with Tori / Abby to find and secure an available date.
4. Practices booked "go on DMBA's tab".
5. Enter practices into your team's website schedule:
  - a. Login, top right of website
  - b. Click your name, then Control Panel



- c. Click Schedules on the top. Anyone coaching more than one team, where "18U House League #1" shows in the screen shot is where you pick which team to work on.



d. Add new practice



e. Enter details, then “Insert & Add Another” to do more than one or “Insert & Close”.

### Cancelling a Game - RAINOUT

*“Cancelling” a game normally means postponing it, but the term “cancel” is used as that’s how the web scheduling tools refer to it. This is for the case where you know you need to cancel a game but don’t yet know when it will be made up. See next section for what to do when you know the new game date.*

This section describes what to do for a rainout or other last minute need to cancel. Example you get word diamonds are closed or have decided in conjunction with the other coach that you won't play a given game due to certain storm or washout. Try to do this as little as possible as it creates churn for those who schedule games and umpires.

### **HOME GAMES:**

You will need to send several emails. In all of them, specify game details including home & away team as well as game number from your schedule (example 18u11). Mark them urgent if you're writing them on the day the cancellation will happen.

1. Confirm the cancellation or need to reschedule with the opposing coach.
2. Advise your team!
3. Email appropriate DMBA scheduling contact, notifying of the cancellation.
  - a. House League: Mike Graham ([mikegraham79@hotmail.com](mailto:mikegraham79@hotmail.com)) with cc: to DMBA web administrator Melissa Smith at [website@dorchesterbaseball.com](mailto:website@dorchesterbaseball.com)
  - b. Rep or Select: Jim DosSantos ([jimdossantos44@gmail.com](mailto:jimdossantos44@gmail.com)) with cc: to DMBA web administrator Melissa Smith at [website@dorchesterbaseball.com](mailto:website@dorchesterbaseball.com)
4. Email Ron Coghlin ([ronniecog@hotmail.com](mailto:ronniecog@hotmail.com)), DMBA Umpire coordinator, to cancel the umpires.
5. Email Tori/Abby ([recreation@thamescentre.on.ca](mailto:recreation@thamescentre.on.ca)), Thames Centre Municipality, to let her know that the diamond doesn't need to be prepared for a game.

### **AWAY GAMES:**

The opposing team is responsible for their association's version of the above procedure. You just let your team know and provide your team's availability as the opposing coach reschedules.

### Game Re-Scheduling

*This is for the case of making up a previously cancelled game (rainout) or rescheduling a game in advance. Example players are away on vacation, you don't have enough to play and can't secure callup(s) from lower division. You know this is happening some time in advance and proceed right to rescheduling without cancelling first. Note this can happen for the opposing team too and they're reaching out to request reschedule.*

## **HOME GAMES:**

It's basically several emails. In all of them, specify original game details including home & away team as well as game number from your schedule (example 18u11).

1. Look for available date options (as described above for Practice). You can also convert a Home Night you've initially set up as a practice, to a game. Send the road coach a couple options if you can.
2. Once it's picked, book diamond over email with Tori / Abby ([recreation@thamescentre.on.ca](mailto:recreation@thamescentre.on.ca)), Thames Centre Municipality.
3. Once Diamond booking is confirmed, email appropriate DMBA scheduling contact, notifying of new date. This person entering it into your team's schedule will trigger update in the opposing team's schedule as well as umpires getting assigned.
  - a. House League: Mike Graham ([mikegraham79@hotmail.com](mailto:mikegraham79@hotmail.com)) with cc: to DMBA web administrator Melissa Smith at [website@dorchesterbaseball.com](mailto:website@dorchesterbaseball.com)
  - b. Rep or Select: Jim DosSantos ([jimdossantos44@gmail.com](mailto:jimdossantos44@gmail.com)) with cc: to DMBA web administrator Melissa Smith at [website@dorchesterbaseball.com](mailto:website@dorchesterbaseball.com)

## **AWAY GAMES:**

The opposing team is responsible for their association's version of the above procedure. You just let your team know and provide your team's availability as the opposing coach reschedules. Be as flexible as you can with your own team's availability that you're offering – especially if you're initiating the reschedule!

