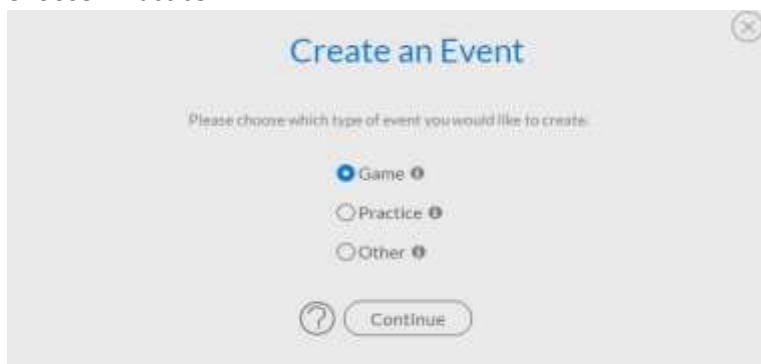


Adding a Practice to Your Team Calendar

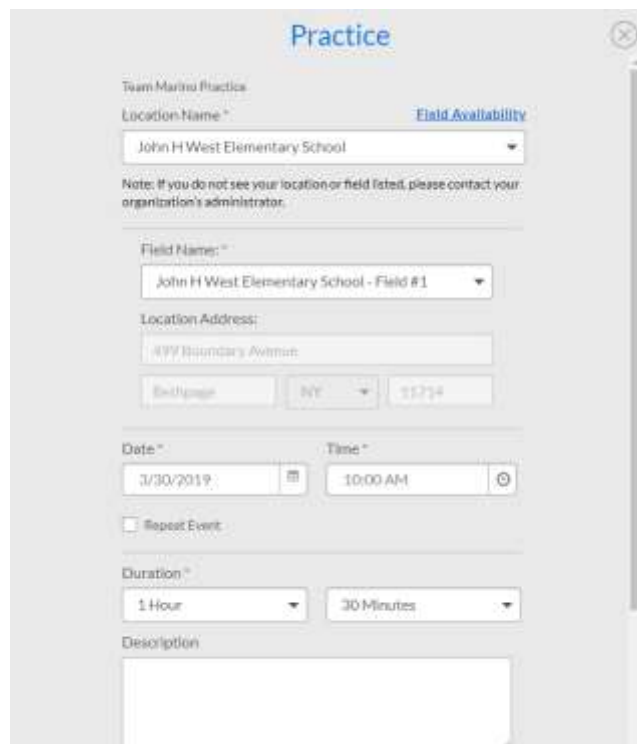
- 1) Click Create Event from the Calendar tab:



- 2) Choose "Practice"



- 3) Enter the "Location", "Field Name", "Date", "Time", and "Duration" are all required fields. Once you hit save it will send out an email to the team, put it on your calendar as well as the league calendar.

A screenshot of a 'Practice' form. The title is 'Practice'. The form contains the following fields:

- Team: Team Mariou Practice
- Location Name: John H West Elementary School (with a 'Field Availability' link)
- Note: If you do not see your location or field listed, please contact your organization's administrator.
- Field Name: John H West Elementary School - Field #1
- Location Address: 499 Boundary Avemnt, Bldgpage, NY, 11714
- Date: 3/30/2019
- Time: 10:00 AM
- Repeat Event:
- Duration: 1 Hour, 30 Minutes
- Description: (empty text area)