Creating a Competiton Game Schedule
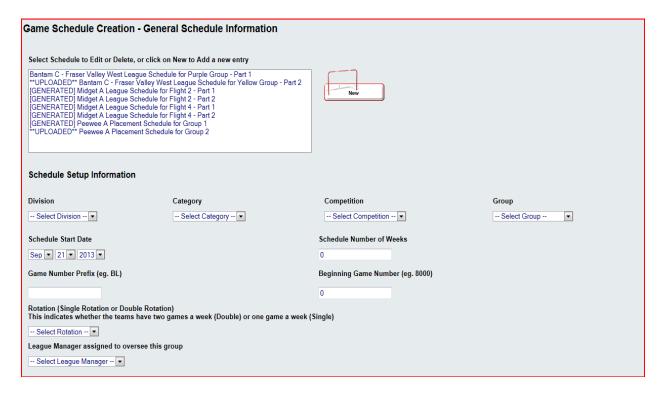
After teams have been slotted into groups for the different competitions, game schedules need to be generated.

While "C" Leagues may require schedules for Balancing, League and Playoff competitions, "A" leagues often only generate multi-week schedules for Placement and Balancing rounds. "A" League Playoff and President Series games are determined as games are played, not really enabling scheduling as a whole group at once; these competitions do not utilize this process.

1. Creation of these schedules requires being signed onto Teamlink.

2. The game schedule creation process is NOT available via the standard menu system. To access this process, visit www.teamlink.ca/createSchedule.htm. The "Game Schedule Creation – General Schedule Information" page will appear.

3. The "Game Schedule Creation - General Schedule Information" page will display. Clicking on a schedule in the list will auto-fill the selected options in the lower section of the page. If the group is not listed, clicking on "New" will create a new schedule for a group.

4. Select the appropriate division, category, competition and group for the schedule to be created/maintained. The page will update following each selection, filtering available options in the next drop-down list.

5. Once the schedule groupings have been indicated, enter details.

a. Schedule Start Date - indicate the date to start. This would be regardless of whether any games scheduled that day. For example, a Monday to Sunday schedule would have a Monday start date, even if no team has a Monday game.
b. Schedule Number of Weeks - indicate the number of <u>consecutive</u> weeks being scheduled.
c. Game Number Prefix - indicate the two letter game number prefix.
d. Beginning Game Number - indicate the game number for the first game of the schedule.
e. Rotation - select single rotation (one game per week) or double rotation (home and away game each week).
f. League Manager - indicate which League Manager will be overseeing this group of games. Only those league managers currently granted access in Teamlink for this group will appear in the drop-down list. Managing Directors are included at the end of the list in case there is no current league manager for this group.

Note: During INITIAL creation of a League Schedule, , the system will permit two sets of schedule start dates and number of weeks, with identifiers for part 1 and part 2 of the schedule. Once created, the two parts will appear as two separate items in the list. This allows processing separately, or back to back, as needed.

Note: Changing any of values within a previously-generated schedule would require a regeneration of the schedule for the change to be applied.

6. The list of schedules contains status indicators.

They are:
a. [GENERATED] - a schedule has been generated for this group.
b. ** UPLOADED ** - the schedule has been uploaded to the regular game schedule system, and is viewable by the general public. Maintenance to the games within this schedule would be completed via the Game Schedule Maintenance page.
c. no prefix - the schedule group has been created, but no teams have been attached nor has any schedule been generated.

7. Once all of the fields have been completed, click on "Next".

If the current schedule had already been generated, the "Game Schedule Creation - Review Created Schedule" page will appear. If the current schedule had not previously been generated, or if it is being recreated, then the "Game Schedule Creation - Enter Team Information" page will be displayed.

Note: If the selected schedule has been marked as uploaded, no button options will be available.

The "Reset" button will "reset" the values on the page back to what they were set to when the last "save changes" was performed.

The "Delete" button will delete the schedule from the list. IMPORTANT: If there had been a previously-generated schedule, it will also be deleted.

The "Recreate Schedule" button will delete the current generated schedule, and begin the process to recreate a schedule with the indicated values. This button only appears if the selected schedule has been previously generated.

8. The "Game Schedule Creation - Enter Team Information" page allows selection of teams to be included in the schedule. The upper sections displays the selected options for easy reference.

9. Team selection occurs in the lower portion of the page.

Once a team is selected, and the page has refreshed, any teams with home ice details indicated under Teamlink Team Information will auto-populate remaining fields. The retrieved values can be altered, if needed. These altered values will be used in the schedule. If the team's home ice information is not already saved into Teamlink, the information can be manually entered.

10. Select each of the teams to be included in the schedule. There will be a separate line for each team. There will always be blank line to enter another team at the bottom of the list. The process will ignore the blank line when creating the schedule.

11. The "Reset" button will "reset" the values on the page back to what they were set to when the last "save changes" was performed.

12. The "Previous" button will display the previous page, the "Game Schedule Creation - General Information" page.

13. Once all teams, and associated home ice slot information, have been completed, click "Next". The schedule will be generated, re-directing to the "Game Schedule Creation - Review Created Schedule" page.

14. The "Game Schedule Creation - Review Created Schedule" page is divided into three sections, the upper section displaying the options selected for easy reference.

Game Schedule Creation - Review Created Schedule

Schedule Creation settings

Creating Schedule for: Midget A League - Flight 2

Input Parameters are:

Schedule Start Date:	Sunday, November 3, 2013
Schedule Number of Weeks:	7 weeks
Beginning Game Number:	ML5200
Rotation:	Utilizing a Double Rotation Schedule

15. The centre section lists any conflicts for teams, in date order. This section only appears when conflicts exist in the schedule. Conflicts are resolved by changing the status of the game to "conflict" in the schedule. Once all conflicts have been properly tagged, this section does not display.

