Making Schedules Public Tutorial

When a schedule is in "Private" mode only district employees can see the schedule when logged inside the software.

To allow the public access to the schedules you need change the schedule status to "Public".

** Do NOT make your schedule public until it is 100% complete! **

To change the status from Private to Public hold your cursor over the Schedules tab and select Schedules.

Select the School, Sport, Level, and Team, Click Show

Game Schedule	Practice Sched	ule				
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To make the schedule Public, click "here"

Schedule Status	Game Results Status	Summary Status	Bus Details Status
Public (EVERYONE can see this schedule.)	Private (NOBODY can see the game results.)	Private (NOBODY can see the summary.)	Private (NOBODY can see the bus details.)
Click here to make the schedule private.	Click here to make the game results public.	Click here to make the summary public.	Click here to make the bus details public.

Once you make the schedule Public you will have the option to make the Game Results, Summary Status, and Bus Details Public as well.

Once you make your schedule Public it is recommended

they stay public for the rest of the year. Emails will be sent to those that subscribe when changes to the schedule are made.

To see the Public Schedule click one of the three links provided.

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Opponen	nt	Location		Result	Summary	Bus Details
Example	e	H-HOME		0 - 0	Summary	Bus Details
Example	e Parent Night	A-AAA Field		0 - 0	Summary	Bus Details
	e	H-School 2 HS	S Stadium	0 - 0	Summary	Bus Details
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