

Instructions for WMCYO Basketball Scheduling

We suggest printing a copy of the directions to refer to while you are processing your schedules.

Questions

If you have any questions please contact Ed Godek at
schedule.wmcyo@gmail.com
413-530-4282

DEADLINE

All home schedules are due no later than end of the day on 11/13/17, the completed file needs to be emailed to:
schedule.wmcyo@gmail.com

If you do not have any home games, please send an email to : schedule.wmcyo@gmail.com

Second Grade Division Teams

DO NOT INCLUDE ANY SECOND GRADE DIVISION TEAMS OR TIMES IN THIS SCHEDULE.
They will be handled separately. Domenic Battista from St. Thomas will give you instructions.

General

- **Consistency and correctness of the data entry is very important, we cannot state this enough.**
- Use copy and paste to enter data, as much as possible.
 - This prevents misspellings and other common data entry errors.
Example: if for one entry you type "St Pats SH" and another entry you type "St Patricks SH"; these will sort differently.
 - Copy and paste when possible applies to all columns in the spreadsheet.
 - Where applicable, entries are above the columns for you to use when cutting and pasting.
 - DO NOT use periods, apostrophes ,or any other characters when entering your organization's name. These characters can create errors with the program and sorts.
Example: St Pats SH - is correct. St. Pat's S.H. - is not correct.
 - DO NOT change formatting of the text, add colors, change or add columns, etc.

"Cut" and "Paste" Instructions

1. Highlight the cell or group of cells you wish to copy with your mouse.
 - a. **Single Cell** - Click on the cell you wish to copy.
 - b. **Multiple/Range of Cells** - Click on and hold down the mouse button in the cell in the upper left hand corner of the group of cells you wish to copy, then drag, while still holding down the mouse button, to the bottom right corner of the group; release the mouse button.
2. Press and hold the "ctrl" and "c" keys at the same time; the items being copied should now be highlighted and the border will be flashing.
3. Move the mouse to the new cell you wish to paste the data into, or the upper left cell of the group if you are copying a group of cells, and click the mouse button.
4. Press and hold the "ctrl" and "p" keys at the same time; the items being copied should appear in the cell or range of cells.

Spreadsheet Instructions

1. Before you begin working with the spreadsheet Coordinators gym schedule 2016-2017 Rev00.xls , save a copy with a new name.

- The new name should be XXXX gym schedule 2017 - 2018 Rev00.xls

- The XXXX should be your gyms name without punctuation.

Example: St Pats South Hadley gym schedule 2017 - 2018 Rev00.xls

2. Work with the "new" spreadsheet and keep the original copy as a back-up.

3. Column A, has the game number in it, currently we only have up to 10 numbered.

Please continue to number in ascending order for all of the games you list.

4. Copy and Paste the day of the week for the first game you wish to schedule from the list into Column B.

5. Copy and Paste a date from the list into Column C.

Double click on the date after you paste it and edit the date if necessary.

6. Copy and Paste a time (Select correct time of day AM or PM)

Double click on the time after you paste it and edit the time if necessary.

7. Enter the gym name into Column E.

- Please only type the name for the first entry for each gym your organization uses only once; after the first entry use Copy and Paste to fill in the gym name on subsequent entries.

- If your organization uses more than one home gym you will need to enter each gym the first time you schedule a game for that gym.

- See the Example sheet for an example of how to schedule multiple gyms.

8. Enter the organization name in Column H.

- Please only type the organization name only once;

- after the first entry use Copy and Paste to fill in the subsequent entries.

9. Copy and Paste the team from the list into Column I

- Make sure that the team you intend to schedule has the same identifier that you used for the Jamboree, so that the team you intend to get the time slot does.

Example: Make sure that B34-1 is the team the team that you identified as your "1" team on the Jamboree paperwork, and not your "2" or "3" team, etc.

10. Repeat steps 3 to 9 until all gym slots have a team assigned to them.

Reminder: Second Grade teams are being scheduled separately!

11. Double, Triple, and Quadruple check the whole schedule for errors and inconsistencies.

12. When you are sure the spreadsheet is complete and you are ready to submit,

email it to: **schedule.wmcyo@gmail.com**

The message header should be : XXXX gym schedule (where the XXXX is your program's name).

Other Information

1. If you have a repeating schedule, for example the same teams play at the same time every week, fill in the first set of games, then use Copy and Paste to fill in the additional days, and edit dates and times as necessary.
2. Names of Teams: G34-1 - "G" designates a girl's team, "34" is for 3rd-4th grade division, and "1" is for the 1st
- In general it is suggested that the top team, most skilled, oldest team, etc be the "1" and go down from there; however you should not change your numbering from the Jamboree forms.
3. Please Double, Triple, and Quadruple check your spreadsheet before submitting. It should resemble the worksheet "Example" in the spreadsheet, see the tabs on the bottom of the spreadsheet.
4. If you have questions or are unsure about any of the directions please ask! It is better to take the time to ask now, rather than hold up the whole schedule for issues.

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5. Below is a list of common errors/issues.
 - a. Incorrect day of the week for the actual date.
Make sure that 12/2/16 is really a Friday, and vice versa.
 - b. Make sure that you change the year when you schedule January and February games
Make sure 1/13/17, not 1/13/16.
 - c. Wrong team is assigned for the time slot.
When the spreadsheet is filled out you can sort by team and it will show the game distribution for each team.
 - d. Forgetting to assign a team in a time slot.
Please do not fill in times and leave the team blank for a 2nd grade teams, this will cause problems. **DO NOT FILL IN ANY TIME OR TEAM FOR 2ND GRADE TEAMS.**
 - e. Incorrect time AM or PM
Remember 12:00 noon is 12:00 PM

Black-out / No Play Dates & Times

- While we hope to keep the times/days that teams cannot play to a minimum, please make sure you notify us of those dates and times.
- Make sure you include all dates, and times, etc when you email the spreadsheet.
- Be specific when possible.