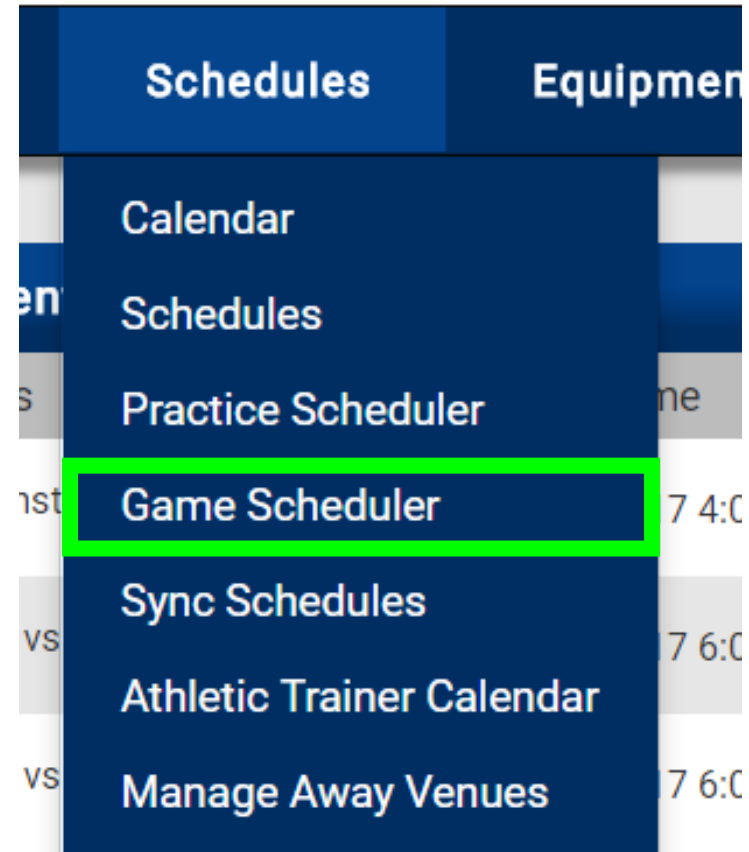




Rank One Sport Game Scheduler Tutorial

To add a new game schedule, hover your mouse over the Schedules Tab

Select Game Scheduler from the drop down menu



Step 1. Highlight your School, Sport, Level, and Team

Speed Line Schedule Maker [▶ Video Tutorial](#) 2018 / 2019 ▼

[Old Game Scheduler](#)

Select the School: Demo 1 HS Demo 2 HS Demo 3 HS Demo 1 MS	Select the Sport: Baseball(M) Basketball(M) Football(M) Golf(M)	Select the Level: Varsity Junior Varsity 9th grade	Select the Team: Eagles
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Step 2. Enter your Advanced Settings. Advanced settings will allow you to enter the Game Start Time, End Time, Default Home Venue, and Game Type for **HOME** games in order to make building your schedule faster!

In this example 7:30 p.m. will be set as the Start Time, 8:30 p.m. as the End Time, Demo 3 Stadium as the Home Venue, and District as the Game Type, since these will apply to **most** of the Home games.

After you enter your Advanced Settings, click “**Save Advanced Settings**” *before continuing*.

You will see the “**Advanced Settings Saved Successfully!**” message at the bottom.

***Note:** We suggest leaving the End Time as one hour after the Start Time so that the Facility Management piece can work behind the scenes to ensure you do not double book a venue.

Parents do **NOT** see the End Time on the Game Schedule.

Time Saving Advanced Settings

Game Default Start Time: Game Default End Time: Default Home Venue: Default Game Type: [Modify](#)

Select Game Dates

Select the Game Dates

April 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Show Bus Details? Yes No

Step 3. Select the Game Dates from the calendar.

*You can select the date *multiple times* if you have more than one game on the same date*

The dates will populate below with your Advanced Settings

Select Game Dates

Select the Game Dates

< September 2019 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Show Bus Details? Yes No

Demo 3 HS - Football(M) - Varsity - Eagles

You have 4 new schedule entries that have not been saved to the schedule yet.

