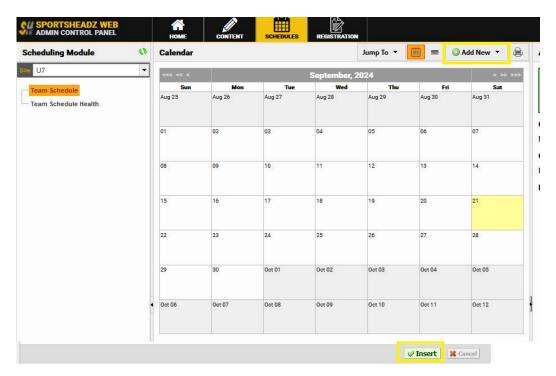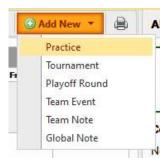**Managing Your Team's Schedule – Team's Schedule**

<mark> 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. ****</mark>

Log into the team's webpage administrator portal. (See **Managing Your Team's Website – News Article Posting** for details on how to login)
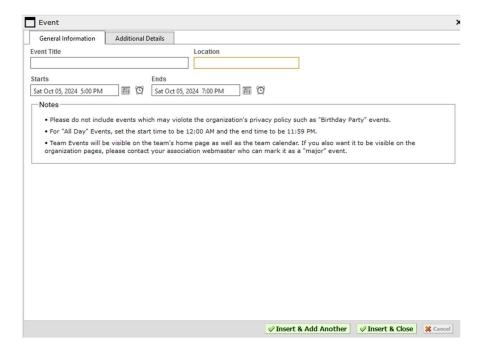
Click on the "Schedules" Tab in the top menu; and click on the "Add New" button in the top right corner.

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

Fill in the event details and click "insert & close"

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