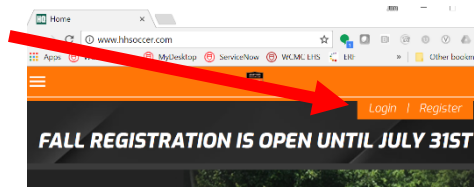


How to Create a Travel Game in Blue Sombrero



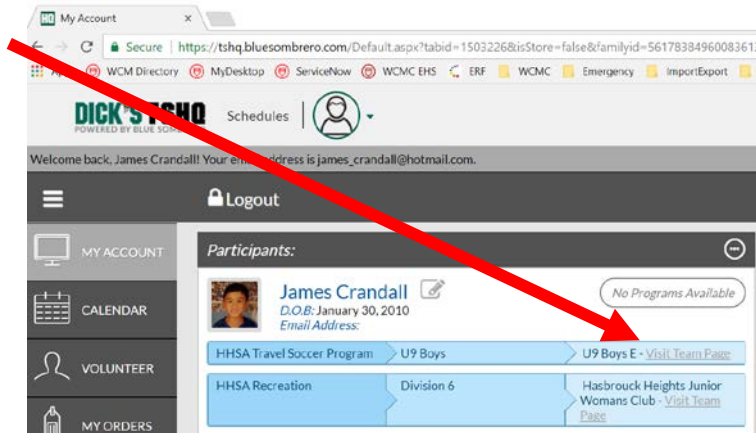
1

- Login to HHSA website hosted by Blue Sombrero
- <http://www.hhsoccer.com>



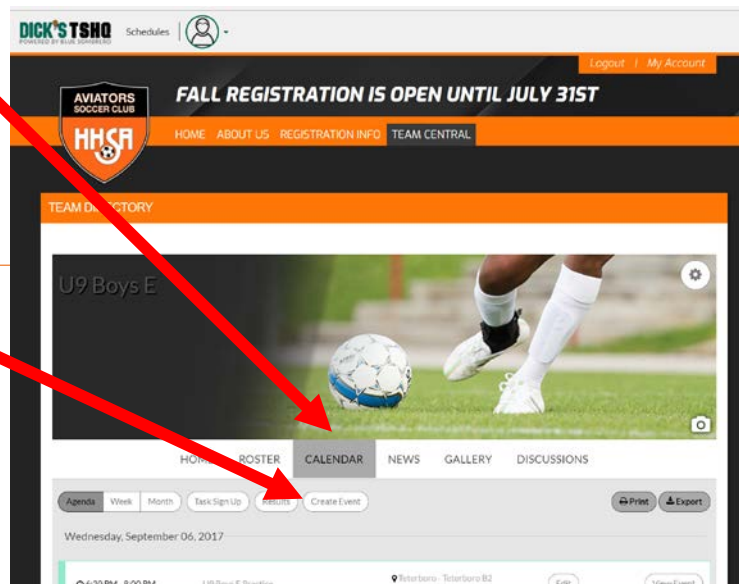
2

- Visit Travel Team Page



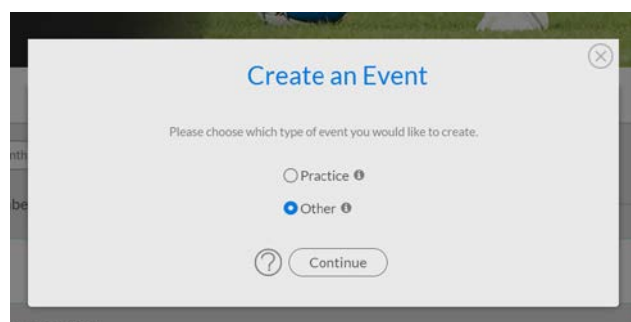
3

- Go to "Calendar"



4

- Go to "Create Event"



5

- Select "Other" Event Type and then Continue

How to Create a Travel Game in Blue Sombrero



6

• Enter Travel Game Information

- **Event Name**
 - Home Game: **“vs. Opponent Name”**
 - Away Game: **“at Opponent Name”**
- **Location Name and Address**
 - Location Details and Addresses available on NCSA website (<http://www.ncsanj.com>)
- **Game Date and Time**
 - Enter game date and start time.
 - Leave “All Day” and “Repeat Event” unchecked
- **Game Duration**
 - Enter: **1 Hour 30 minutes**
 - U13-U14: 80 minutes (40 min half)
 - U11-U12: 70 minutes (35 min half)
 - U9-U10: 60 minutes (30 min half)
- **Action**
 - Leave as “None” but can be used to Cancel, Postpone or Reschedule
- **Description**
 - Enter Coach’s Notes such as arrival time, jersey color and snacks
- **Event Reminder Emails**
 - Enable – leave checked
 - **Check** “Notify Team(s) associated accounts and participants” to notify player parents.

