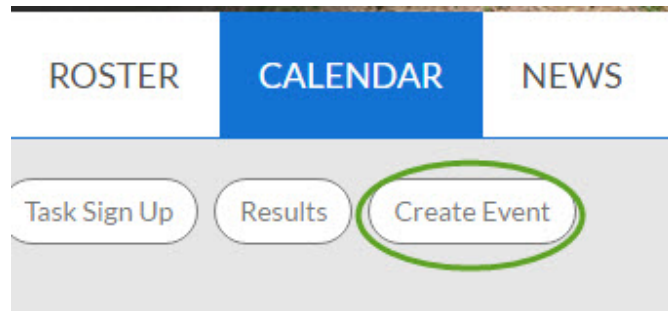
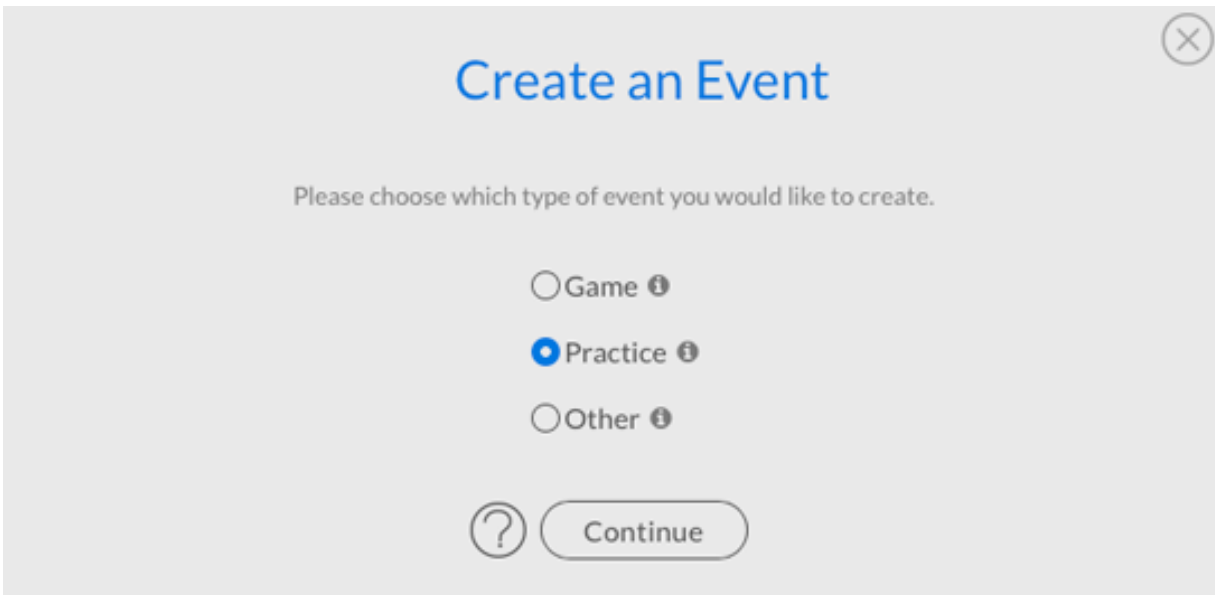


Creating Team Practices

To create a practice, first login to your team page and click **Calendar**. Once there, you will click **Create Event**.



Click on **Practice** and then **Continue**.

A screenshot of a dialog box titled 'Create an Event'. The dialog box has a close button (X) in the top right corner. Below the title, there is a prompt: 'Please choose which type of event you would like to create.' There are three radio button options: 'Game', 'Practice', and 'Other'. The 'Practice' option is selected, indicated by a blue dot. Below the options, there is a question mark icon and a 'Continue' button.

You will be able to choose the **Location** of the practice as well as the **Date** and **Time**. The locations are based on what we have been granted for field permits. If you do not see the location or field that you need, please contact your division manger. By adding practices in this fashion, it allows for the system to search for conflicts on a certain fields and let you know if there is already an event taking place.

Practice



Spartans VS. Practice

Location Name *

[Field Availability](#)

Jerry Fortin Fields

Note: If you do not see your location or field listed, please contact your organization's administrator.

Field Name: *

U14

Location Address:

20 Driving Park Rd

Manchester

NH

03103

Date *

9/2/2016



Time *

6:00 PM



Repeat Event

Duration *

2 Hours

Minutes

Description

Notify

All Allocated Volunteers ⓘ

Team(s) associated accounts and participants ⓘ

Save