

## Directions for Gym Availability and Conflicts Form

Each town/township should submit one gym availability form for each team. This way you can focus on specific needs for that team. Can't play on Tuesday – play home at 10 AM on Saturdays, etc.

Enter all possible home dates and times when your team(s) can play at each location. Remember you need to provide a minimum of ten home dates

List all facilities that you use in the footer with any appropriate abbreviations.

Specific any conflicts that each team might have in the footer as well.

If you have any questions, check the sample online or email the [webmaster](#).

This form will help me immensely to build a solid schedule.

### **Here are step by step instructions for using the gym availability form.**

- 1) Download the gym availability form from the website (found under league forms)
- 2) Save it to your desktop as a word document with your town/township and team level.
- 3) Click or double-click in the header and enter your town/township name and level. 5BA would mean **5<sup>th</sup> Grade Boys Division A** level play. Level of play are **American, National and Central**
- 4) Click or double-click in the footer and enter the appropriate information such as gym names with appropriate abbreviations such as Ridge High School (RHS), times for games and any other global comments such as 7G can't play on Tuesday or Thursday nights.
- 5) Probably should save it again at this point – remember save early and often!
- 6) Now for the specifics. Click in the box for an individual date and start typing. Don't worry what it looks like. The box will expand down as you type. Be sure to enter the gym abbreviation with times that you can host games such as RHS 1, 2:30, 4 for Saturday December 5<sup>th</sup>. If this will be true on several other Saturdays, copy and paste into the other dates. Add any specific requirements for a date. 7G can't play, 4B should play first, etc.
- 7) Don't feel like to you have to finish the form at one time. You can save it at any time; double check dates with your coaches and come back to it later. Since I will be generating a schedule for the whole season by November 21<sup>st</sup>, it's important that the form is as accurate as possible when you submit it by November 6<sup>th</sup>. We know that some changes might be necessary during the season but we'd like to keep them to a minimum.
- 8) When the process is complete, save it as a word document, convert it to a pdf file and attach the pdf file to an email to the webmaster at [gsblwebmaster@gmail.com](mailto:gsblwebmaster@gmail.com). If you are unable to convert it to a pdf file, attach it as a word document.

Thank you for your time and effort.

Sincerely, Link Keur