

# How to Modify and Add to your IMAA Practice Schedule

Login to IMAASPORTS.NET and Click on Schedules at the top of the page...

The screenshot shows a web browser window with the URL <https://sports.bluesombrero.com/Default.aspx?tabid=530268&isStore=false&checkForRegWizard=true>. The browser tabs include Teammate Portal, TeamSoft, Inc, Project management, Critical path method, Indian Mills Athletic, and IMAA Soccer/Fi. The website header features the 'Schedules' tab highlighted in green. A red arrow points to the 'Schedules' tab. Below the header, there is a 'NEW FEATURE RELEASE' announcement and a 'WELCOME TO THE IMAA' banner with navigation links for HOME, BASEBALL, FIELDHOCKEY, SOCCER, TENNIS, SOFTBALL, TEAM CENTRAL, and ABOUT. The 'MY ACCOUNT' section is visible, showing the user's name 'Hi Kevin Waropay' and contact email 'kevin@waropay.com'. The account menu includes 'Register', 'Volunteer', 'My Orders', and 'Account Info'. There are also links for 'Add Participant', 'View Available Programs', and 'Team Pages'. A 'REGISTRATIONS' section shows '0 items IN YOUR CART' with a 'Go to Cart' button. The 'MY OPEN BALANCES' section is also visible.

To minimize the selections, Select the **Program** and **Division** from the Drop Downs at the top. Then Click on “**Edit**” next to your Team’s Practice Schedule...

The screenshot displays the 'SCHEDULES' section of the sports.bluesombrero.com website. At the top, there are navigation links: 'Manage Locations and Fields', 'Update Scores', 'Post Scores', and 'Calendar'. A prominent green button on the right says 'CLICK HERE TO ADD A New Schedule'. Below this, there are four dropdown menus for filtering: 'REC Soccer', 'Junior Soccer (1st - 2nd Grade)', 'Select Location', and 'Select Type'. The main content area is titled 'Schedules' and includes a 'Create/Edit/Manage' link. A list of nine schedules is shown, each with a 'Show Details' link and a set of action buttons: 'Edit', 'Delete', 'View', 'Matches', and 'Post'. The 'Edit' button for the second item, 'Junior Team Brasil Practices', is highlighted in yellow. The browser's address bar shows the URL: `sports.bluesombrero.com/Default.aspx?tabid=530345#/schedules?programId=6843&divisionId=35809&locationId=-1&eventTypeId=-1`. The browser tabs include 'Teammate Portal', 'TeamSoft, Inc > Home', 'Project management', 'Critical path method', 'Indian Mills Athletic', and 'IMAA Soccer/Field'.

To Modify a practice, click on the gray button next to the scheduled Practice.

To Delete a practice, click on the red button next to the scheduled practice.

To Add a practice, click on the Add New Match button...

The screenshot shows a web browser window with several tabs open, including 'Teammate Portal', 'TeamSoft, Inc > Home', 'Project management', 'Critical path method', 'Indian Mills Athletic', and 'IMAA Soccer'. The address bar shows the URL: [sports.bluesombrero.com/Default.aspx?tabid=530345#/verifyschedule?eventId=17855&automationLevel=P](http://sports.bluesombrero.com/Default.aspx?tabid=530345#/verifyschedule?eventId=17855&automationLevel=P). The browser's taskbar shows various applications like 'Waropay.com Mail', 'My MSN', 'Cigna Email', 'Comcast - Channel ...', 'Theresa', 'Enphase Energy - En...', and 'Enphase Env'.

The main content area is titled 'WELCOME TO THE IMAA' and features a navigation menu with links for HOME, BASEBALL, FIELDHOCKEY, SOCCER, TENNIS, SOFTBALL, TEAM CENTRAL, and ABOUT. Below the menu, there are links for 'Archive All Alerts' and 'View All Alerts', along with 'MY ACCOUNT' and 'LOGOUT' buttons.

The 'SCHEDULING EVENTS' section is active, showing a progress indicator with four steps: 1 Step, 2 Step, 3 Step (Edit Matches), and 4 Step. The 'Edit Matches' step is highlighted, with the subtext 'Make final adjustments to the schedule'. Below this, there is a 'SCHEDULES' header with a clipboard icon and a 'Check Field Availability' button. The schedule details are: Schedule Name: Junior Team Brasil Practices, Program: REC Soccer, and Division: Junior Soccer (1st - 2nd Grade).

