

# School Schedules

## How to View and Add Games

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### Important Notes Before You Get Started

1. Fall and winter team sports schedules are available to work on by the member schools
  - a. Spring sports schedules will be released at the conclusion of the spring sports championships
  - b. 1A Football Schedules will not be generated until August. Please contact your 1A conference representation for more information.
2. Conference and Region Reps have access to the master schedules for 2017-2018 to make changes.
3. Conference and Region Reps are responsible for entering in the **individual sport schedules** for 2017-2018, including cross country, swim, golf, track, and wrestling.
  - a. Conference and Region Reps have until **May 1, 2017** to enter individual sport schedules before access is turned over to the schools. No access to individual sports schedules will be available to the schools until after May 1, 2017.
4. You must be logged into your school page to view games on your schedule for 2017-2018.
5. The schedules are the reverse of what they were in 2016-2017, with the exception of a few games that may have been moved due to conflicts.
  - a. If a school dropped its team sports program prior to the start of the season, that school will not have a schedule for that sport. That school would need to build a new schedule if they plan to play in year two of this two-year block.
6. Please ensure that if you share a facility with another school that your home games do not conflict with the home games of the other school on the same date.
7. You may change dates and times of any game as long as it is within the season of sport for regular season games.
8. The maximum number of games a school can schedule in each sport via the computer scheduling program is as follows (any addition to these games would need to be added by the AIA, for example if you are playing one less tournament and want to play one more regular season game, that needs to be requested to the AIA to be added with that reasoning):
  - a. Badminton: 14
  - b. Football: 10
  - c. Soccer (Fall & Winter): 12
  - d. Volleyball: 17
  - e. Basketball: 18
  - f. Baseball: 18
  - g. Softball: 18
  - h. Tennis: 14
9. Schools have until certain dates per sport season to finalize their schedules:
  - a. Fall Sports: August 11, 2017
  - b. Winter Sports: October 27, 2017
  - c. Spring Sports: February 2, 2018
10. Schedules will be made public on [www.azpreps365.com](http://www.azpreps365.com) on or around June 20, 2017

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### Schedules

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1. Click on “Scheduling” link
2. Click “Manage Schedules” link under “2017-2018 Scheduling”
3. You can select a sport/level to view the games for that sport
4. You’ll be able to view both home and away games, and sort by any of the columns displayed
5. Edit
  - a. The venue is always the site of the home school (if the home site is different than the home school, i.e. Phoenix College, you can make this change here and press submit)

### Request a Game

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1. Click on the “Scheduling” link
2. Click “Manage Schedules” link under “2017-2018 Scheduling”
3. Select the sport and level
4. Click “+Add” in the upper right
5. You can click the “Find Opponents” if needed to view open dates for that opponent
  - a. If using that option, you can enter a specific date and click search to see opponents that have an opening on that date
  - b. You can also click compare next to a school to see your schedule with theirs on a calendar view
6. When done entering the game request, press “submit proposal”

Note: Games selected vs. Out of State Schools/Non-AIA member schools will be automatically added

### Game Requests

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1. Click on the “Scheduling” link
2. Click “Requests” link
3. If there is a new game request involving your school, they will display here
4. Options on Left to Approve or Deny for Member Schools
  - a. Approve: If clicked, the game is approved by the away school and scheduled
  - b. Deny: if clicked, the game is denied by the away school and will not be scheduled
5. Option on Left to Cancel Request for Initiating School
  - a. Cancel Request: this option exists only for the initiating home school. If a school is taking too long to respond to a request, or if you no longer wish to play this game, the home school may cancel the request as long as the game was not already approved or denied by the away school

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### Print View

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1. Click on the "Scheduling" link
2. Click "Schedule Overview" link under "2017-2018 Scheduling"
3. Click "Print" link
4. Select the sports schedules to print. You can also click export to export the schedules.