



Scheduling

This tool associates dates/times and locations with Events within a games.

Steps

1. Within a **Games**, select the desired **Event** to schedule.
2. From the left-hand **Tools** panel, select **Scheduling tool**.

The screenshot shows the Scheduling tool interface. The breadcrumb path is [GMS 7 \(64 bit\)](#) > [LA 2015 World Games](#) > [BC Bocce Doubles](#) > Scheduling tool. The interface is divided into two main sections: 'Items to be scheduled' and 'Calendar'.

Items to be scheduled: Includes a 'Date:' dropdown set to '07/22/2015', checkboxes for 'Show all items' and 'Show unscheduled items', and a table with columns: Description, Status, #, Start, Duration, Location.

Calendar: Features a 'Calendar locations:' dropdown set to 'Peace and Friendship Stadium.Bocce Arena', a 'Time interval:' dropdown set to '15', and a list of locations with checkboxes: 'Peace and Friendship Stadium', 'Bocce Arena', 'Court 01' through 'Court 16'. A 'Calendar Grid' is visible on the right side of the calendar section.

3. From within this tool, you can manage the **location** and **date/time** for your chosen **Event**. You also have the option to make changes to the Games locations, by selecting **Setup locations**. And have the option to **export the Calendar Grid to Excel**.