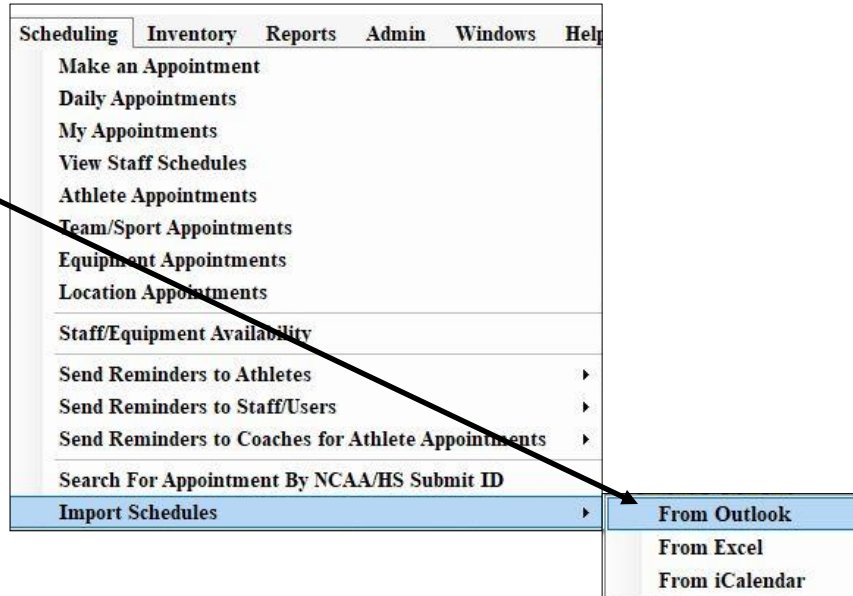


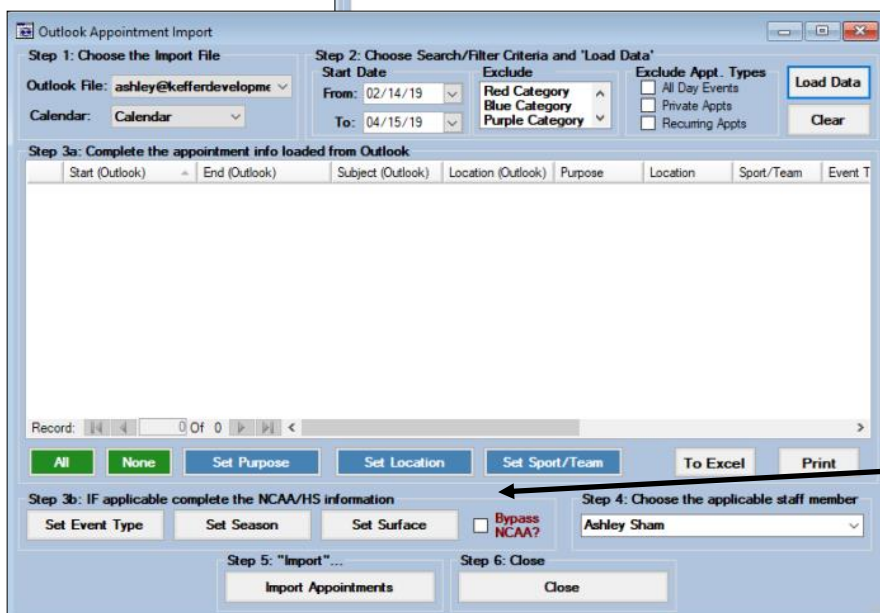
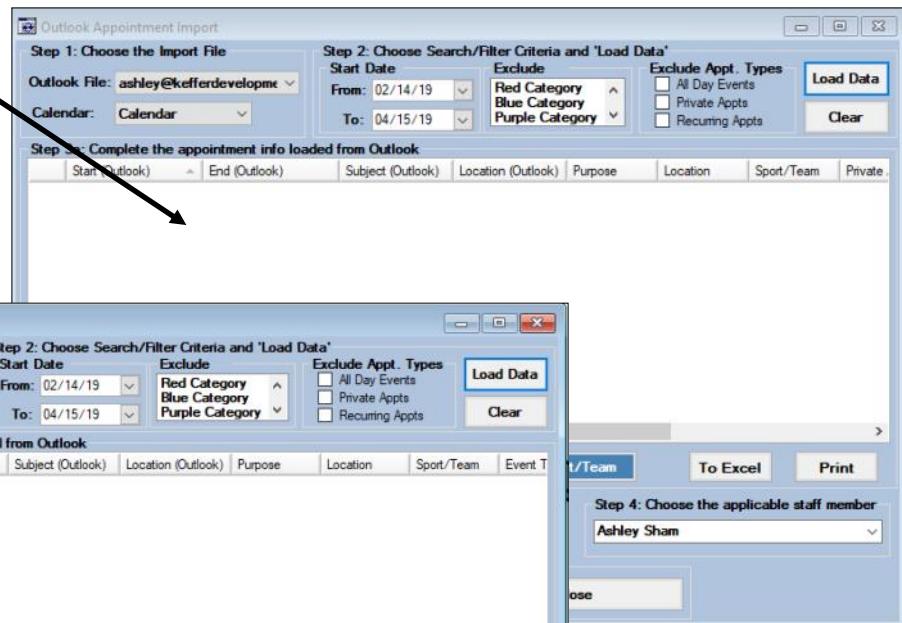
ATS - Importing a schedule from Outlook

To begin the import process; click on the “From Outlook” menu shown to the right.



