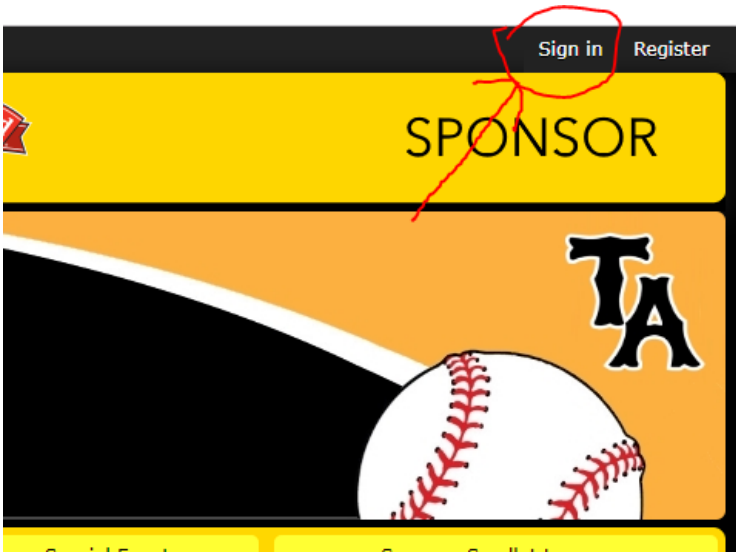


TAYBS – How to send out a Team Email and Schedule Practices

Step 1 – From the home page, in the top right, click on the **Sign in** link



Step 2 – After clicking the link, you will need to enter your credentials

Please Log In

Email Address:

keith.turgeon@taybs.org

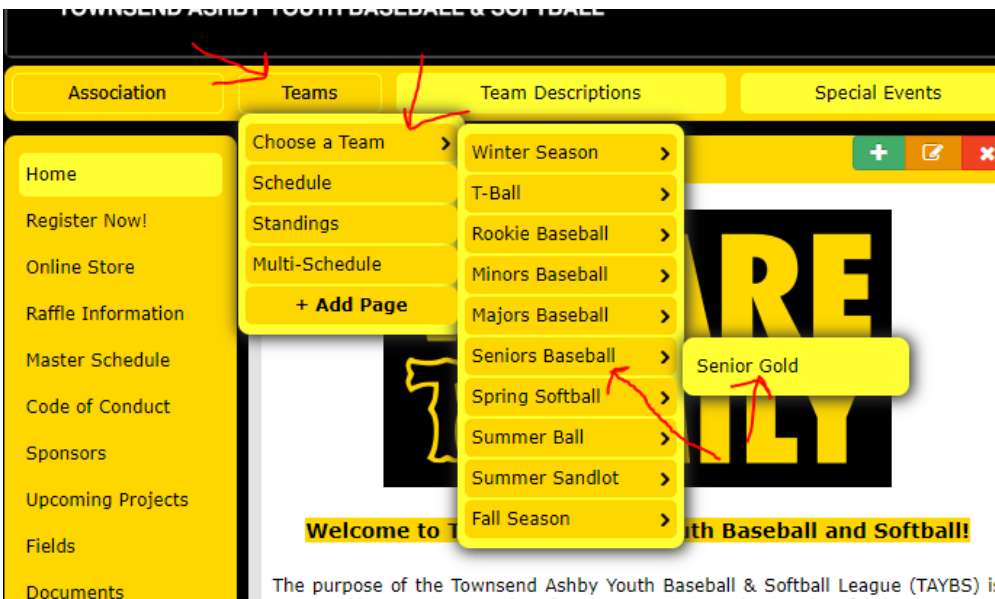
Password:

••••••••

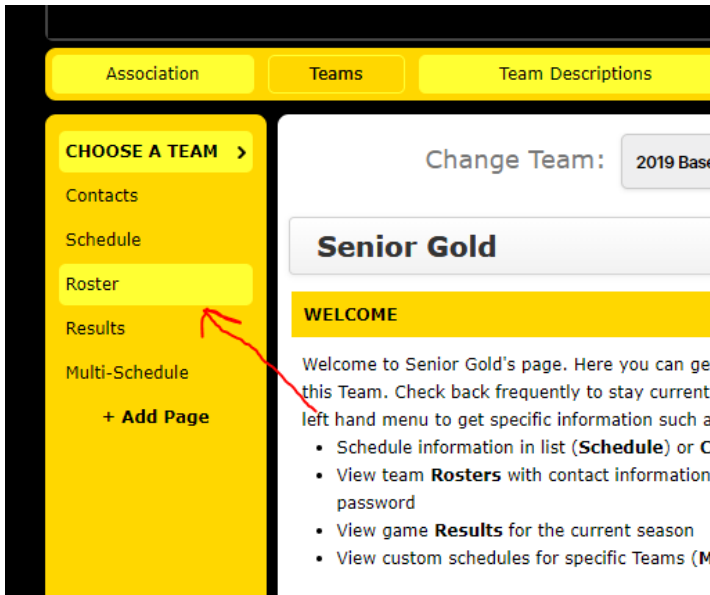
Submit

The information you enter on this website

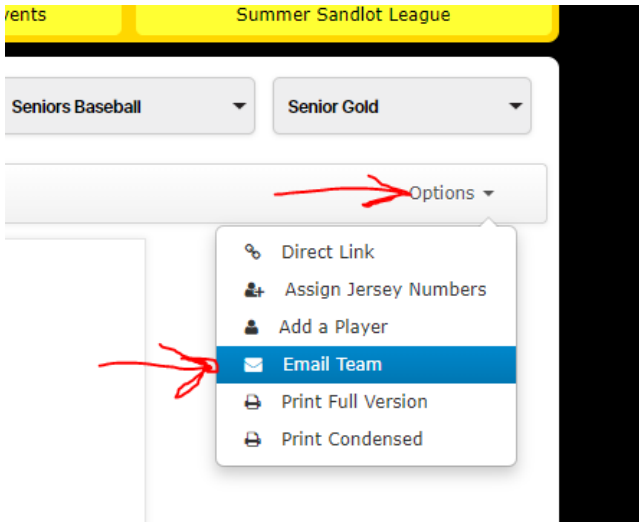
Step 3 – Go to your teams home page, by clicking “Teams” from the yellow top navigation bar, then “Choose a Team”, followed by your division, and then your team.



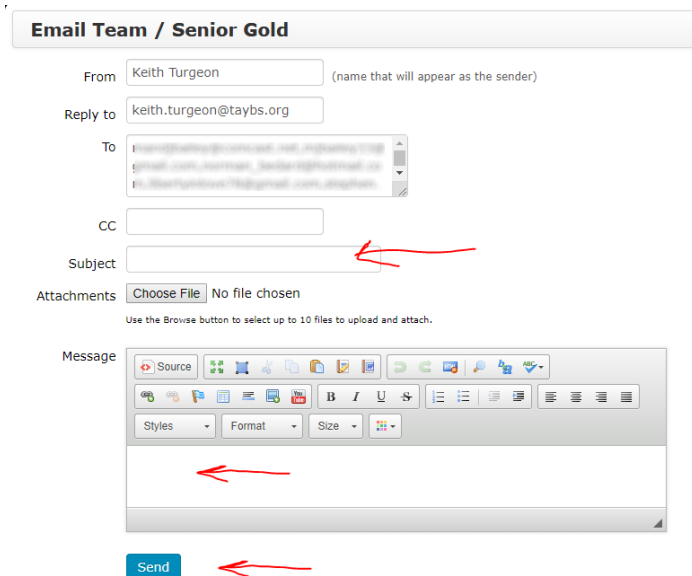
Step 4 – Click on “Roster” from the left side vertical navigation menu



