

## Managing Schedules

This user guide explains how to add, edit and delete schedules. This tool will be useful when you create your team registration forms. An active schedule will help to enable access to Goalline features once the teams have registered for your event.

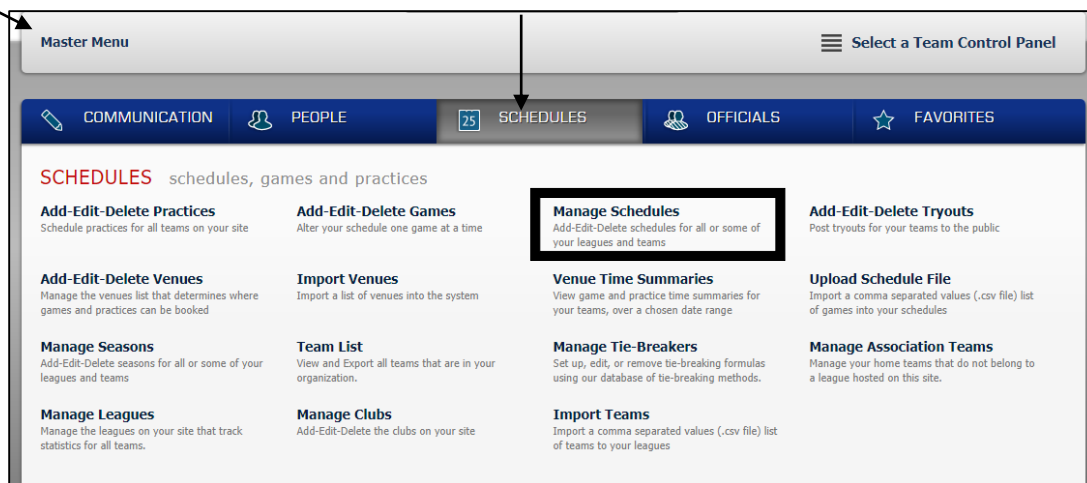
Note: This user guide is written for organizations with registration-only Goalline sites (not fully powered Goalline sites). If your organization has a fully powered Goalline site, please refer to Goalline’s user guide and video for how to manage your schedules:

<http://faq.goalline.ca/faq/manage-schedule-2>.

1. Go to [wpc.goalline.ca](http://wpc.goalline.ca) and select your PSO site from the dropdown menu. Then login using the “Admin Login.”



2. Go to “Master Menu,” then the “Schedules” tab, and then click “Manage Schedules.”



3. Enter the schedule name (e.g. “Regular Season”).

Schedule Name [?]

4. Select the schedule type (i.e. standings or playoff brackets).

Note: It is recommended to select “standings” for leagues or events that are for the regular season.

Schedule Type [?]	<input type="radio"/> Standings
	<input type="radio"/> Playoff-brackets

5. Select all the leagues that this season should be added to.

Add this schedule to the following leagues:	
<input type="checkbox"/> Check/Uncheck All	<b>Active Season</b>
<input type="checkbox"/> 14U Boys' NCL / LCC garçons 14U	2018-19 Season
<input type="checkbox"/> 14U Girls' NCL / LCC garçons 14U	2018-19 Season
<input type="checkbox"/> 16U Boys' NCL / LCC garçons 16U	2018-19 Season
<input type="checkbox"/> 16U Girls' NCL / LCC filles 16U	2018-19 Season
<input type="checkbox"/> 19U Men NCL / LCC hommes 19U	2018-19 Season
<input type="checkbox"/> 19U Women NCL / LCC femmes 19U	2018-19 Season
<input type="checkbox"/> MLWP Women / LMWP femmes	2018-19 Season
<input type="checkbox"/> MLWP Men / LMWP hommes	2018-19 Season


6. Display Settings: Select “Yes” for “Active Schedule.” The other fields are not currently applicable to Water Polo Canada or the PSOs.

Display Settings	
Active Schedule ⓘ	Yes ▼
Publish this schedule	No ▼
Would you like to publish the standings for this schedule?	No ▼
Track individual player stats	No ▼
Publish individual player stats	No ▼
Indicate Rookies in stats	No ▼
Reverse Clock Time	No ▼
Share Games with other Schedules in this Season ⓘ	No ▼





7. Points Awarded: No changes are required to the default settings. The fields are not currently applicable to Water Polo Canada or the PSOs.

Points Awarded	
Regulation Time Win Value	2
Regulation Time Loss Value	0
Regulation Time Tie Value	1
Overtime Win Value	2
Overtime Loss Value	0
Overtime Tie Value	1
Shootout Win Value	0
Shootout Loss Value	0
Forfeit Win value	2
Forfeit Loss Value	0
Forfeit Win Score	0
Disable Forfeit Wins and Losses	No ▼
Points per period Win ⓘ	0
Points per period Loss ⓘ	0
Points per period Tie ⓘ	0
Fair Play Bonus Points ⓘ	Off ▼
Fair Play Bonus Point Value ⓘ	1 ▼
Mercy/Fair Play Rule ⓘ	0
Shutout Bonus Point ⓘ	Yes ▼

8. **Game Duration:** No changes are required to the default settings. The fields are not currently applicable to Water Polo Canada or the PSOs.

Game Duration	
Number of periods in a regulation game	3
Period Length in Minutes	20
Number of overtime periods	0
Overtime Period Length in Minutes	0
Allotted Venue Time 	0

9. **Security Options:** Enter the effective start and end date for this schedule.

Security Options	
Effective start date of this schedule 	<input type="text"/> 
Effective end date of this schedule 	<input type="text"/> 


10. Choose whether you would like to make this schedule the default for all new schedules.

Make this the default for all of my new schedules

11. Click “Create Schedule.”

### Editing and Deleting Existing Schedules

Schedules can be edited or deleted at the top right-hand side of the page. If a schedule needs to be updated, click “Edit.” If a schedule is listed that should not be there, click “Delete.”

League/Schedule Name 	Edit	Delete
<b>16U Boys' NCL / LCC garçons 16U</b>		
2018-19 Regular Season (0 games)	Edit	Delete
<b>16U Girls' NCL / LCC filles 16U</b>		
2018-19 Regular Season (0 games)	Edit	Delete