

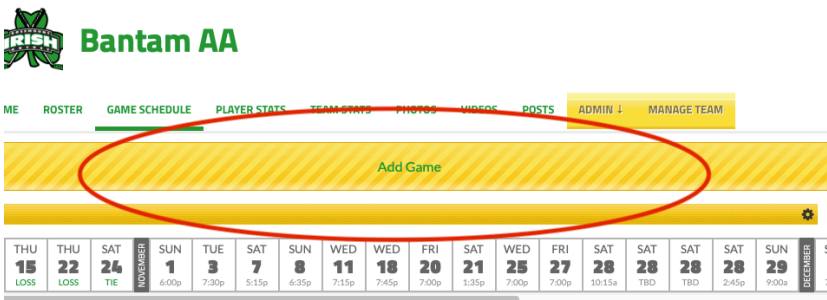
How to create a new game/scrimmage on website

****Must be in EDIT view**

Step 1 – Select Game Schedule



Step 2 – Select Add Game



Step 3 –

*** Team 1:** Bantam AA Home *Choose "Home/Away"*

*** Team 2:** New Team Existing Team TBD *Check to see if existing team before adding new team. Choose TBD if necessary.*

Team:

Logo to Upload: no file selected
We recommend a size of 600px tall by 600px wide. Images larger than this will be resized and cropped to better fit the areas where they appear.

*** Game Time:** Time TBD? *Game Time*

Description:

Game Comments: Enable Game Comments
If enabled, a "Comments" sidebar will be displayed adjacent to the Preview, Summary, and Play-by-Play tabs. Click "Edit Comment Settings" within the Comments sidebar to modify moderation settings.

Location: *Enter rink location - will be under actual rink name. Use the details tab to further define "West Rink," "Rink 1," etc...*

Location Details: *Example: Field #2*

Step 4 – CREATE GAME – SAVE!!!!

Location: Veterans Memorial Community Center, Barbara Avenue, Inver Grove Heights, MN, U

Location Details: West Rink
Example: Field #2

Location URL: http://

Attendance:

Sellout:

Night Game:

Neutral Field:

Actual Start Date & Time: America/Chicago

Actual End Date & Time: America/Chicago

CREATE GAME/SAVE

Create Game

Rink location will be important as it will pull up the address and put in the calendar for your parents. Just typing in “Inver Grove Ice Arena” will not pull up the rink address whereas the official name “Veterans Memorial Community Center” will. Not as big of a deal for the more commonly visited rinks but if you go to an away game at a rink that has a unique name this will be helpful.

Remember to update “TBD” entries when you have the details, especially during tournaments when the game times are not set or confirmed until previous games are completed.