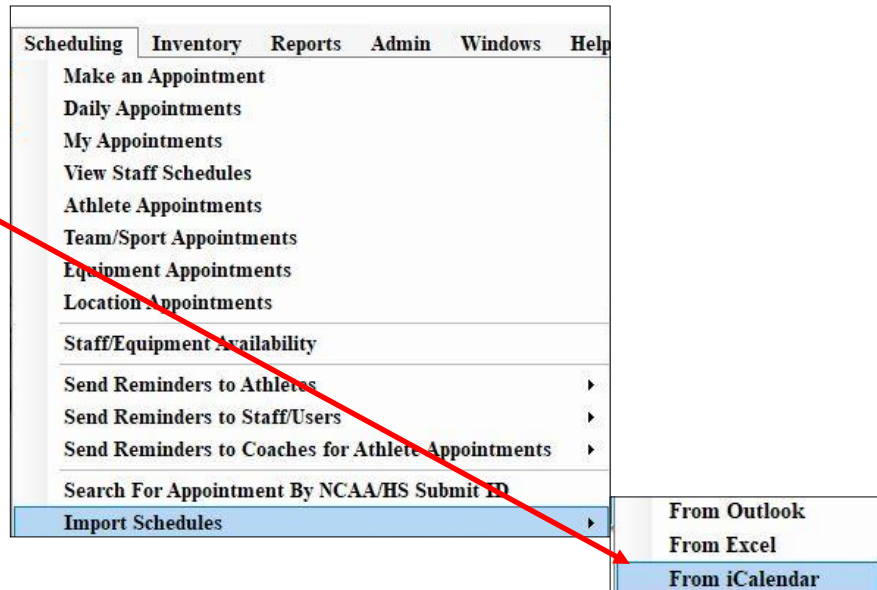
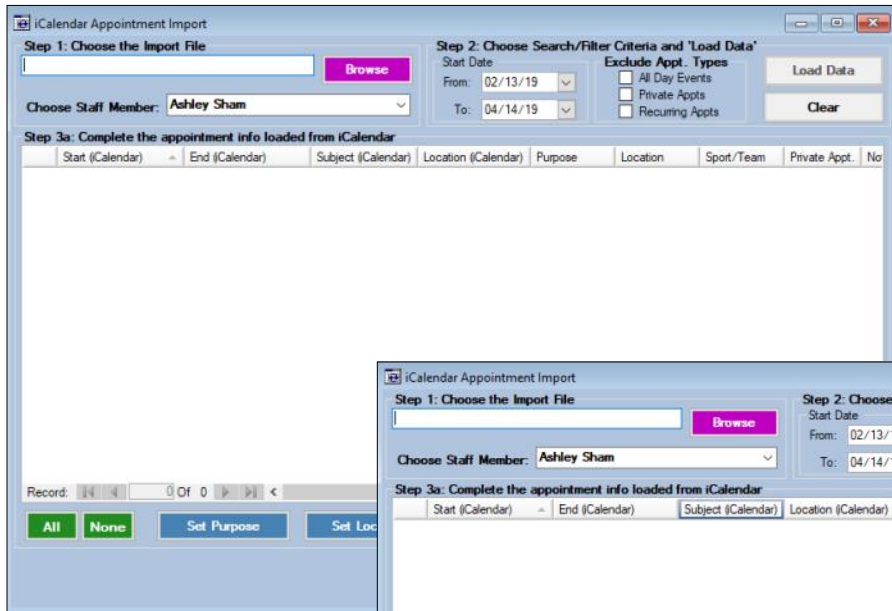


ATS - Importing a schedule from iCalendar

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

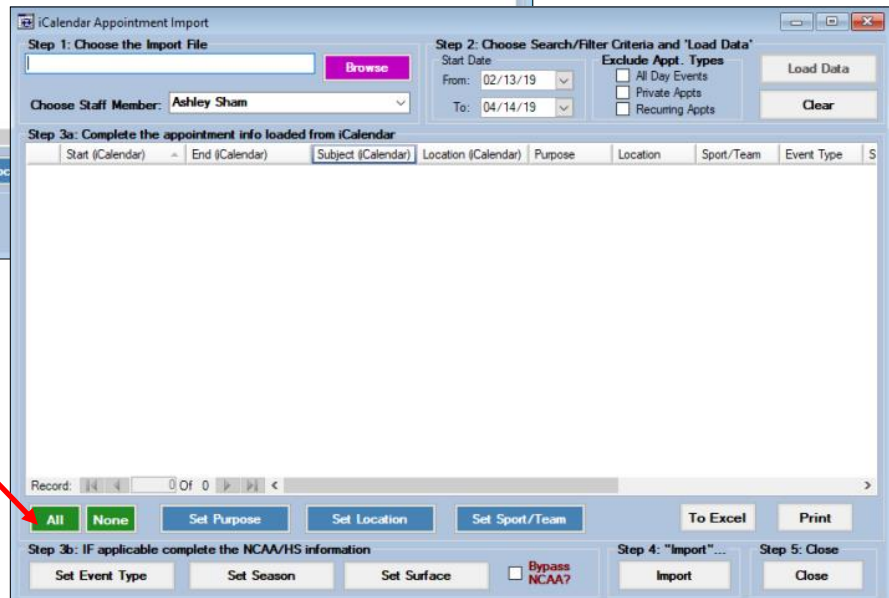


Below is the screen you will see to run the import process. Please note that if you are participating in the NCAA/High School research the screen will look a little different due to the additional information & associated functionality.



Regular import screen

NCAA/HS import screen



ATS - Importing a schedule from iCalendar

Step 1: Choose the Import File

Step 2: Choose Search/Filter Criteria and Load Data

Step 3: Complete the appointment info loaded from iCalendar

Step 4: "Import"...

Step 5: Close

Select your file using the "Browse" button and then Click the "Load Data" button to load your information. Be sure to check the staff member, it will automatically load who is logged in but you can change it for whichever staff member's schedule you are loading.

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

All None Set Purpose Set Location Set Sport/Team To Excel Print

Step 3b: IF applicable complete the NCAA/HS information

Set Event Type Set Season Set Surface Bypass NCAA? Import Close

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

	Start (iCalendar)	End (iCalendar)	Subject (iCalendar)	Location (iCalendar)	Purpose	Location	Sport/Team	Event Type	S
<input type="checkbox"/>	09/13/2018 3:30 PM	09/13/2018 4:00 PM	Game 2						
<input type="checkbox"/>	09/14/2018 6:30 PM	09/14/2018 7:00 PM	Game 3						
<input type="checkbox"/>	09/19/2018 8:20 AM	09/19/2018 8:50 AM	Dr. smith check-						
<input type="checkbox"/>	09/21/2018 8:00 PM	09/23/2018 8:00 PM	Team toumney @ ...						
<input type="checkbox"/>	09/30/2018 8:00 PM	10/01/2018 8:00 PM	Delete Baptist Sp...						
<input type="checkbox"/>	09/30/2018 8:00 PM	10/01/2018 8:00 PM	Delete AvitaHs &...						
<input type="checkbox"/>	10/03/2018 7:15 AM	10/03/2018 7:45 AM	SW Check-in : ...						
<input type="checkbox"/>	10/03/2018 8:00 PM	10/07/2018 8:00 PM	Las Vegas Golf						
<input type="checkbox"/>	10/09/2018 8:00 PM	10/10/2018 8:00 PM	Flora Jobe Concert						

Once the appointment information has been completed; click the "Import" button to

Step 4: "Import"...

Import

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