NOTE: The teams listed have conflicts on the indicated dates:

Date	Team
2013-11-10	Cloverdale Midget A1-T1
2013-11-11	Langley Midget A1-T1
2013-11-24	Coquitlam Midget A1-T1
2013-11-25	Abbotsford Midget A1-T1
2013-12-08	Cloverdale Midget A1-T1

16. The lower portion of the screen displays the generated schedule.

	Number	Home Team	Visitor Team	Date	Location	Start Time	End Time	Status
1)	ML5200	Coquitlam Midget A1-T1	Abbotsford Midget A1-T1	2013-11-03	Coquitlam Main	18:15	20:15	Active
2)	ML5201	Cloverdale Midget A1-T1	Langley Midget A1-T1	2013-11-03	Cloverdale Arena	19:15	20:45	Active
3)	ML5202	Abbotsford Midget A1-T1	Chilliwack Midget A1-T1	2013-11-04	Abbotsford MSA	21:15	23:15	Active
4)	ML5203	Langley Midget A1-T1	Coquitlam Midget A1-T1	2013-11-04	George Preston Recreation Centre	21:15	22:45	Active
5)	ML5204	Chilliwack Midget A1-T1	Cloverdale Midget A1-T1	2013-11-05	Chilliwack Twin Rinks 1	21:15	23:15	Active
6)	ML5205	Coquitlam Midget A1-T1	Cloverdale Midget A1-T1	2013-11-10	Coquitlam Main	18:15	20:15	Active

As the game status for a particular game is changed to "Conflict", the page will refresh and drop that game from the list of conflicts.

17. Note: If the schedule generated contains games with "BYES", those games will not be assigned a game number.

	Number	Home Team	Visitor Team	Date	Location	Start Time	End Time	Status
					Game Schedule			
1)		Semiahmoo Bantam C3	Bye	2012-10-01	Centennial Arena White Rock	19:00	20:30	Active ▾
2)	BL3333	Cloverdale Bantam C8	Surrey Bantam C3	2012-10-02	Cloverdale Arena	19:45	21:15	Active ▾
3)	BL3334	South Delta Bantam C2	Langley Bantam C6	2012-10-06	Ladner Leisure Centre	17:30	19:00	Active ▾
4)	BL3335	Semiahmoo Bantam C3	Cloverdale Bantam C8	2012-10-08	Centennial Arena White Rock	19:00	20:30	Active ▾
5)	BL3336	Surrey Bantam C3	South Delta Bantam C2	2012-10-11	North Surrey 2	20:00	21:30	Active ▾
6)		Langley Bantam C6	Bye	2012-10-13	Langley Sportsplex 2 Blue	13:15	14:45	Active ▾
7)		Cloverdale Bantam C8	Bye	2012-10-16	Cloverdale Arena	19:45	21:15	Active ▾
8)	BL3337	Langley Bantam C6	Surrey Bantam C3	2012-10-20	Langley Sportsplex 2 Blue	13:15	14:45	Active ▾
9)	BL3338	South Delta Bantam C2	Semiahmoo Bantam C3	2012-10-20	Ladner Leisure Centre	17:30	19:00	Active ▾

18. Once all conflicts have been resolved, the schedule can be uploaded to the game schedule system within Teamlink. All games will be publicly viewable, and available for results entry. To do this, click on the "Post Schedule" button.

Note: you are not required to post the schedule at this point. This generated schedule can be left intact for future posting if so desired. **This is a good point to pause, and send an email to Officers to review schedule **

19. The "Reset" button will "reset" the values on the page back to what they were set to when the last "save changes" was performed.

20. The "Previous" button will display the previous page, the "Game Schedule Creation - General Information" page.

21. The "Save Changes" button will edit the current page and save the changes, but leave this page open.

22. One other feature of the system is to identify any game number which has already been entered into Teamlink. In such a situation, the duplicated game number will be flagged on the "Create Schedule - Review Created Schedule" page. There will be a message at the top of the page in red, as shown here.

Game Schedule Creation - Create Schedule

The game numbers indicated in RED already exist in the system. Please check, and if needed, take corrective action and restart from the beginning.

Schedule Creation settings

Creating Schedule for: Peewee A Placement - Group 2

The affected game number(s) in question will also be highlighted in red in the schedule portion of the page, as illustrated below for game number PQ1500.

Game Schedule								
	Number	Home Team	Visitor Team	Date	Location	Start Time	End Time	Status
1)	PQ1500	Ridge Meadows Peewee A1-T1	Burnaby Peewee A1-T1	2013-10-02	Planet Ice Ridge MR Cam Neely	18:30	20:00	Active ▾
2)	PQ1501	Port Coquitlam Peewee A1-T1	Ridge Meadows Peewee A1-T1	2013-10-02	Port Coquitlam Blue	18:45	20:00	Active ▾
3)	PQ1502	Vancouver Peewee A1-T2	Port Coquitlam Peewee A1-T1	2013-10-05	PNE Agrodome	14:00	15:15	Active ▾
4)	PQ1503	Burnaby Peewee A1-T1	Seafair Peewee A1-T1	2013-10-05	Bill Copeland Arena	16:45	18:15	Active ▾

23. The system will not allow duplicate game numbers to exist in the system. The process may need to be restarted from the beginning.