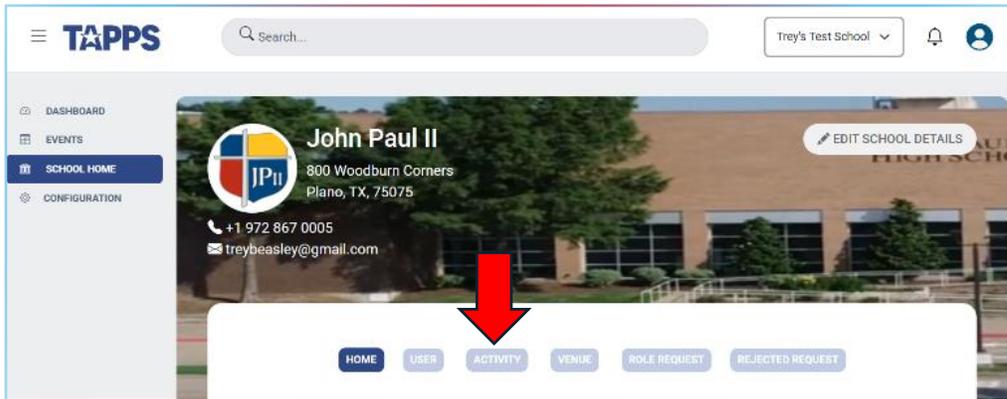
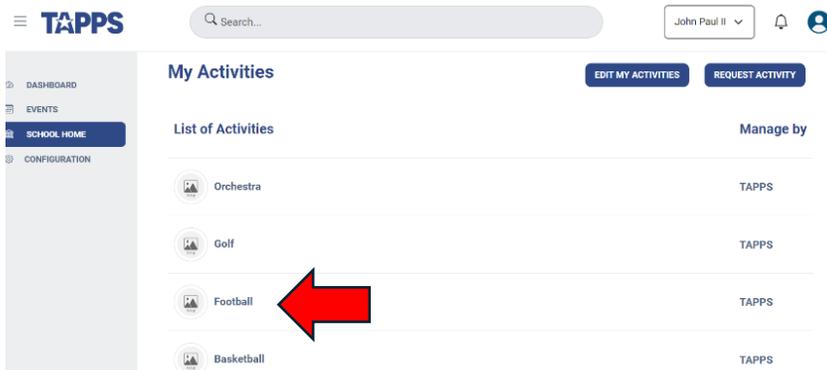


ENTERING SCHEDULES INTO TMS

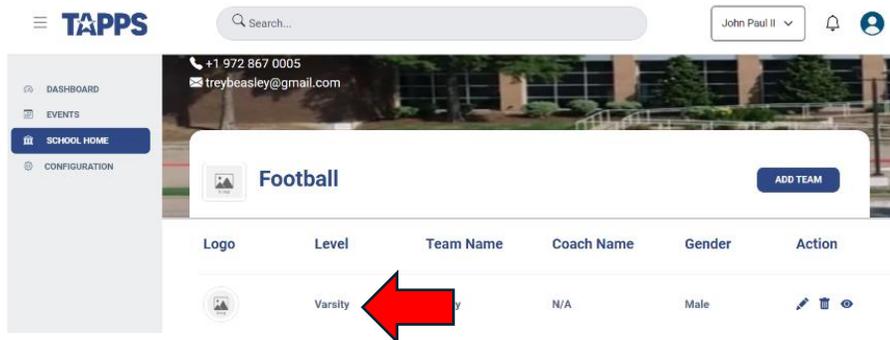
1. From School Home, select 'Activity' (the third blue button from the left).