		Game Date	Start Time *	End Time *	TBA	Opponent *	Location *	Venue	Special Notes	Game Type *	Game Notes
✘	New	08/23/20	07:30 PM	08:30 PM	<input type="checkbox"/>		H	Demo 3 Stadium		District	
✘	New	08/30/20	07:30 PM	08:30 PM	<input type="checkbox"/>		H	Demo 3 Stadium		District	
✘	New	09/06/20	07:30 PM	08:30 PM	<input type="checkbox"/>		H	Demo 3 Stadium		District	
✘	New	09/13/20	07:30 PM	08:30 PM	<input type="checkbox"/>		H	Demo 3 Stadium		District	

Save New Schedules to Calendar

To adjust the Start Time highlight the existing data and make the appropriate changes

For example:

Start time is 6:30

type in 0630

(If you do not know the start time check the TBA box)

Demo 3 HS - Football(M) - Varsity - Eagles

		Game Date	Start Time *	End Time *	TBA
✘	New	08/23/20	07:30 PM	08:30 PM	<input type="checkbox"/>
✘	New	08/30/20	07:30 PM	08:30 PM	<input type="checkbox"/>
✘	New	09/06/20	07:30 PM	08:30 PM	<input type="checkbox"/>
✘	New	09/13/20	07:30 PM	08:30 PM	<input type="checkbox"/>

Click Tab on your keyboard

After you hit Tab, the End Time will automatically default to one hour after the Start Time

We recommend NOT ADJUSTING the End Time

Continue filling in the game details

Demo 3 HS - Football(M) - Varsity - Eagles

		Game Date	Start Time *	End Time *	TBA
✘	New	08/23/20	06:30 PM	07:30 PM	<input type="checkbox"/>
✘	New	08/30/20	07:30 PM	08:30 PM	<input type="checkbox"/>
✘	New	09/06/20	07:30 PM	08:30 PM	<input type="checkbox"/>
✘	New	09/13/20	07:30 PM	08:30 PM	<input type="checkbox"/>

All information marked with a red * is required!

Type your opponent in the opponent field. If you are playing a tournament or hosting a track meet, type in the Tournament or Meet name
Example: Coca-Cola Classic, Mustang Relays, etc....

If you need to change your Location to Away select A, Select H for Home

If the Venue you need is not included in the Venue drop down, you may still schedule the game by selecting the --/-- symbol at the top of the list.

If the Home or Away venue does not populate, please notify an Administrator

Special Notes are for details such as Homecoming, Senior Night, etc.

Special Notes appear in Red on the schedule

Game Type: Non-District, District, Tournament, Playoff, etc.

Game Notes will show up internally only – these will not appear on the schedule & **are not required**

Demo 3 HS - Football(M) - Varsity - Eagles

You have 4 new schedule entries that have not been saved to the schedule yet.

		Game Date	Start Time *	End Time *	TBA	Opponent *	Location *	Venue	Special Notes	Game Type *	Game Notes
✘	New	08/23/20	06:30 PM	07:30 PM	<input type="checkbox"/>	Example	A ▼	AAA Field ▼		Non - District ▼	
✘	New	08/30/20	07:30 PM	08:30 PM	<input type="checkbox"/>	Example	H ▼	Demo 3 Stadium ▼	First District Game	District ▼	
✘	New	09/06/20	07:30 PM	08:30 PM	<input type="checkbox"/>		H ▼	Demo 3 Stadium ▼		District ▼	
✘	New	09/13/20	07:30 PM	08:30 PM	<input type="checkbox"/>		H ▼	Demo 3 Stadium ▼		District ▼	

Save New Schedules to Calendar

Optional: To add Bus Details to the Game Schedule, select Yes Show Bus Details

Enter the Student Dismissal Time, Bus Departure Time, and Bus Arrival Time where applicable

Select the Game Dates

September 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Show Bus Details? Yes No

Schedule Status

Private (NOBODY can see this schedule.)
[Click here to change the public/private status of this schedule.](#)