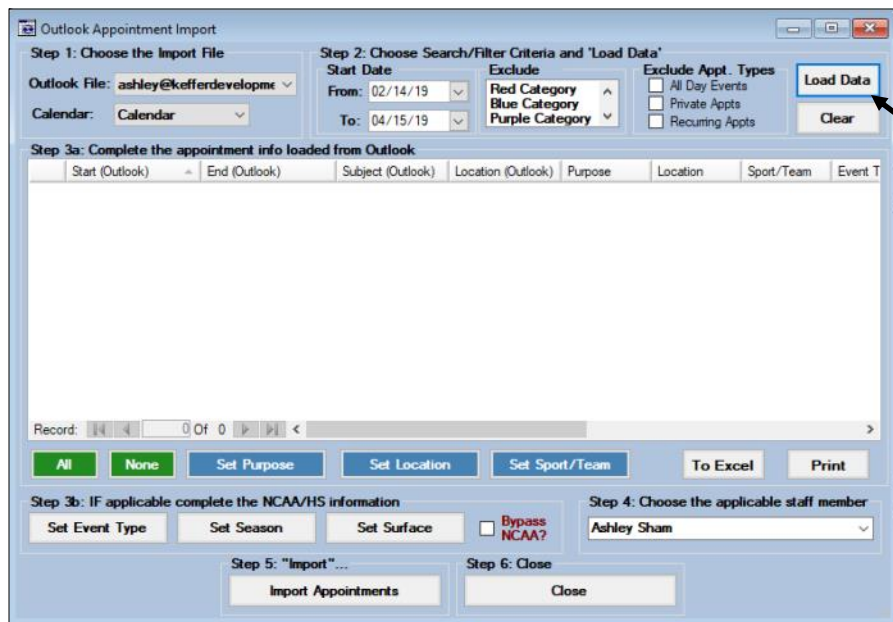
Below is the screen you will see to run the import process. Please note that if you are participating in the NCAA/High School research the screen will look a little different due to the additional information & associated functionality.

Regular import screen



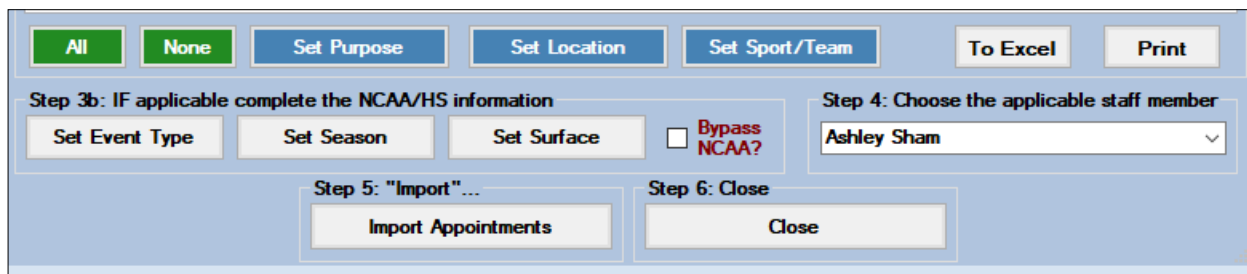
NCAA/HS import screen

ATS - Importing a schedule from Outlook



Click the Load Data button to load your information

Once the data has been loaded use the applicable buttons to choose the location, purpose, etc. for the appointments.

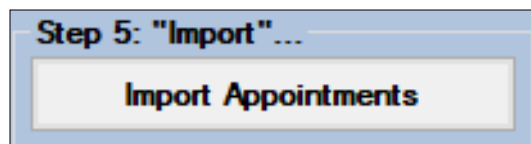


Individual/specific appointments may be update by clicking the associated box in the 1st column to “select” the item.

Step 3a: Complete the appointment info loaded from Outlook

	Start (Outlook)	End (Outlook)	Subject (Outlook)	Location (Outlook)	Purpose	Location	Sport/Team	Event T
<input type="checkbox"/>	09/12/2018 2:00 PM	09/12/2018 5:00 PM	Football Practice	Practice Field				
<input type="checkbox"/>	09/12/2018 6:00 PM	09/12/2018 7:30 PM	Women's JV Soc...	Soccer Field				
<input type="checkbox"/>	09/12/2018 7:30 PM	09/12/2018 8:00 PM	Women's Varsity ...	Soccer Field				
<input type="checkbox"/>	09/13/2018 2:00 PM	09/13/2018 5:00 PM	football practice	Practice Field				
<input type="checkbox"/>	09/13/2018 4:00 PM	09/13/2018 6:00 PM	JH Football Game	Football Field				

Once the appointment information has been completed; click the “Import” button to finish the process...



Appointments will be entered for the applicable team and are “live”.