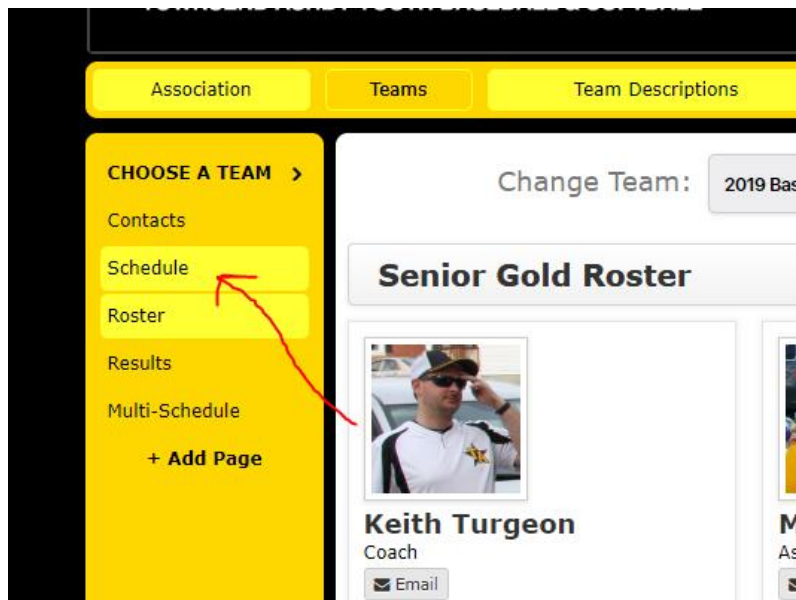
Step 4 – In the right click the drop down for “Options”, and then “Email Team”



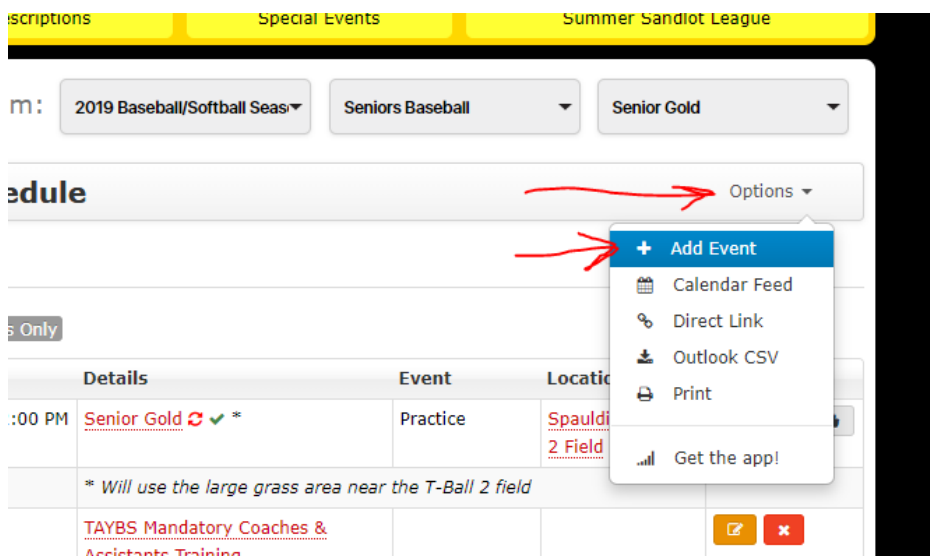
Step 4 – Complete your message to your team and



Step 5 – Click the “Schedule” link from the left side vertical navigation



Step 6 – In the grey bar, click on the “Options” drop down, and then click “Add Event”



Step 7 – Enter your practice details

- Enter the planned date of the practice
- Enter the start time, and the number of minutes of the practice
- Click the drop down for the Location, and select a field
- Enter “Practice” for the category
- Change the status to “Confirmed”
- In the Teams dropdown, make sure you select your team
- If you have any short notes, you can add a 1 liner in the Event note text box.
- *SEE BELOW FOR FIELD AVAILABILITY INFO*

Game / Practice **General Event**

Date TBD for min. to

Location

Category

Status ID

Arbiter ID

Season Link to tournament bracket

Teams

Outside Opponent

Event Note

Send Notifications Now?

This will send email and text notifications immediately to all members affected.

- Notify Team Managers
- Notify Team members and parents
- Notify Officials

When you are selecting your location, if it is greyed out like you see here, that field is unavailable for that date and time.

