

## Managing Your Team's Website – Team's Schedule

**\*\* Standard Practice Schedule and All League Games calendar events are managed by the DRAMHA Ice Allocator. Any Changes to game or practice schedules need to be coordinated with our Ice Allocator. \*\***

Log into the team's webpage administrator portal. (See [Managing Your Team's Website – News Article Posting](#) for details on how to login)

Click on the “Schedules” Tab in the top menu; and click on the “Add New” button in the top right corner.

The screenshot displays the 'Scheduling Module' interface. The top navigation bar includes 'HOME', 'CONTENT', 'SCHEDULES', and 'REGISTRATION'. The 'SCHEDULES' tab is active. The main area shows a calendar for 'September, 2024'. The calendar grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The date August 31 is highlighted in yellow. In the top right corner, the 'Add New' button is highlighted. At the bottom of the calendar, the 'Insert' button is highlighted.

Click the calendar event you would like to enter into your team's schedule

The screenshot shows the 'Add New' dropdown menu. The menu is open, displaying the following options: Practice, Tournament, Playoff Round, Team Event, Team Note, and Global Note. The 'Practice' option is highlighted.

Fill in the event details and click “insert & close”

The image shows a web form titled "Event" with a close button (X) in the top right corner. The form has two tabs: "General Information" (selected) and "Additional Details".

Fields include:

- Event Title:** A text input field.
- Location:** A text input field.
- Starts:** A date and time picker showing "Sat Oct 05, 2024 5:00 PM" with calendar and clock icons.
- Ends:** A date and time picker showing "Sat Oct 05, 2024 7:00 PM" with calendar and clock icons.

A **Notes** section contains the following instructions:

- Please do not include events which may violate the organization's privacy policy such as "Birthday Party" events.
- For "All Day" Events, set the start time to be 12:00 AM and the end time to be 11:59 PM.
- Team Events will be visible on the team's home page as well as the team calendar. If you also want it to be visible on the organization pages, please contact your association webmaster who can mark it as a "major" event.

At the bottom of the form are three buttons: "Insert & Add Another" (green), "Insert & Close" (green), and "Cancel" (grey).

Any events entered into the schedule will appear in your team’s SportHeadz app calendar