

Northwest Conference

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2013 SCHEDULING AND ORGANIZATION-"Scheduling on the Web"

WEBSITE: www.NWCathletics.com

LOCATION – WSSAAA CONFERENCE (Manito 4-22-2013) & Repeat (Finch 4-23-2013)

DATE – APRIL 22 & 23, 2013

TIME – April 22 (11:15am to 12:00 pm) & April 23 (9:45am to 10:30am)

I. INTRODUCTIONS

II. PURPOSE

- TO PRESENT AN OVERVIEW OF OUR CONFERENCE WEBSITE AND HOW IT CAN WORK FOR YOUR CONFERENCE.
- TO DEMONSTRATE THE CAPABILITIES OF THIS WEBSITE WITH THE SCHEDULER AND REPORT FEATURE.
- TO GAIN AN UNDERSTANDING ON THE USE AND HOW WILL CUT DOWN ON TIME.
- TO DEMONSTRATE THE ADVANCE CAPABILITIES OF THE REPORTING FEATURE.

BACKGROUND

III. HISTORY BEHIND THE CREATION OF THE WEBSITE

- MAKING IT A USEFUL TOOL FOR PARENTS AND STUDENTS
- KEEPING AD'S IN MIND WHEN BUILDING IT

IV. DECISIONS ON IMPLEMENTING THE WEBSITE

- FREEZING THE CHANGES TO SCHEDULE
- WE HAVE ONE AD IN CHARGE OF ENTERING SCHEDULES
- PRINTING SCHEDULES-MUST BE DONE FROM WEBSITE TO LIMIT MISTAKES AND NUMBER OF SCHEDULES.
- HUB OF ALL SCHEDULES
- NAME OF THE WEBSITE
- COMMUNICATION STRUCTURE WITH IN CONFERENCE

V. TOUR OF THE WEBSITE

- PARENT & STUDENT ATHLETE VIEW-NWC
 1. View a specific school- (Burlington-Edison)
- SCHOOL TAB-Home Page, Venues, Rosters, Photos
 1. You can add Athletic Code, other documents.
- BOYS AND GIRLS SPORT SPECIFIC LINKS-Home, Schedules, Contacts, Photos
- BULLETIN BOARD FEATURE-Posting notices or upcoming events;

ATHLETIC DIRECTOR (SET-UP)

VI. HOW TO LOG-IN

- ACCESS TO SCHOOL
- ACCESS TO CONFERENCE

VII. AD CENTER

- **SUMMARY**-INFORMATION PERTAINING TO SCHOOL
- **CONTACTS**-WHERE YOU CHANGE SUMMARY INFORMATION
- **SETTINGS**-SELECTION OF SCHOOL MASCOT AND COLORS
- **SPORTS**-CHECK LIST OF SPORTS BEING OFFERED AT YOUR SCHOOL
- **STAFF**-ADD YOUR COACHES LIST OF NAMES

- **ROLES**-ASSIGN COACHES THEIR COACHING ASSIGNMENTS
- **EMAIL-Don't use very often.**

ATHLETICDIRECTOR (SCHEDULING PRIOR TO SEASON STARTING)

VIII. SCHEDULER-(new webpage pops up)

- OPTIONS
- CHOOSE SCHEDULES--
 1. SCHEDULES-View any sport at any level.
 2. Demonstration on how to add or delete an event
 - a. Head to Head Competition
 - b. How to add tournaments
 3. SCHEDULING FREEZE (League Decision)
- CHOOSE/MAKE REPORTS—FILTER AND LAYOUT FORMATING
 1. PRINT SCHEDULES BY SPORT
 2. PRINT SCHEDULES BY SPORT LEVEL
 3. BUILD REPORT FOR TRANSPORTATION
 4. BUILD REPORT FOR CUSTODIAL
 5. BUILD WEEKLY REPORT FOR TEACHING STAFF

ATHLETIC DIRECTOR (SCHEDULING ONCE SEASON BEGINS)

IX. SCHEDULE CHANGES DURING THE SEASON

- NWC DECISION TO FREEZE SCHEDULES-NO CHANGES THROUGH SCHEDULER
 1. Prevents changes from being made without contact between schools.
- SCHEDULE CHANGES DURING SEASON-How to make changes??
 1. Changes through the daily calendar with Log in access.
 - a. Bus Feature
 - b. Calendar Feature
 - c. Trash Can Feature

X. PARENT SUBSCRIPTION

- SUBSCRIBE TO RECEIVE NOTIFICATIONS
 1. How to subscribe
 - a. Email, text, twitter, facebook

ATHLETIC DIRECTOR (ADVANCE USE OF WEBSITE)

XI. POST SEASON BRACKETS FOR DISTRICTS

- Added Feature in the Fall 2011
- Adds games on schedule automatically with advancement in tournament brackets.

XII. WPA Network Scoring Feature

- Able to score games up to the moment.
- See scores around the league-officially entered or unofficially.

XIII. REPORT Module

Using WPA Network Report Module in Audubon room Monday afternoon from 3:00-3:45pm.

- Additional Reporting Features
- Designing your own Custom Report Features
 1. Automated weekly email

