

POST AN EVENT ON YOUR TEAM CALENDAR

Login>ADMIN>Scheduling>Add General Event

The screenshot displays the LeagueAthletics administrative dashboard. At the top, a navigation bar includes links for HOME, TEAM INFORMATION, LEAGUE INFORMATION, PARENTS, SPONSORS, and CONTACT US. A left-hand sidebar contains a menu with options like Admin Home, Configuration, Messaging, Members, Teams, Facilities, Scheduling, Tools, Miscellaneous, and Support, along with a Sign Out button. The main content area is titled 'Administrative Features' and is organized into a grid of nine categories, each with a list of sub-features:

- Configuration**: General Settings, Appearance, Home Page Widgets, Horizontal Menu Tabs, Vertical Menu Pages, Billing Info / Payment, Security / Passwords, Merchant Accounts.
- Messaging**: Home Page Marquee, Welcome Message, Home Page News, **Team Bulletins**, Coach Bulletins, Officials Bulletins, Exchange Item, **Email Members**, **List Scheduled Emails**.
- Members**: Add Member, **Lookup Members**, **Email Members**, Registration System, Report Family Balances, Impersonate Member, Import Members, **Export Members**, Find Duplicates.
- Teams**: Seasons, Divisions & Teams, Assign Rosters, Draft Players **NEW**, **Post Team Bulletin**, **Enter Game Results**, Team Registration, Define Player Statistics, **Download Player Stats**.
- Facilities**: Add New Facility, List / Edit Facilities, Close a Facility, **Facility Manager**, Import Facility Info, Export Facility Info, Facility Schedule.
- Scheduling**: Add Game or Practice, Generate Schedule, Recurring Games, **Master Calendar**, **Add General Event(s)** (highlighted with a red arrow), Event Maintenance, Import Schedule, Export Schedule, Define Officials Rules.
- Tools**: Online Store, Online Forms, Polling, Add Pictures, Add Links, **Add Documents**, Manage Sponsors, File Storage, Volunteering **NEW**.
- Miscellaneous**: **LA Marketplace**, **Board Forum**, **Training Videos** **NEW**, Site Analytics, Visitor Log, **Email Log**, **Email Tips**, **Log Out**.
- Support**: **Changelog**, **Help Documentation**, **Manager's Manual**, **Tutorials**, **Video Tutorials**, **LeagueAthletics Forums**, **Technical Support**.

A 'Contact support' button is located in the top right of the main content area. At the bottom right, there is a 'REFER A FRIEND. SAVE \$100.' button with a right-pointing arrow.

FILL OUT FORM
Date, Time, Subject, Message, Submit.
Your Team will automatically be selected.

HOME	TEAM INFORMATION	LEAGUE INFORMATION	PARENTS	SPONSORS	CONTACT US
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Admin Home	Scheduling / General Event Information Help				
Configuration >	Start date	03/13/2014	Time	08:30 AM	HH:MM
Messaging >	End date	03/13/2014	Time	1:00 PM	
Members >	Title	Practice Mountain View			
Teams >	Description	<div style="border: 1px solid #ccc; padding: 5px;"><p>Practice at Mountain View School Field</p></div>			
Facilities >	Applies To	BU All Stars GV ACADEMY Junior All Stars Juniors Pool A Juniors Pool B Juniors 12U All Stars Majors Dodgers 11U All Stars			
Scheduling	Recurs every	ex: 1	Week(s)		
Master Calendar	Or	Select	Sunday	of the month	
Add General Event(s)	Stop after	ex: 5	Occurrences or By	MM/DD/YYYY	
Tools >	<input type="button" value="Submit"/> <input type="button" value="Reset"/>				
Miscellaneous >					
Support >					
Sign Out					