1. From School Home, select 'Activity' (the third blue button from the left).



2. Select the Activity for which you want to schedule games. (e.g. Football)

= TAPPS	Q Search	John Paul II 🗸 🛕
2 DASHBOARD	My Activities	EDIT MY ACTIVITIES REQUEST ACTIVITY
	List of Activities	Manage by
CONFIGURATION	Orchestra	TAPPS
	Golf	TAPPS
	Football	TAPPS
	Basketball	TAPPS

3. Select the Team (eg Varsity, Junior Varsity, 8th Grade, etc) All schools already have a Varsity listed in TMS – each school may also create sub-varsity teams.



4. Select 'Add Game'

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宜 SCHOOL HOME	John Paul II	
© CONFIGURATION	Varsity ADD GAME	VIEW ROSTER - FILTERS -
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E REPORTS	No matches scheduled Yet	

5. Under 'Create Game' select Game Type (District, Non District, Tournament, Scrimmage or Playoff)

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	Click to select the Opponent.		John Paul II - Varsity - (Varsity)	

6. Select Opponent from 'Available Teams' box.

	Your Current View as a School Admin	Exit	
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	Click to select the Opponent.	John Paul II - Varsity - (Varsity)	
	Click to select the Opponent.	John Paul II - Varsity - (Varsity)	
	Christ Academy - Varsity - (Varsity)	VS	↓↑ Switch Home Team
	Christian Heritage Classical School - Varsity - (Varsity)]	
	Doon convent schoo; - IFBA leauge - (Varsity)	Away Team	
1000017	Development Christian Academy Finne Marshie (Marshe)		

7. If the school you are scheduling is not a TAPPS school, click Blue 'Add Non TAPPS Team' button and fill out the information.

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EVENTS EVENTS SCHOOL HOME CONFIGURATION EVENTSSRULES EVENTS	Create Game Select Game Type Q Select. CR_ Select.	select a venue
	Available Teams Add Non TAPPS Team	
	Click to select the Opponent. Christ Academy - Varsity - (Varsity) VS	↓↑ Switch Home Team
	Christian Heritage Classical School - Varsity - (Varsity) Doon convent schoo: - IFBA leauge - (Varsity)	
D LOGOUT	Prestonwood Christian Academy Plano - Varsity - (Varsity) No team selected yet.	

8. Complete game details in upper right corner – Date, Venue, Game time and Field. The game date must be entered at this point. Venue, game time and field may be entered later.

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	Your Current View as a School Admin Exit	
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© CONFIGURATION	Select a dailie type Select Date Select a venue	~
BUSINESS RULES	Q Search	~
E REPORTS		

9. The school creating the schedule is by default the Home Team. To switch Home and Away, click 'Switch Home Team' button.

ailable Teams Add Non TAPPS Team	Home Team
k to select the Opponent.	John Paul II - Varsity - (Varsity)
Christ Academy - Varsity - (Varsity)	
Christian Heritage Classical School - Varsity - (Varsity)	vs ↓↑ Switch Home Team
Doon convent schoo; - IFBA leauge - (Varsity)	Away Team
Prestonwood Christian Academy-Plano - Varsity - (Varsity)	Prestonwood Christian Academy-Plano - Varsity - (Varsity)

10. Click 'Create Game' button.

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	EVENTS		
節	SCHOOL HOME		Home Team
0	CONFIGURATION	Available Teams Add Non TAPPS Team	
Ξ	BUSINESS RULES		
	REPORTS	Click to select the Opponent.	Prestonwood Christian Academy-Plano - Varsity - (Varsity)
		Christ Academy - Varsity - (Varsity)	
			vs ↓↑ Switch Home Team
		Christian Heritage Classical School - Varsity - (Varsity)	
		Doon convent schoo; - IFBA leauge - (Varsity)	Away leam
		Prestonwood Christian Academy-Plano - Varsity - (Varsity)	John Paul II - Varsity - (Varsity)
		Cre	ate Game
Ð	106001		

11. Game has been created and added to schedule. Home team is listed on right hand side. Game details may be edited in upper left corner by clicking pencil icon.

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	Your Current View as a	School Admin Exit	
DASHBOARD	<i>E</i>		
EVENTS			
盦 SCHOOL HOME	John Paul II		
© CONFIGURATION	Varsity	ADD GAME VIEW ROSTER = FILTERS -	
BUSINESS RULES			_
E REPORTS	Away	Home	
	Date : Fri, Sep 06, 2024 Time : 07 : 30 : 00 pm Ø Venue : TBA Field : TBA		
		Match Type: Non District	
	John Paul II	Team Level: Varsity Prestonwood Christian Academy-Plano 0 ⓐ 0 〕	
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