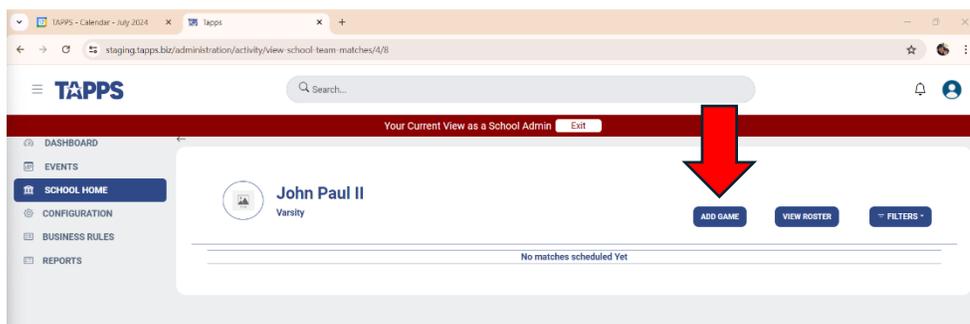
2. Select the Activity for which you want to schedule games. (e.g. Football)



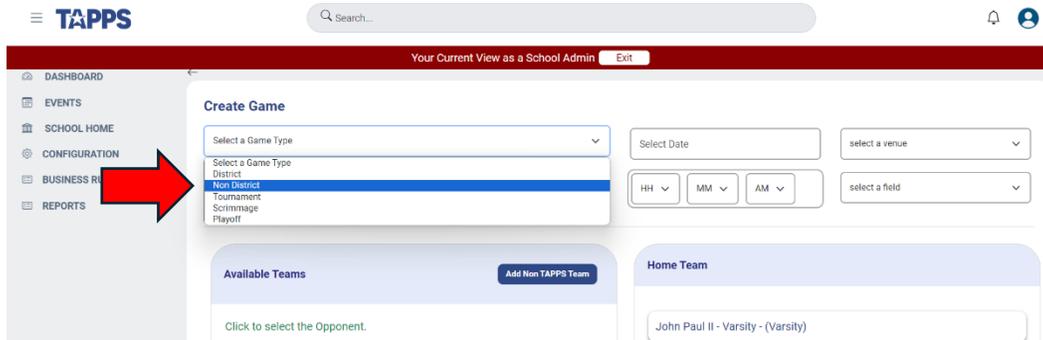
3. Select the Team (eg Varsity, Junior Varsity, 8th Grade, etc) All schools already have a Varsity listed in TMS – each school may also create sub-varsity teams.



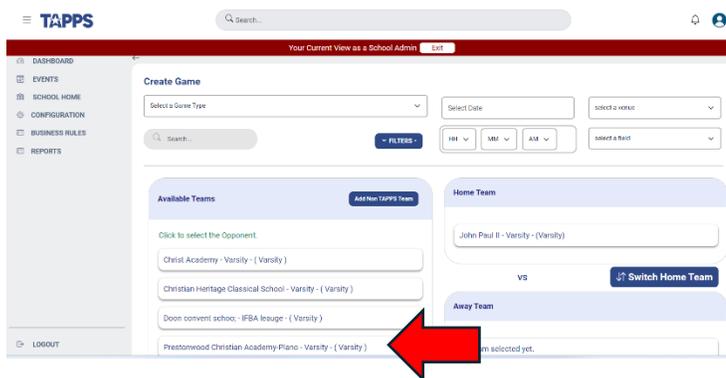
4. Select 'Add Game'



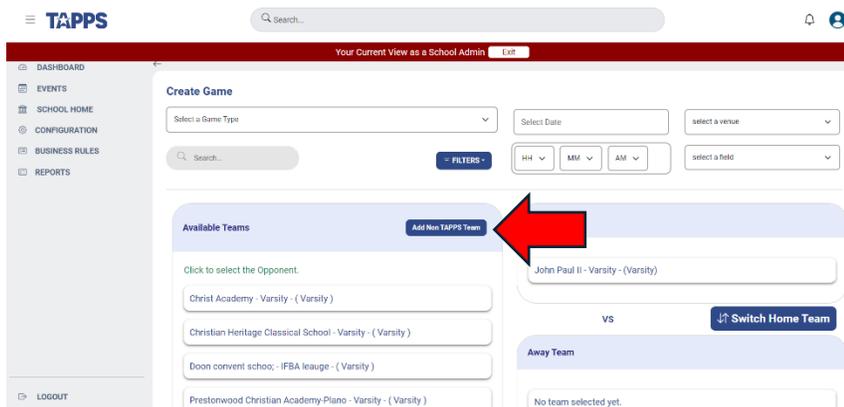
5. Under 'Create Game' select Game Type (District, Non District, Tournament, Scrimmage or Playoff)