## Add Tournament Games to Calendar

- *Remember your league games including league tournaments are centrally added. This is for tournaments you enter outside of your league.*
  - *Screenshots are from a computer, but similar workflow should be able to be followed from a mobile device.*
1. Log into Control Panel, then
    - a. Schedules at the top
    - b. Team Schedule at left
    - c. Add New, select Tournament from drop down

**SU SPORTSHEADZ WEB ADMIN CONTROL PANEL**

HOME CONTENT **SCHEDULES**

Scheduling Module

Site: 18U Select

**Team Schedule** Team Schedule Health

Calendar Jump To Add New

**Practices For Dec 15-Sep 04**

Name	Date	Starts	Ends	
Practic	Thu, May 05	6:00 PM	8:00 PM	Thornc
Practice	Fri, May 06	8:00 PM	10:00 PM	Centrefield
Practice	Thu, May 19	6:00 PM	8:00 PM	Thornc
Practice	Thu, May 26	6:00 PM	8:00 PM	Thornc

Practice  
Game  
Local Game  
**Tournament**  
Playoff Round  
Team Event  
Team Note  
Global Note

2. Fill in Dates, Tournament Name and Location, hit Update
3. This is where it's confusing. Though in Schedule is where you add practices and it *looks* like this is where you'd add tournament games... it isn't. Switching modules
  - a. Content at the top
  - b. Schedule & Results at left
  - c. Example tournament I added for our team is in red box at bottom of screen shot. Click it.

Manage Site Content

Site: 18U Select

- Training Video
- Suggestions
- Site Pages (Menu)
- Password-Protection
- Manage Page Content
  - Team Home Page
  - Team News
  - Player Roster
  - Schedule & Results**
  - Team Calendar
- Basic Features
- Advanced Features
- TheOneDB Data
- Player Statistics
- Tryout List
- Season Defaults
- Image Manager
- Reports
- Sportsheadz Mobile App
- TeamSnap Synchronization

18U (Midget) > 18U Select > Schedule & Results

Analytics View Live

You Are Here: Home » Seasons » 2022 » 18U (Midget) » 18U Select » Schedule & Results