A table displays the following match information:

| Order | Round | Home Team VS Away Team              | Match Date       | Start-End Time      | Locations & Fields                           |
|-------|-------|-------------------------------------|------------------|---------------------|--|
| 1     | 1     | Junior Team Brasil VS IMAA_PRACTICE | 08/26/2014 [Tue] | 06:00 PM - 07:00 PM | Dingletown Complex / Dingletown 4x4 Field B1 |

At the bottom of the table, there are two buttons: a green 'Add New Match' button and a 'Back' button. A 'Next' button is also visible.

The footer contains the following information:

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Indian Mills Athletic Association  
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Shamong, NJ 08088  
Email: [admin@imaasports.com](mailto:admin@imaasports.com)

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Fill in a unique Order and Round number (e.g. 2 and 2) and complete the Schedule. Select an appropriate Location and **available** field. Note, if a field is not available, it will say "booked" next to it. The site also will not allow you to schedule it. Click on the Green button to save the entry. Click on "Accept" to continue...

The screenshot shows a web browser window with the URL `sports.bluesombrero.com/Default.aspx?tabid=530345#/verifyschedule?eventId=17855&automationLevel=P`. The page header features the IMAA logo and navigation links for HOME, BASEBALL, FIELDHOCKEY, SOCCER, TENNIS, SOFTBALL, TEAM CENTRAL, and ABOUT. A 'SCHEDULING EVENTS' section is active, showing a 4-step process with '3 Edit Matches' selected. The 'SCHEDULES' header indicates the current schedule is for 'Junior Team Brasil Practices'.

| Order | Round | Home Team VS Away Team              | Match Date       | Start-End Time      | Locations & Fields                           |
|-------|-------|-------------------------------------|------------------|---------------------|--|
| 1     | 1     | Junior Team Brasil VS IMAA_PRACTICE | 08/26/2014 [Tue] | 06:00 PM - 07:00 PM | Dingletown Complex / Dingletown 4v4 Field B1 |

Below the table is a form to add a new match:

- Order: 2
- Round: 2
- Home Team: Junior Team Brasil
- VS
- Away Team: IMAA\_PRACTICE
- Match Date: 9/2/2014
- Start Time: 6:00 PM
- To End Time: 7:00 PM
- Location: Dingletown Complex
- Field: Dingletown Shimonis 11v11 Soccer Field A2

Buttons at the bottom include 'Add New Match', 'Back', and 'Accept'. A 'Check Field Availability' button is also present.

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Use the buttons at the top to Export, Post, or email the Schedule. Click on the Finish button to complete your changes. Note, when you **Post** the schedule, it will show up on your Team Page. It also will result in emails to your team whenever you change the schedule. I'm looking to see if there is a way to disable them from automatically sending. But I also would make sure you communicate with your team when you add/delete anything....

The screenshot shows a web browser window with several tabs open. The active tab is 'Indian Mills Athletic Association'. The address bar shows the URL: `sports.bluesombrero.com/Default.aspx?tabid=530345#/schedulepreview?eventId=17855&automationLevel=P`. The website header features the IMAA logo and the text 'WELCOME TO THE IMAA'. Navigation links include HOME, BASEBALL, FIELDHOCKEY, SOCCER, TENNIS, SOFTBALL, TEAM CENTRAL, and ABOUT. The main content area is titled 'SCHEDULING EVENTS' and shows a progress bar with four steps, the fourth being 'Schedule Preview'. Below this, there are buttons for 'Export', 'Post', and 'Email', which are highlighted in yellow. The schedule details are as follows:

Schedule Name: Junior Team Brasil Practices  
 Program: REC Soccer  
 Division: Junior Soccer (1st - 2nd Grade)  
 Type: Games  
 Activity: Soccer  
 Start Date: 8/26/2014 18:00  
 End Date: 9/2/2014 19:00

| Order | Round | Home Team          | Away Team     | Date             | Start Time | End Time | Location           | Field                   |
|-------|-------|--------------------|---------------|------------------|------------|----------|--------------------|-------------------------|
| 1     | 1     | Junior Team Brasil | IMAA_PRACTICE | 08/26/2014 [Tue] | 06:00 PM   | 07:00 PM | Dingletown Complex | Dingletown 4v4 Field B1 |
| 2     | 2     | Junior Team Brasil | IMAA_PRACTICE | 09/02/2014 [Tue] | 06:00 PM   | 07:00 PM | Dingletown Complex | Dingletown 4v4 Field D2 |

At the bottom right of the schedule preview area, there are 'Back' and 'Finish' buttons, with 'Finish' also highlighted in yellow. The footer contains copyright information for the Indian Mills Athletic Association and is powered by BLUE SOMBRERO.