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.

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.