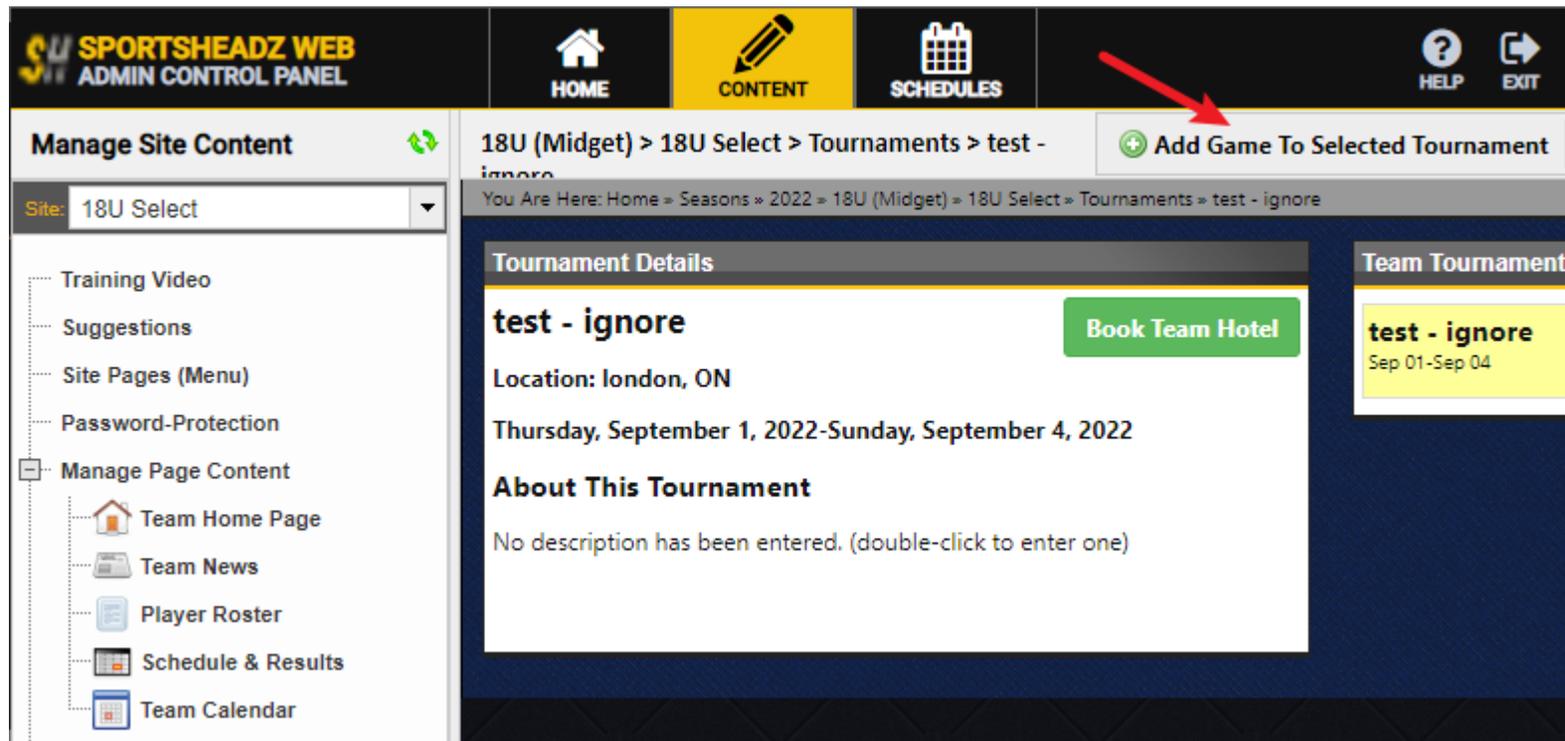
Team Schedule & Results

Filter Opponents:

You can also record scores from your mobile device!  
Visit the website using your mobile device, login, and visit the mobile-version of the Control Panel.

Game #	Date	Time	Opponent	Venue	Score	Result	St
∞ 18u47	May 10	6:30 PM	Midwestern Ontario Bearcats 16U	Lion's Park (2)	4-6	L	
∞ 18u45	May 16	8:30 PM	London West Tincaps	Stoneybrook (Dan Pulham)	3-13	L	
∞ 18u13	May 25	6:00 PM	London Badgers	Stronach (Aldridge)	3-5	L	
∞ 18u05	May 30	8:30 PM	St. Thomas Cardinals	Outdoor Rec Complex	6-5	W	
∞ 18u46	Jun 1	8:30 PM	London West Tincaps	Labatt			
∞ 18u10	Jun 6	8:30 PM	Mitchell Astros OBA	Outdoor Rec Complex			
∞ 18u06	Jun 13	8:30 PM	London Badgers	Outdoor Rec Complex			
∞ 18u71	Jun 14	8:30 PM	St. Thomas Cardinals	Emslie Field			
∞ 18u12	Jun 20	8:30 PM	London Talons	Outdoor Rec Complex			
∞ 18u11	Jun 24	8:30 PM	London West Tincaps	Outdoor Rec Complex			
∞ 18u07	Jun 27	8:30 PM	London Talons	Outdoor Rec Complex			
∞ 18u09	Jul 4	8:30 PM	Wyoming Wranglers	Outdoor Rec Complex			
∞ 18u01	Jul 11	8:30 PM	London Badgers	Outdoor Rec Complex			
∞ 18u30	Jul 14	8:30 PM	London Talons	Stoneybrook (Dan Pulham)			
∞ 18u02	Jul 18	8:30 PM	St. Thomas Cardinals	Outdoor Rec Complex			
∞ 18u66	Jul 25	6:00 PM	St Marys OBA	Hall of Fame (Cement Company)			
∞ 18u53	Jul 27	6:30 PM	Midwestern Ontario Bearcats 16U	Lion's Park (2)			
∞ 18u73	Aug 2	8:30 PM	St. Thomas Cardinals	Emslie Field			
∞ 18u18	Aug 3	6:00 PM	London Badgers	Stronach (Aldridge)			
∞ 18u31	Aug 3	8:30 PM	London Talons	Labatt			
∞ 18u04	Aug 15	8:30 PM	Midwestern Ontario Bearcats 16U	Outdoor Rec Complex			
∞ 18u03	Aug 18	6:00 PM	London West Tincaps	Outdoor Rec Complex			
∞ 18u08	Aug 20	6:00 PM	Midwestern Ontario Bearcats 16U	Outdoor Rec Complex			
Aug 26-Aug 28			L.D.B.A Play-Offs				
Sep 01-Sep 04			test - ignore				london, ON