Game / Practice **General Event**

Date TBD for min. to

Location

Category

Status

Arbiter ID

Season

Link to tournament bracket

Sometimes you can select a field that is greyed out, and it will go red, that will allow you to select a different time for your practice. You can see it will grey out the times that it is unavailable.

General Event

Date: TBD for min. to

Location:

Category:

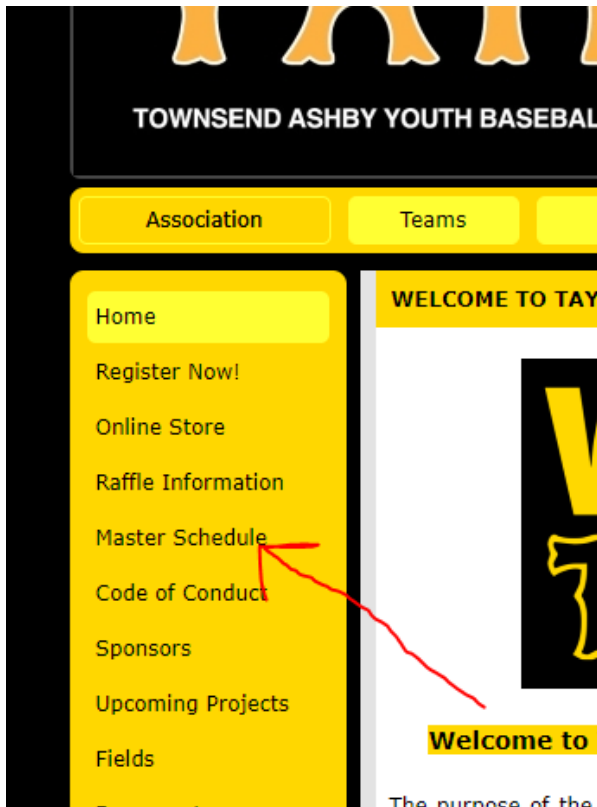
Status: ID:

Member ID:

Time Selection: (highlighted in red)
4:30 PM (greyed out)
4:45 PM (greyed out)
5:00 PM (greyed out)
5:15 PM (greyed out)
5:30 PM (greyed out)
5:45 PM (greyed out)
6:00 PM (highlighted in red)
6:15 PM (greyed out)
6:30 PM (greyed out)
6:45 PM (greyed out)

Season: Link to tournament bracket

You can also look in advance to see what fields are available by looking at the Master Schedule



- Home
- Register Now!
- Online Store
- Raffle Information
- Master Schedule
- Code of Conduct
- Sponsors
- Upcoming Projects
- Fields
- Documents
- TAYBS Contacts
- Equipment List
- FAQ
- Events Calendar
- Volunteer to Coach
- News Page
- BOD Meetings
- Gear Store
- Directions
- Feedback
- Field Request Form
- Online Forms
- Pictures
- Join Our Email List
- Edit My Account

Master Schedule

Show games only

▼ Filter

◀ 03/25/2019 . . 03/31/2019 ▶

Mon 03/25/2019	Team	Type
Spaulding Baseball Field		
5:00p - 6:30p	>Majors Baseball>	Major 70 Gold Practice
Tue 03/26/2019	Team	Type
Ashby, Ashby Elementary Gym		
6:30p - 8:00p	>Winter Season>	March Softball Practice
Leominster, Union Square Sports Hub		
6:00p - 7:00p	>Majors Baseball>	Major 70 Gold Practice
Wed 03/27/2019	Team	Type
Townsend, Hawthorne Brook Gym		
6:00p - 7:15p	>Winter Season>	March Baseball L2 Practice
7:30p - 9:00p	>Winter Season>	March Baseball L3 Practice
Thu 03/28/2019	Team	Type
Ashby, Ashby Elementary Gym		
6:00p - 7:15p	>Winter Season>	March Baseball L1 Practice
7:30p - 9:00p	>Winter Season>	March Baseball L3 Practice
Fri 03/29/2019	Team	Type
Hawthorne Brook Softball		
5:30p - 7:00p	>Spring Softball>	Minor Gold Practice
Sat 03/30/2019	Team	Type
Spaulding Baseball Field		