



Entering Practices on the CCU Website

For outside field scheduling:

Before entering a practice on the CCU Website:

- Check the **Campus Summary** to locate the fields and times available for your age group.
- Check the **Master Schedule** to make sure there is enough space to practice and that a game is not scheduled for that location.

To Add a Practice:

1. After you are logged in, go to your team's **Schedule** page
2. Click **Options, Add Event**
3. Enter the **Date**
4. Enter the **Start** time
5. Enter the number of minutes for the event. The End time will automatically fill in
6. **Location**
 - a. For outdoor fields, select the **CAMPUS** location. For example, CCU01-03 Bandimere Campus.
 - b. For indoor facilities, select the correct facility.
7. **Category**, select **Practice**
8. **Season**, verify the correct season is selected
9. **Teams**, select your team
10. **Event Note** – use this field to enter any additional notes for your team (ie. Field number for indoor sessions, arrive 15 min. early, etc.)
11. Check **Notify Team members and parents** if you want an email sent out notifying them of the added practice. If you are adding multiple sessions, deselect this option and send an email to your families once everything is entered.
12. Select **Submit**
13. Review your calendar to make sure everything is correct
14. Notify your team

Note the Following for Outdoor Fields:

- Games take precedent over practices
- Teams should not schedule practices over the **7pm hour**. Practices should either end at, or before, or start on, or after, 7pm. This allows fields to accommodate two shifts per night.

Recurring Games Feature

- If your team is consistently practicing the same day/location/time, you can use the Recurring Games option to enter in all practices as once. If there is an exception or two, you can go back to the Schedule page and delete the exceptions. This is a big time saving feature!

What is the Master Schedule?

- The Master Schedule is located on the Home page of the CCU website, under **Home/Master Schedule**. This is a compilation of all team's calendars showing all events for all facilities.
- It is a good practice to check the Master Schedule throughout the season in case a game has been rescheduled for a field or to check if too many teams have signed up to practice at a location.