4. Here you can add games for the tournament.



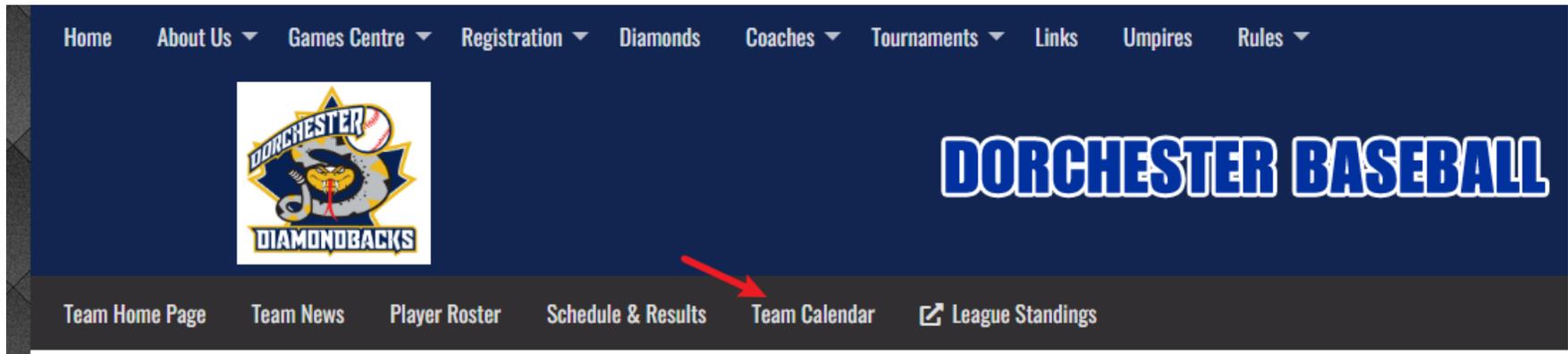
5. Games you add will then show on your team's calendar.

# Website Content

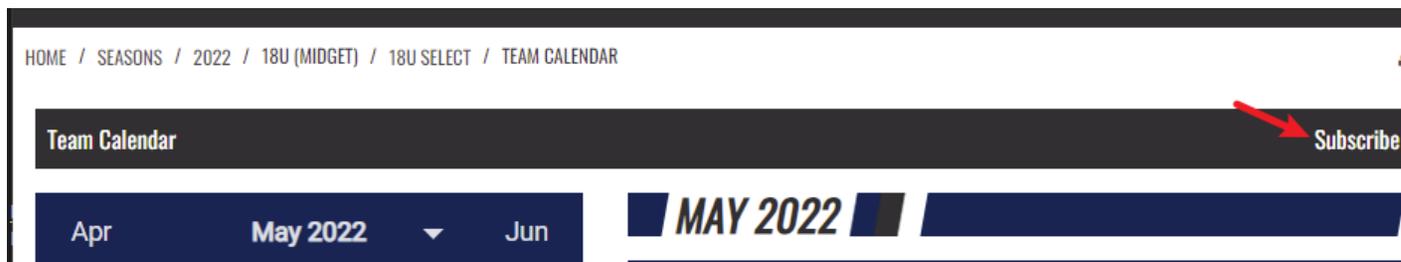
## Subscribe to Calendar

Below are instructions for how to subscribe to your team’s calendar, to be automatically reminded of games and kept up to date with changes. Paste out of this website into an email to your team if you wish.

1. Navigate to the team’s site, using the row immediately below the main “Dorchester Baseball” heading and logo.
2. Select “Team Calendar”