Demo 3 HS - Football(M) - Varsity - Eagles

		Game Date	Start Time	End Time	TBA	Opponent	Location	Venue	Special Notes	Game Type	Game Notes	Student Dismissal	Bus Departure Time	Bus Return Time
✖	Edit	8/23/2019	6:30 PM	7:30 PM	<input type="checkbox"/>	Example	A	AAA Field		Non - District		05:00 PM	05:30 PM	09:00 PM
✖	Edit	8/30/2019	7:30 PM	8:30 PM	<input type="checkbox"/>	Example	H	Demo 3 Stadium	First District Game	District				
✖	New	<input type="text" value="09/06/20"/>	<input type="text" value="07:30 PM"/>	<input type="text" value="08:30 PM"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text" value="H"/>	<input type="text" value="Demo 3 Stadium"/>	<input type="text"/>	<input type="text" value="District"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
✖	New	<input type="text" value="09/13/20"/>	<input type="text" value="07:30 PM"/>	<input type="text" value="08:30 PM"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text" value="H"/>	<input type="text" value="Demo 3 Stadium"/>	<input type="text"/>	<input type="text" value="District"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are unable to complete your schedule all at one time you can save the data you have entered and log back in and finish the rest of the schedule at a later date/time.





To save games to the schedule, select **Save New Schedules to Calendar**

Games you have NOT saved will remain listed until all required fields have been entered and Saved.

To delete a game from the schedule select the red **X** next to the game you want to remove

To edit game details select Edit, make your changes, and select Save.

Demo 3 HS - Football(M) - Varsity - Eagles You have 2 new schedule entries that have not been saved to the schedule yet.

		Game Date	Start Time *	End Time *	TBA	Opponent *	Location *	Venue	Special Notes	Game Type *	Game Notes	Student Dismissal	Bus Departure Time	Bus Return Time
	Save	08/23/20	06:30 PM	07:30 PM	<input type="checkbox"/>	Example	A ▾	AAA Field ▾		Conferenc ▾		05:00 PM	05:30 PM	09:00 PM
	Edit	8/30/2019	7:30 PM	8:30 PM	<input type="checkbox"/>	Example	H	Demo 3 Stadium	First District Game	District				
	New	09/06/20	07:30 PM	08:30 PM	<input type="checkbox"/>		H ▾	Demo 3 Stadium ▾		District ▾				
	New	09/13/20	07:30 PM	08:30 PM	<input type="checkbox"/>		H ▾	Demo 3 Stadium ▾		District ▾				

Save New Schedules to Calendar

To view your game schedule hover your mouse over the Schedules Tab and select Schedules

Select Game Schedule, Your School, Sport, Level, and Team, Select Show

DO NOT MAKE YOUR SCHEDULE PUBLIC UNTIL IT IS 100% COMPLETE!

View a Schedule | Rank One Sport ISD 2019 / 2020 ▼

Game Schedule
 Practice Schedule

School: Demo 1 HS, Demo 2 HS, Demo 3 HS, Demo 1 MS
Sport: Baseball(M), Basketball(M), Football(M), Golf(M)
Level: Varsity, First Team, Junior Varsity, Sophomore
Team: Eagles

Schedule Status	Game Results Status	Summary Status	Bus Details Status
Private (NOBODY can see this schedule.) Click here to make the schedule public.	Private	Private	Private

Link to district schedule https://www.rankonesport.com/Schedules/View_Schedule_All_Web.aspx?D=6844b811-4bf8-40c8-a6fa-8fb645457def
 Link to campus schedule https://www.rankonesport.com/Schedules/View_Schedule_All_Web.aspx?D=6844b811-4bf8-40c8-a6fa-8fb645457def&S=4706
 This is the [link](#) to your schedule.

Eagles - Varsity - 2019

Date	Time	Opponent	Location	Result	Summary	Bus Details
8/23/2019	6:30 PM	Example	A-AAA Field	0 - 0	Summary	Bus Details
8/30/2019	7:30 PM	Example First District Game	H-Demo 3 Stadium	0 - 0	Summary	Bus Details