

Calendar

You can create games, events, promotions or tournaments using the calendar.

View Events Tab

Creating a New Game

1. Click on New or click on the (+) sign on the graphical calendar.
2. Select if the game is hidden.
3. Select the Start and End Dates; note that all time in the ISM are in 24-hour format.
4. All Day Event – yes/no
5. Time TBA – yes/no
6. Event Title – you can enter a title here, however, this probably won't apply because it will automatically say Team A vs. Team B on the front end based on what team is selected in the calendar. You primarily use this field if you're entering an Event/Promotion or if your game has a special name, such as Opening Day.
7. Event Location – this generally will not apply except in special cases this will not show on the front end unless a task has been entered for a programmer to pull that information onto the site
8. Category – make sure to highlight the applicable category.
9. Game Type – this is for internal use only; it does not show on the site
10. Opponents – select the opponent from the drop-down list; these are pulled from Team->Teams, which is explained later.
11. Team Score/Opponent Score – these can be entered after the game, and the scores will be reflected on the calendar page on the site
12. Game Attendance – you can enter this after the game, and it will show on the site under Game Notes.
13. Game Notes – this provides a text editor for you to write up game notes on that particular game
14. News Link URL – you can enter a URL to take the user to a news story online (or anywhere on the Internet) to read about the game
15. Sponsor #1 – you can select a sponsor if applicable; this pulls information from the Sponsor component.
16. Save.

Creating an Event/Promotion/Tournament

1. Click on New.
2. Make sure to enter an Event/Promotion name.
3. Select the applicable category.
4. Enter an Event Description.
5. You also have the capability to upload a photo using the orange Select button.
6. Save.

Deleting/Hiding Items

1. Click on List View.
2. Then check the box next to each item you want to delete.
3. Then click on Delete Selected at the bottom.

Viewing Items on the Calendar

1. Graphical calendar - if you just want to view a certain type of item (i.e. games only), unselect the other types at the top of the calendar, and this will hide them.
2. Graphical calendar – if you just want to view events from a specific category, click on the category name over in the right margin, and this will hide all other categories.

3. Navigating to different months – click on the name of the month at the top to add items to that particular month.
4. List View – in the top left corner, there is a link for 'List' – this will display all items (all types) that have been entered in the calendar.

Categories Tab

Creating a New Category


1. Click on New.
2. Enter the name of the category.
3. Select what type of events this will refer to. You need separate categories for events, promotions, game and tournaments. (For example, you would need to create 2010 Promotions, 2010 Game Schedule, 2010 Events – you can't just create a generic 2010 category.)
4. Save.

Deleting a Category

1. Check the box to the left of the name of the category.
2. Click on the 'Delete Selected' button at the bottom. Click Ok.

Creating a Custom Field

Creating custom fields is identical no matter what component you're editing.

1. When you are viewing the Custom Fields tab, you will have a place to create an entry.
2. Type in the name of the custom field.
3. The type refers to the type of information that will be entered.
 - a. Drop-down Box – drop-down menu of choices
 - b. Multiple Select Box – user can select multiple answer choices from the list
 - c. Checkbox Array – displays checkboxes, but the user can only select one choice
 - d. Radio Array – displays circles for you to select, but the user can only select one choice
 - e. Small Text – this allows the user to type in information such as a name or address
 - f. Large Text – allows the user to type in information, but this gives them a lot more characters than a Small Text box; generally used when the user needs to type sentences or paragraphs
 - g. Photo – allows the user to upload a photo
4. Required – it's up to you if you want to require it or not, but if you select Yes, then the user will have to enter that field in order to submit the information or save.
5. Click the orange Add Field button (), and this will save the Custom Field.
6. Once you have added the custom field, it will show up automatically on the back end, but depending on where you are adding it, it may or may not display on the front end. If it does not show up, you will need to contact your customer service representative or enter a task in the task manager for this field to appear.