3. Click “Subscribe” at right.

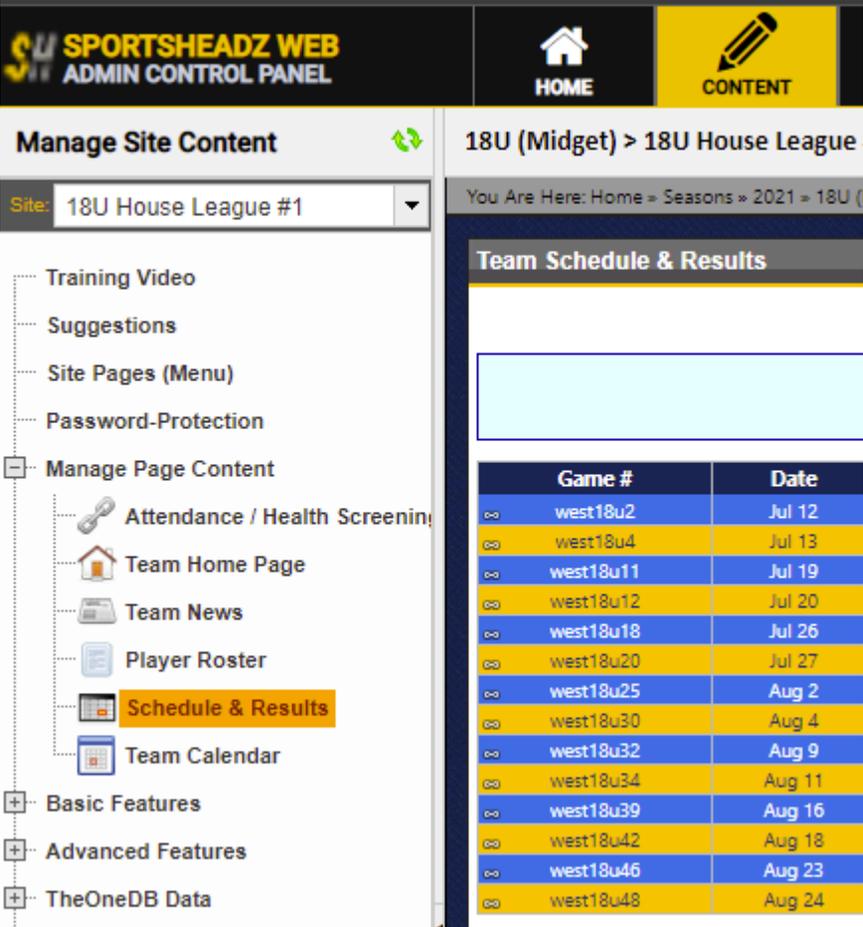


4. Follow instructions on subsequent web page.

## Entering Scores

Back to the Control Panel on the website:

1. "Schedule & Results" under "Manage Page Content"



The screenshot shows the 'SportsHeadz Web Admin Control Panel' for the '18U House League #1' site. The left sidebar contains a 'Manage Page Content' menu with the following items: Training Video, Suggestions, Site Pages (Menu), Password-Protection, Manage Page Content (expanded), Attendance / Health Screening, Team Home Page, Team News, Player Roster, Schedule & Results (highlighted), Team Calendar, Basic Features, Advanced Features, and TheOneDB Data. The main content area is titled '18U (Midget) > 18U House League' and shows a 'Team Schedule & Results' table. The table has two columns: 'Game #' and 'Date'. The rows are as follows:

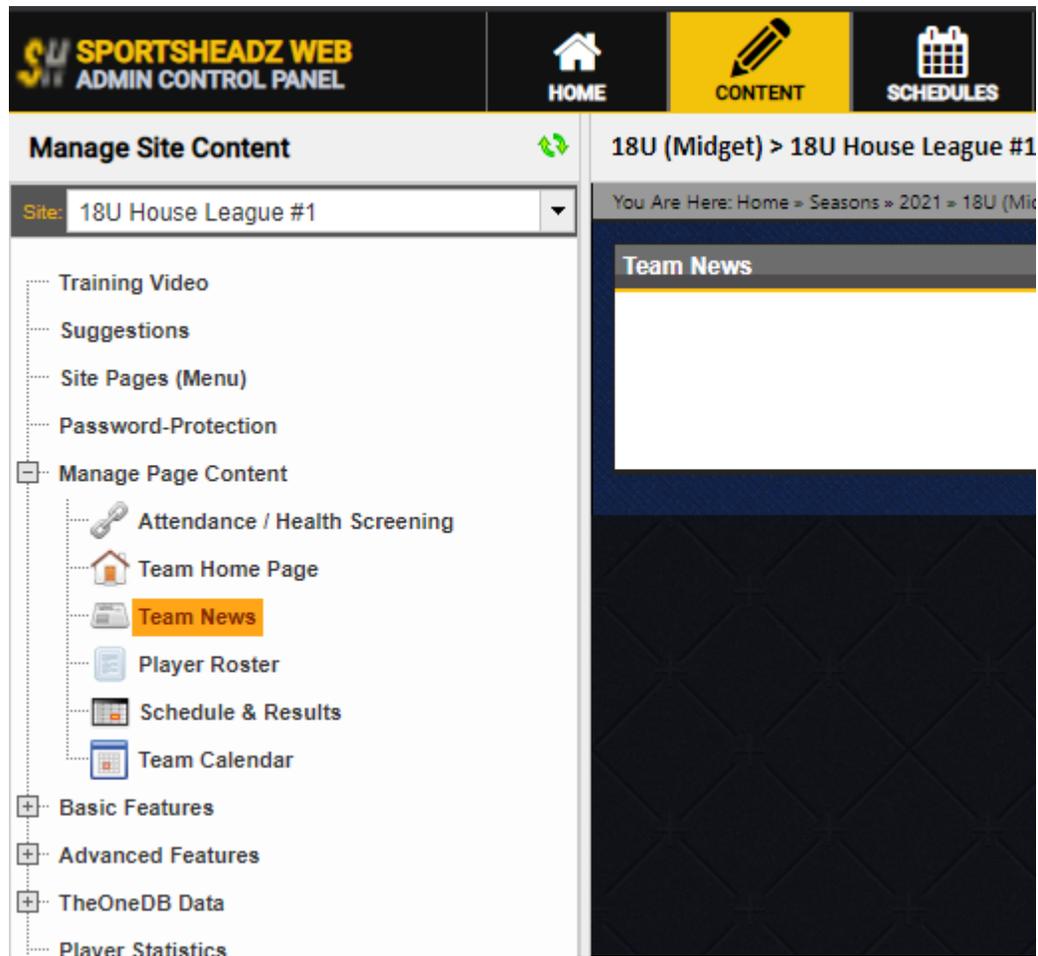
Game #	Date
west18u2	Jul 12
west18u4	Jul 13
west18u11	Jul 19
west18u12	Jul 20
west18u18	Jul 26
west18u20	Jul 27
west18u25	Aug 2
west18u30	Aug 4
west18u32	Aug 9
west18u34	Aug 11
west18u39	Aug 16
west18u42	Aug 18
west18u46	Aug 23
west18u48	Aug 24

