

Adding a New Game in TeamCenter

LAST UPDATED: OCT 18, 2016 11:20AM CDT

To add a new game to your schedule:

1. Login to your team's website.
2. Select your team's page.
3. Switch to **Edit Mode**.
4. Click the Admin drop-down list and select **Manage Team** to access your TeamCenter.
5. On the Schedule tab, click the **New Game** button. The New Game window displays.

The screenshot shows the SportEngine interface for the 'Eagles SM Girls Elite Hockey' team. The left sidebar contains navigation options: Roster, Schedule (highlighted), and Integrations. The main content area is titled 'Schedule' and includes tabs for 'Events', 'Calendar', and 'RSVPs'. Below the tabs, there are navigation arrows, the current month 'October 2016', and a dropdown menu 'All Events'. Two buttons are visible: '+ New Event' and '+ New Game', with the latter being highlighted by a red box. Below the buttons is a table with columns 'EVENT' and 'DATE'. A single event is listed: 'vs. Sharks' on 'Oct 21'.

| EVENT | DATE |
|-------------------------------------|--------|
| <input type="checkbox"/> vs. Sharks | Oct 21 |

6. In the New Game window, enter the following information (required fields have a red *).

The screenshot shows a 'New Game' form with the following fields and values:

- Subseason ***: Regular Season
- Opponent ***: Apple Valley
- Home Team ***: Rosemount Iri...
- Date ***: Oct 31 2015
- Start Time ***: 12:00 pm
- TBD Time
- Location**: RCC
- Location URL**: http://
- Invite all players and staff on the team

Buttons: Cancel, Add Game

Subseason - Select the season for which the game is played.

Opponent - Select the opponent from the drop-down box. If you are part of a league, select the opponent from the drop-down list of league opponents. If you are a solo team (not in a league), select from your list of existing opponents. If the team is not known, select *TBD* from the drop-down box.

Note: If you are in a league and do not see your opponent's team listed, contact your webmaster to have them create a team page for your opponent.

Home Team - Designate whether or not you are the home team.

Date - Select the game date.

Start Time - Select game start time. If the time is not yet known, select *TBD*.

Location - Enter the **address** of the game location. Clicking this in the mobile app will convert this information to a link which will open it in your default map application.

Location URL - Enter the URL of the game location or venue.

Note: When viewing the location in the mobile app, whatever is listed in this field will appear as a

link- which will not work if the content is not an actual URL.

Invite all players and staff on the team - Select this checkbox if you want to invite all team members via email and SMS text message notification to the game and ask them to RSVP.

3. Click **Add Game**. The new game appears in the table in the Events tab and on the Calendar.