Other

Event Name *
at North Arlington

Location Name *
James Zadroga Soccer Field Small-Sided

Location Address:
300 Schuyler Ave
North Arlington NJ 07031

Date * 9/30/2017 Time * 12:00 PM
 All Day Repeat Event

Duration *
1 Hour 30 Minutes

Action
None

Description
Arrive to field by 11:30am for warm ups.
Wear orange jersey.
Half-Time Snack: TBD
End of Game Snack: TBD

Event Reminder Email
Send email reminders before the start of the event.
 Enable ⓘ

Notify
 All Allocated Volunteers ⓘ
 Team(s) associated accounts and participants ⓘ

Save

7

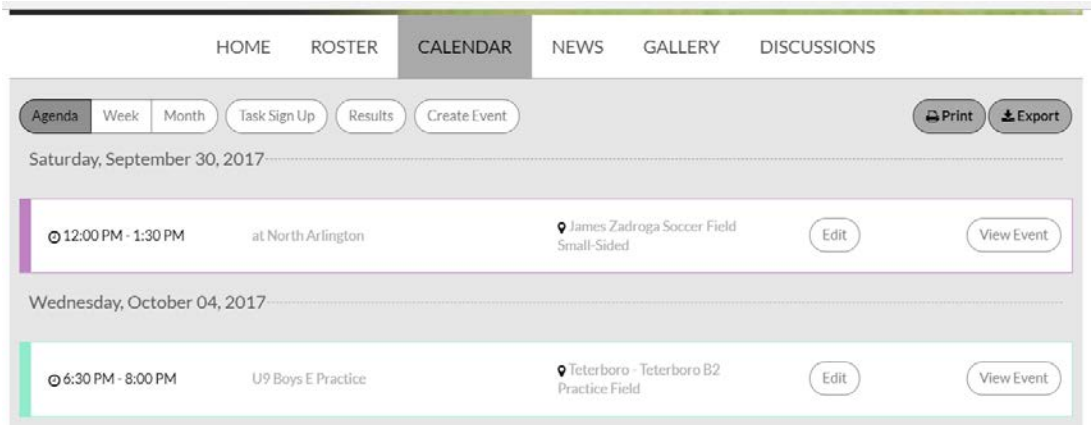
• Save Event

How to Create a Travel Game in Blue Sombrero



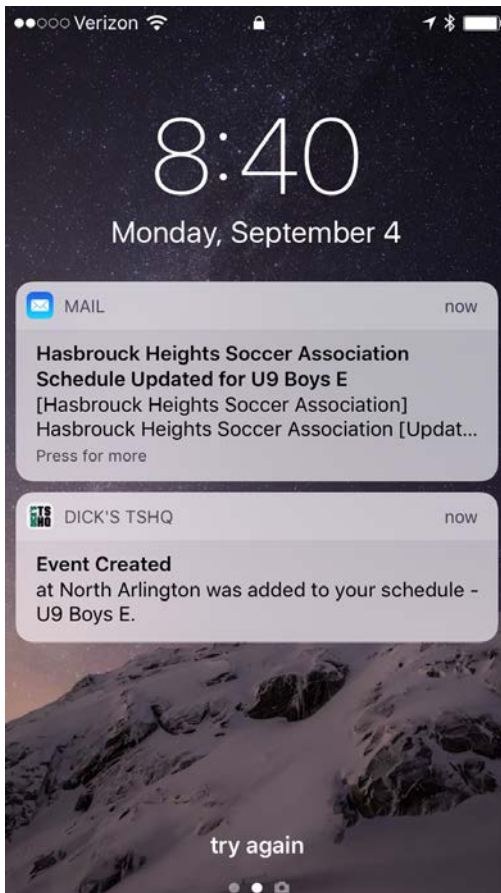
8

- View Events in Calendar
- Desktop Calendar View



- DICK'S TSHQ App View on Mobile Device

Notices when Event Created



Event Details from Mobile App

