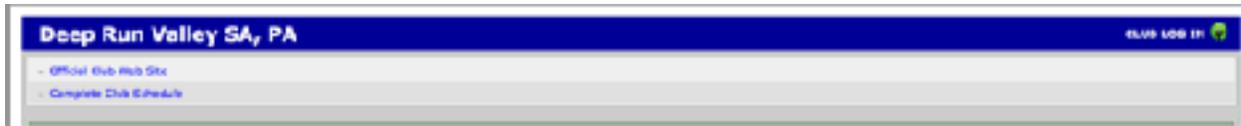


SPRING 2018 Scheduling Instructions

PAGS will utilize the scheduling system that has been used the past several years. PAGS will provide the date of the games and the home/away team. Any person with administrative rights to the PAGS website for a club will be able to enter the time and field for all club home games directly on the PAGS website. If you need to change the date of a game as it shows on the schedule you must **first obtain the agreement of the opposing team**. The time allotted to the clubs for scheduling should also be used to resolve conflicts for coaches of multiple teams and know events such as church activities, birthday parties, club events, etc. PAGS **WILL NOT** change the schedule for such things after the schedule is released to the Referee Assignors and the public.

Step 1 - To enter schedule information login to the PAGS website as you normally do. On the PAGS home page click on “PAGS Member Clubs” and then click on your club name. You will see the following screen:



Step 2 - Click on “Club Log-In” in the upper right-hand corner of the screen.



Enter your email address and password.

Step 3 - Click on “Club Schedule”



Step 4 - Click on a month to view entire club schedule for that month.

Deep Run Valley SA, PA Complete Club Schedule							Export schedule to Excel
	September 2018	October 2018	November 2018	September 2018	October 2018	November 2018	
	Date	Time	Home Team	Away Team	Field	Division	
100	Sun	Sep 11	DEEP RUN Classic 88 Blue	vs. FIGHTOWN Sporting Stars		LEIGH	
802	Sun	Sep 11	DEEP RUN Classic 2017 Blue	vs. LORVILLE United 21		LEIGH	
1288	Sun	Sep 11	DEEP RUN Classic 88	vs. LORVILLE United		LEIGH	
3642	Sun	Sep 11	DEEP RUN Classic 44 Blue	vs. ASPEN United 34		LEIGH	
4485	Sun	Sep 11	DEEP RUN Classic 43 Blue	vs. COUATRY 05		LEIGH	
4581	Sun	Sep 11	DEEP RUN Herby	vs. ATTRACTION JTD Fury		LEIGH	
3638	Sat	Sep 17	RFC 2004	vs. DEEP RUN Classic 08 Blue		LEIGH	
104	Sun	Sep 18	L'YSL MONSIEUR	vs. DEEP RUN Classic 08 Blue		LEIGH	
200	Sun	Sep 18	DEEP RUN Classic 88 White	vs. FIVE TUSOCK United 1008		LEIGH	
808	Sun	Sep 18	KIRKWOOD 07 Blue	vs. DEEP RUN Classic 2027 Blue		LEIGH	
1788	Sun	Sep 18	WICKMOUTH United 2566	vs. HAPP BIRD Classic 76		LEIGH	
4485	Sun	Sep 18	LDIC Phoenix	vs. DEEP RUN Classic 02 Blue		LEIGH	
4094	Sun	Sep 18	DEEP RUN 10278	vs. KIRKWOOD 07 Blue		LEIGH	

SPRING 2018 Scheduling Instructions

Step 5 - Click on the home team for a given game. This takes you to the team page which includes the team's entire schedule. At the top of the page you can update any information regarding the team contained in the area shaded green. In addition, you can add team home/away uniform colors. In the middle of the page you will see the team's full schedule.

Step 6 - To enter the game time and fields for all of this team's home games click on "Edit Games" at the top of the schedule.

SPRING 2018 Scheduling Instructions

Step 7 - You can enter game times and field information for all of the team's home games. You must enter one game at a time. First click on "edit me (specify AM/PM)" under the Time column. Enter the time in the following format, 9:30 am or 3:15 pm, then click "OK". Next click on "edit me" under the "Location" column. Click on "Choose new value" and select the appropriate field from the pull-down menu of fields and click on "OK". If the field you wish to use does not show in the pull-down menu you must enter it into the PAGES database and then return to the scheduling process. Instructions for entering field information can be found on the PAGES home page. When you have entered all the information for the team's home games click on "Save Changes" at the bottom of the page.

Step 8 - Repeat this process for all of your teams playing in the Spring 2017 Season.