

Tutorial

Excel Spreadsheet for Home Schedule

On the form you have downloaded to enter your schedule, we have entered some basic information for scheduling to show you how it looks.

In these examples, Big Sandy is playing Varsity, Jr Varsity and 9th tri-matches on August 10, all beginning at 5:00 p.m. They are located on three different courts, as you can see in the detail (Big Sandy, Big Sandy #2, Big Sandy #3)

On August 15, you can see that they are playing a 9, JV, V all on one court with the first match starting at 5:00 PM

It is important that all matches be entered in this format. Please let us know if you have questions.... we are ready to help you.

If you are having a tourney, it is important that we know how many courts you are using. Please send an email defining the number of courts you are using when you send us your spreadsheet. We also appreciate receiving a copy of your bracket.

*******WE NEED BOTH YOUR HIGH SCHOOL AND JUNIOR HIGH SCHEDULES*******

Date - enter as 00/00/00 *** *please do not enter start times prior to 4:30 PM*

Time - enter as shown on sample

Game - NOT REQUIRED

Sport - Volleyball

Level - After you click on the box in the space you want to enter information, you will see an arrow tab to the right, click on that and all our levels will appear. Pick the level of your match.

Home Team - After you click on the box in the space you want to enter your team, you will see an arrow tab to the right, click on that and all teams will appear. Pick your team.

Away Team - same as above (if your opposing team is not listed, leave blank, let us know who it is and we will add to team bank.

Away Level - NOT REQUIRED

Site: Very important.... We have sites listed by gyms; for those of you who play two courts in one gym, simply pick your school name... Your first court will be your school name; for additional courts, select your school name + #2, #3, #4, etc. (Example: Big Sandy, Big Sandy #2, Big Sandy #3)

Sub-Site- NOT REQUIRED

Bill-To - NOT REQUIRED

Officials - leave blank.