

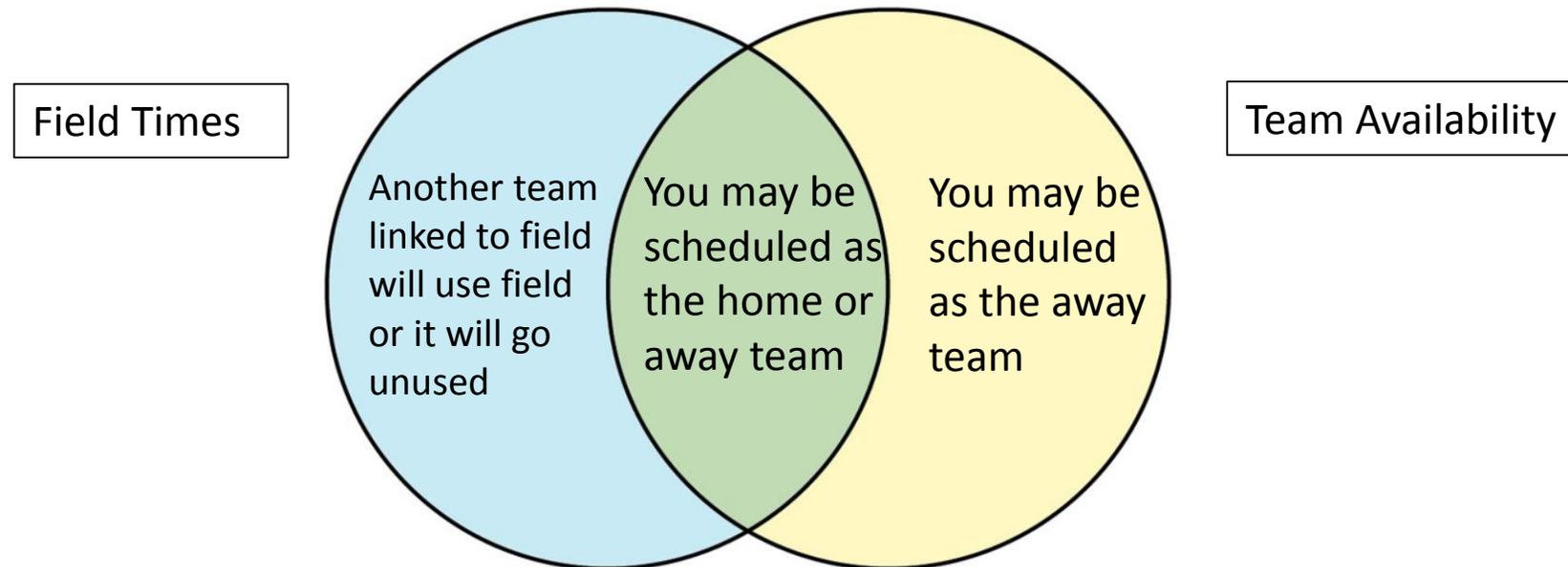


EZ Guide

Scheduling 101

The Basics

1. Every **TEAM** provides ENYTB with their **TEAM AVAILABILITY** – the times you are available to play, *regardless* of home or way
2. Every **CLUB** provides ENYTB with their **FIELD TIMES** and assigns teams to those fields – these are the game slots your team can be the home team



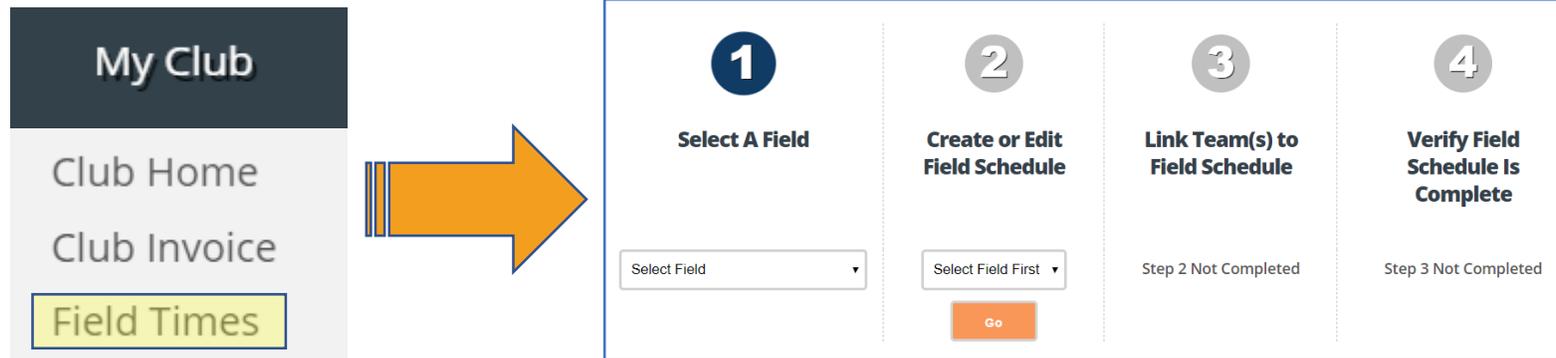
10 Tips For Getting The Best Possible Schedule

1. Ensure your Field Times and Team Availability overlap as much as possible
2. Maximize your Team Availability
3. After you maximize Team Availability, use other variables to impact cadence and frequency of games:
 - i. Maximum Consecutive Days with a Game
 - ii. Maximum # of games Fri – Mon, Maximum # of games Tues – Thurs.
 - iii. Either/Or Constraints on weekend games
 - iv. Desired # of Double Headers in a Period
4. When many teams are sharing a field, pool the time together on a field schedule. Let the computer and the schedulers ensure that each team gets equitable home field use
5. Typical weekday start times are 6pm and 8:15pm. Make sure your EARLIEST available time is 5:45pm. Set your LATEST start time at 8:15pm, regardless if you have lights. If you are away team, your opponent might.
6. Typical weekend game times are 10am, 12:30pm, 3:00pm, 5:30pm, 8:00pm. Set your team avail accordingly.
7. If you have different time slots on your field, contact helpdesk to change your FIELD TIME PROFILE.
8. To be eligible to be scheduled for a Double Header, you must have 2.5 hours between your EARLIEST and LATEST possible start time.
9. Right before scheduling begins (Mar 15/Apr 15), make selections in your OPPONENT PREFERENCES.
10. After schedules are published, enter your info on PICKUP GAMES to enhance your schedule with additional games



The Two Essential & **REQUIRED** Elements of Scheduling Inputs:

1. *Field Times* – input at **CLUB** level



If there is a field you plan on using and it does NOT appear in your SELECT A FIELD dropdown box, contact the help desk immediately!

2. *Team Availability* – input at **TEAM** level



The Two Additional Tools to Refine and Enhance Your Schedule:

3. **Opponent Preferences** – specify teams you do/do not want to play



4. **Pick Up Games** – after your league built schedule is released, add extra games to it by posting your availability and finding opponents with matching availability

(Note: This will be live on website by April 15, 2019)