2. Double-click any game that's happened but score not yet logged.
3. You can do this from your phone or computer

## News Article on Website

You can optionally communicate with your team this way. Team events, etc. Back to the Control Panel on the website:

1. "Team News" under "Manage Page Content"



The screenshot displays the 'SportsHeadz Web Admin Control Panel' for '18U House League #1'. The top navigation bar includes 'HOME', 'CONTENT' (highlighted), and 'SCHEDULES'. The main content area is titled 'Manage Site Content' and shows a breadcrumb trail: '18U (Midget) > 18U House League #1'. Below the breadcrumb, there is a 'You Are Here' path: 'Home » Seasons » 2021 » 18U (Midget)'. The left sidebar contains a tree view of site content options, with 'Team News' highlighted in orange. Other options include Training Video, Suggestions, Site Pages (Menu), Password-Protection, Manage Page Content (expanded), Attendance / Health Screening, Team Home Page, Player Roster, Schedule & Results, Team Calendar, Basic Features, Advanced Features, TheOneDB Data, and Player Statistics.

2. After doing that, you're looking at top right for "Add Article". Under where your name shows.



## SportsHeadz Mobile App

DMBA's website provider offers a free Mobile App for both Android and iOS. It offers messaging, calendar synchronization from our website so a full list within the app of all team events, and ability for participants to input their planned attendance.

### Input and View Attendance

(Screenshots are from Android app, it is assumed iOS app would be similar.)

Upon logging in, if you have multiple teams associated with your email address, select current team here. Otherwise your one and only team shows. Upcoming games or practices show on this home page too.