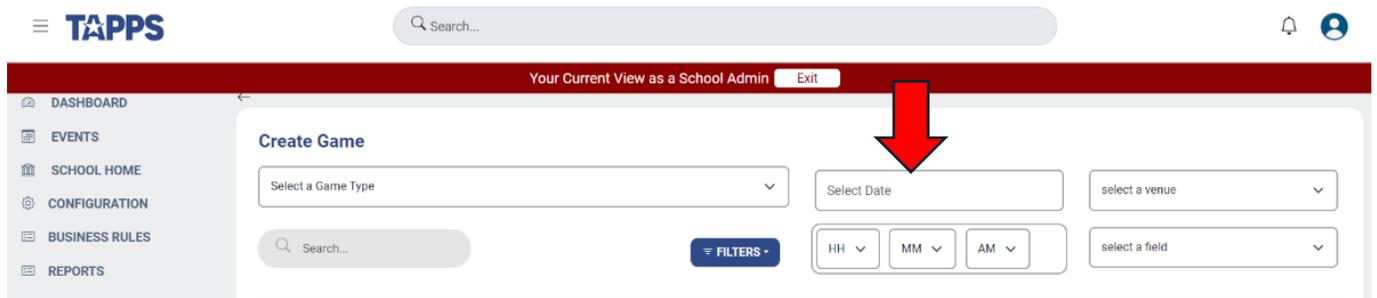
6. Select Opponent from 'Available Teams' box.



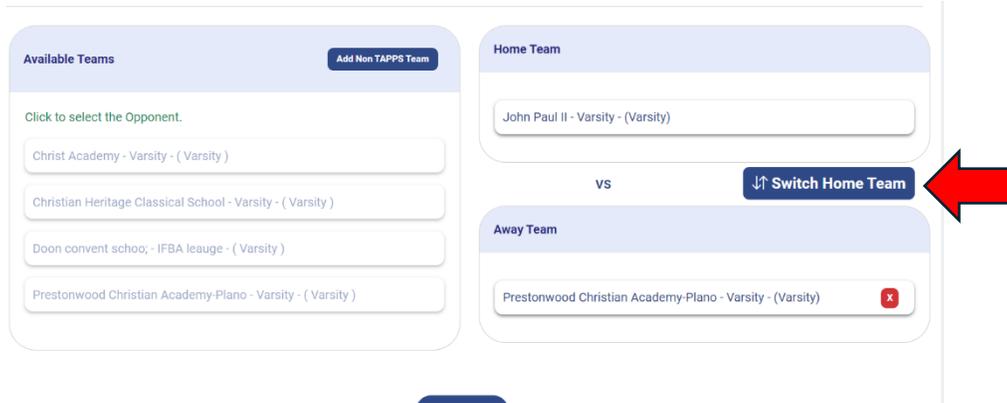
7. If the school you are scheduling is not a TAPPS school, click Blue 'Add Non TAPPS Team' button and fill out the information.



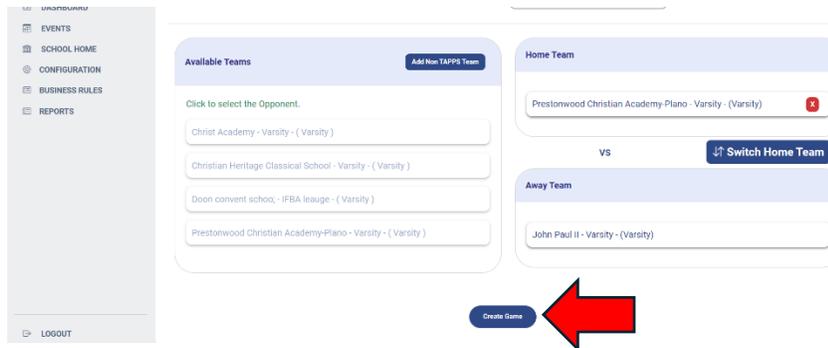
8. Complete game details in upper right corner – Date, Venue, Game time and Field. The game date must be entered at this point. Venue, game time and field may be entered later.



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



10. Click 'Create Game' button.



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.

