# 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.
   1. Book those you’ll use (assumed to be most of them) on your website (see below)
   2. 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:
   1. Login, top right of website
   2. Click your name, then Control Panel

Graphical user interface, application

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* 1. 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.

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* 1. Add new practice

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* 1. 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.
   1. 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)
   2. Rep or Select: Jim DosSantos ([jim.dossantos@coopersurgical.com](mailto:jim.dossantos@coopersurgical.com)) with cc: to DMBA web administrator Melissa Smith at [website@dorchesterbaseball.com](mailto:website@dorchesterbaseball.com)
4. Email Ron Coghlin (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.
   1. 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)
   2. Rep or Select: Jim DosSantos ([jim.dossantos@coopersurgical.com](mailto:jim.dossantos@coopersurgical.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
   1. Schedules at the top
   2. Team Schedule at left
   3. Add New, select Tournament from drop down

Graphical user interface

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1. Fill in Dates, Tournament Name and Location, hit Update
2. 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
   1. Content at the top
   2. Schedule & Results at left
   3. Example tournament I added for our team is in red box at bottom of screen shot.  Click it.

Table

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1. Here you can add games for the tournament.

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1. 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”

A screenshot of a computer

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1. Click “Subscribe” at right.

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1. Follow instructions on subsequent web page.

## Entering Scores

Back to the Control Panel on the website:

1. “Schedule & Results” under “Manage Page Content”

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1. Double-click any game that’s happened but score not yet logged.
2. 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”

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1. After doing that, you’re looking at top right for “Add Article”.  Under where your name shows.

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# 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”)

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1. Tap “Events”

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1. Tap Event (game or practice) you’ll mark attendance for

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1. Tap “Yes” or “No” under Attending?
2. **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
   1. Attending
   2. Not Attending
   3. Awaiting Response

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## 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
   1. Sportheads Mobile App (expand)
   2. Settings
   3. Click in your team’s row at right

Graphical user interface, application, Word

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1. App Settings shown:
   1. In the middle, set the desired “Arrive Before” times. These will show to your team members when they view Events in the App.
   2. Click Update

Graphical user interface, application

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1. “Manage Roster” along left menu under Sportsheadz Mobile App

Graphical user interface, application

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1. This is where individuals associated with your team can be set up to use the app.
   1. 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.
   2. Manually importing (or adding later) can be done clicking the desired “Add…” buttons shown in Red Box of screen shot.

Graphical user interface, application, website

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

Graphical user interface, text, application, email

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1. Add Player – See how this can be done in two ways
   1. Player gets their own account (older players managing their own schedule with their own email / mobile app)
   2. 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)

Graphical user interface, text, application, email

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

Graphical user interface, text, application, email

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