1. Open menu by tapping top left menu icon ("3 lines")

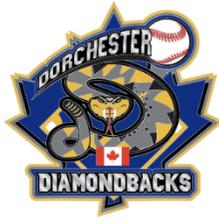
5:22 



SPORTSHEADZ

RH

Team Selection

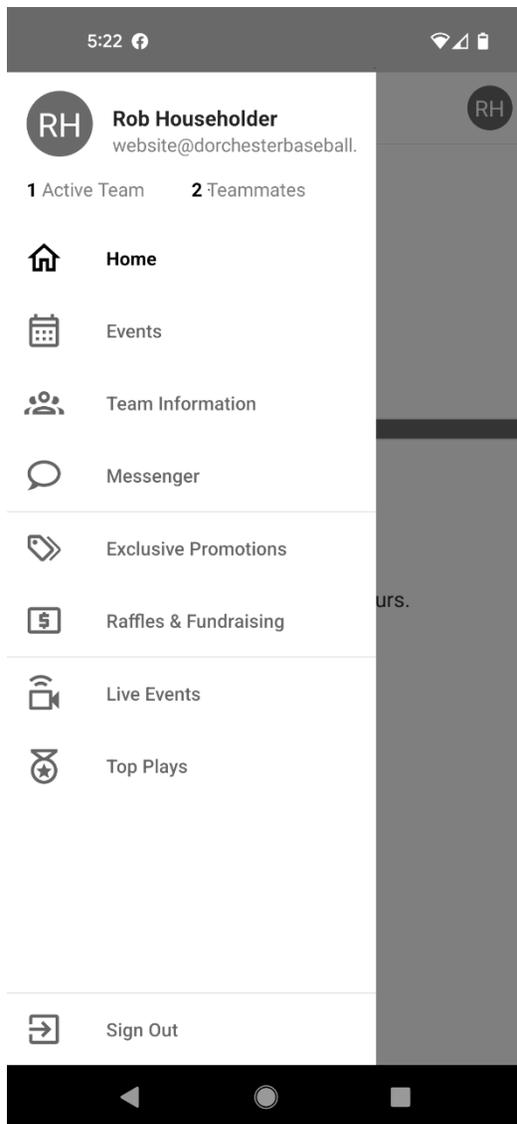


**2022 18U Select**

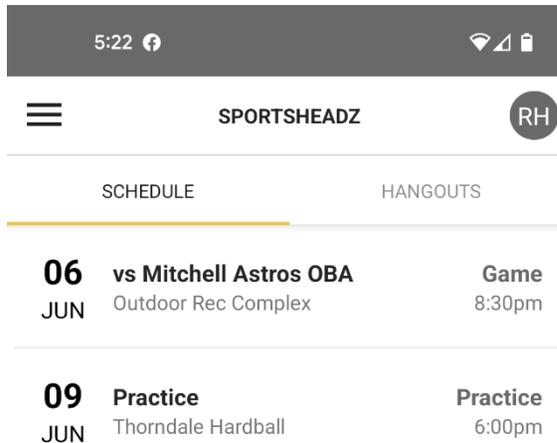
Upcoming Events

No events in the next 72 hours.

2. Tap "Events"



3. Tap Event (game or practice) you'll mark attendance for



4. Tap “Yes” or “No” under Attending?
5. **COACHES / TEAM STAFF:** This is also where you can see individuals’ input made for the chosen game. Tap “View Attendance” in the middle will show
  - a. Attending
  - b. Not Attending
  - c. Awaiting Response

5:23



← Event Details

User Selector



Rob Hou...

Attending?

Yes

Maybe

No



View Attendance



Game (Home)

vs Mitchell Astros OBA

Monday June 6th, 2022

8:30pm - 10:30pm

**Arrive for 7:30pm**

**Outdoor Rec Complex**

3245 Hamilton Road, Dorchester, ON



Open in Maps



## Setup Team to use App

The following screen shots illustrate the process of setting up your team to use the SportsHeadz mobile app.

1. Log into team website, then
  - a. Sportheads Mobile App (expand)
  - b. Settings
  - c. Click in your team's row at right

**SU SPORTSHEADZ WEB ADMIN CONTROL PANEL**

HOME CONTENT SCHEDULES

**Manage Site Content** 

Site: 18U Select

- Training Video
- Suggestions
- Site Pages (Menu)
- Password-Protection
- + Manage Page Content
- + Basic Features
- + Advanced Features
- + TheOneDB Data
- Player Statistics
- + Tryout List
- + Season Defaults
- Image Manager
- + Reports
- Sportsheadz Mobile App
  - Settings
  - Manage Roster
  - Schedule Sync
  - Screenings
- TeamSnap Synchronization

**App Settings**

ID	Name	Assoc ID	App ID	GovBody ID	Time Zone
	Site Defaults	133	n/a		Eastern Standard Time
18U (Midget)					
1397	18U Select	133	4698		Eastern Standard Time



2. App Settings shown:

- a. In the middle, set the desired "Arrive Before" times. These will show to your team members when they view Events in the App.
- b. Click Update

App Settings

 Logo  Clear

Association ID:  Team ID:

Governing Body:

Time Zone (Default: Eastern Standard Time):

Default "Arrive Before" Times

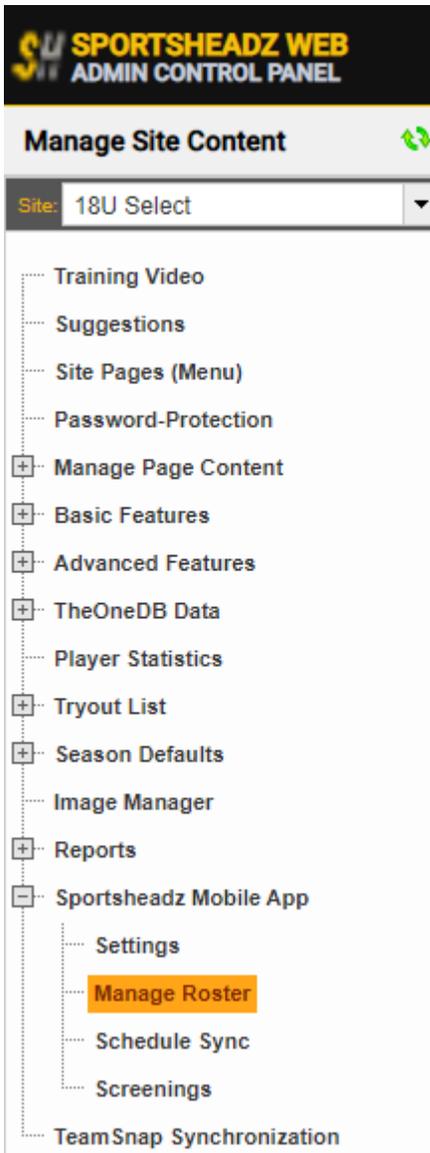
Practices	Home Games	Away Games
<input type="text" value="15 minutes"/>	<input type="text" value="1 hour"/>	<input type="text" value="1 hour"/>

Team Tournaments?:  Team Events?:  Sync Logging Email:

Override Active Status?:

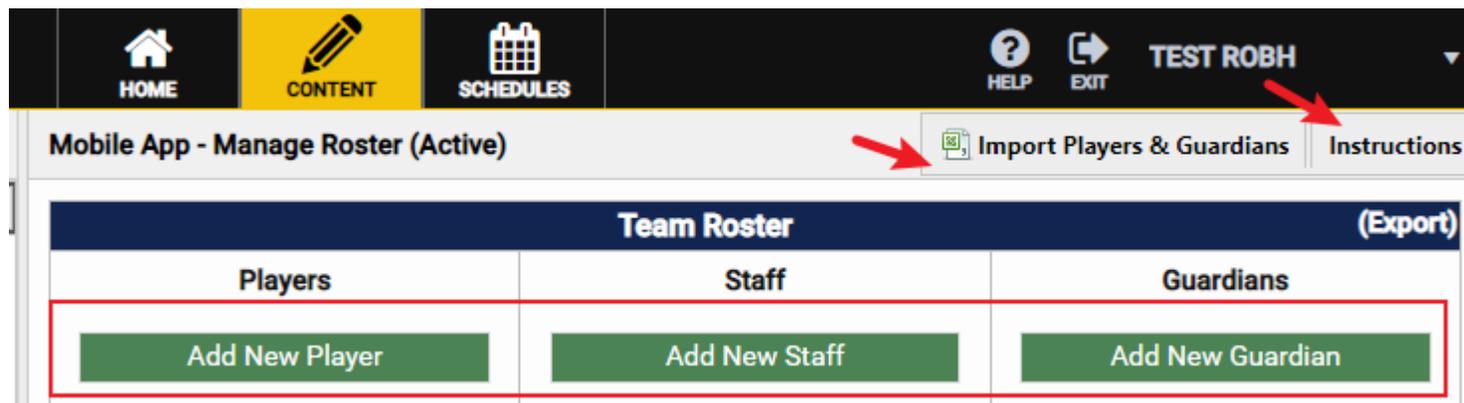
Last Synchronization Datestamp

3. "Manage Roster" along left menu under Sportsheadz Mobile App



4. This is where individuals associated with your team can be set up to use the app.

- a. It is possible to fill a spreadsheet in a designated format, and bulk import the team that way. Red Arrows point to instructions that need to be followed and the button to trigger importing.
- b. Manually importing (or adding later) can be done clicking the desired “Add...” buttons shown in Red Box of screen shot.



5. Add Staff – Coaches and Manager (presumably including the person following this procedure)

Team Staff ×

Full Name (Required)

Team Roles (Required)  
 Manager  Coach

If this staff member will be logging into their own account (strongly recommended) then add their email address below. Team staff members can generally act on behalf of any players on the team.

Email Address (recommended)

Phone (Optional)

6. Add Player – See how this can be done in two ways
  - a. Player gets their own account (older players managing their own schedule with their own email / mobile app)
  - b. Player's Guardian(s) will manage the player's account (declare when player is available and when they aren't, in the app via Guardian's account)

Player ✕

Player's Full Name (Required)    Player's Primary Phone (Optional)

Who will be managing this account?

The player's Guardian(s) will manage this account

The player will manage his/her own account

Guardian 1 Full Name    Guardian 1 Email Address    Guardian 1 Phone (Optional)

Guardian 2 Full Name    Guardian 2 Email Address    Guardian 2 Phone (Optional)

Don't worry, you can add guardians for this player later if you need to.

7. Add Guardian – later the Guardian is assigned to a specific player(s). The Guardian only manages info for their own children.

Guardian ✕

Full Name (Required)

If this guardian will be logging into their own account (strongly recommended) then add their email address below. Once a guardian (with an email address) is added to the roster, they can be assigned to one or more players.

Email Address (recommended)

Phone (Optional)