

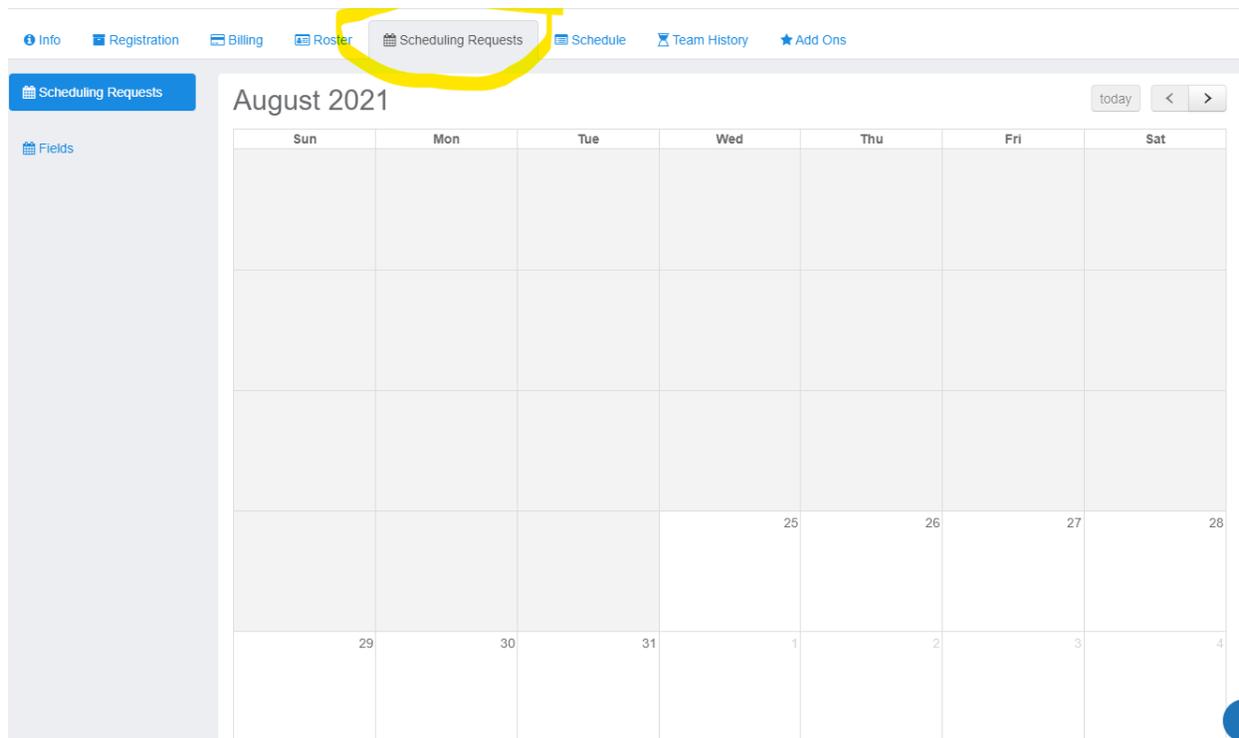
# Blackout Date Functionality in GotSport

First step is accessing your account.

- Log into your account in GotSport
- Click on Team Management
- Click on your Team Name
- A pop up window should appear and click on Team Registrations/2021-2022 Advanced Leagues/Scheduling Requests

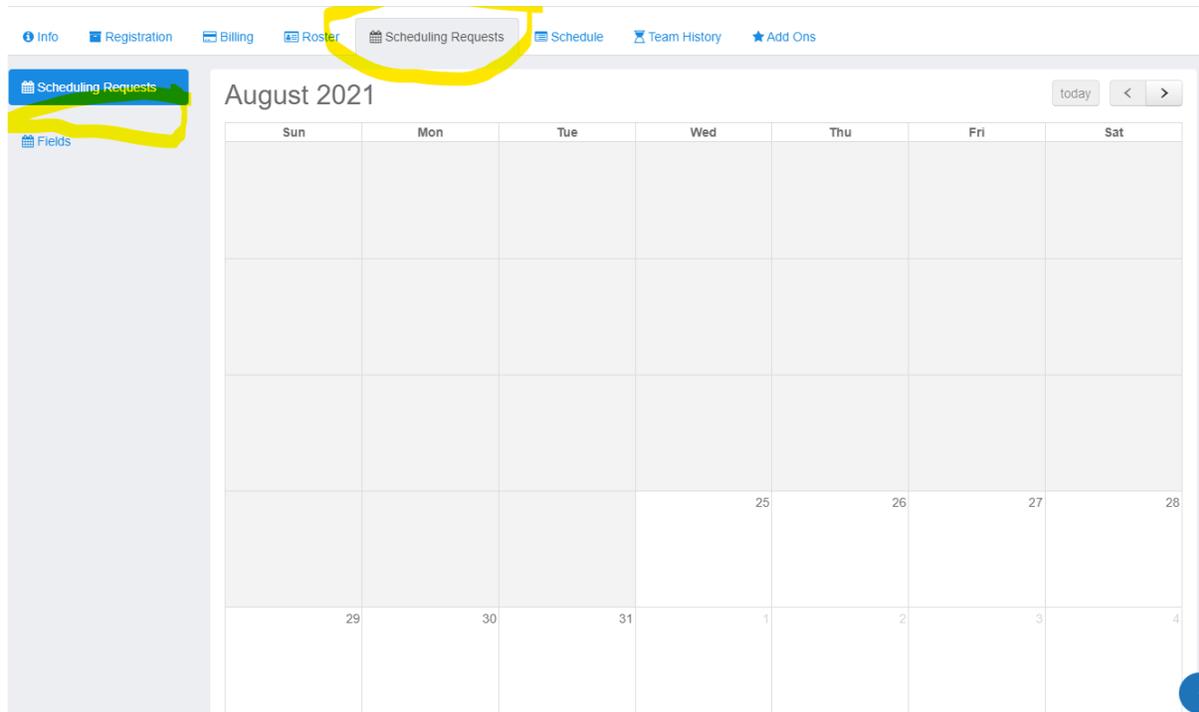
## EXAMPLE WHEN YOU HAVEN'T ADDED A BLACKOUT WEEKEND YET

1. When you go to your team account, you should see the "Scheduling Request" tab.

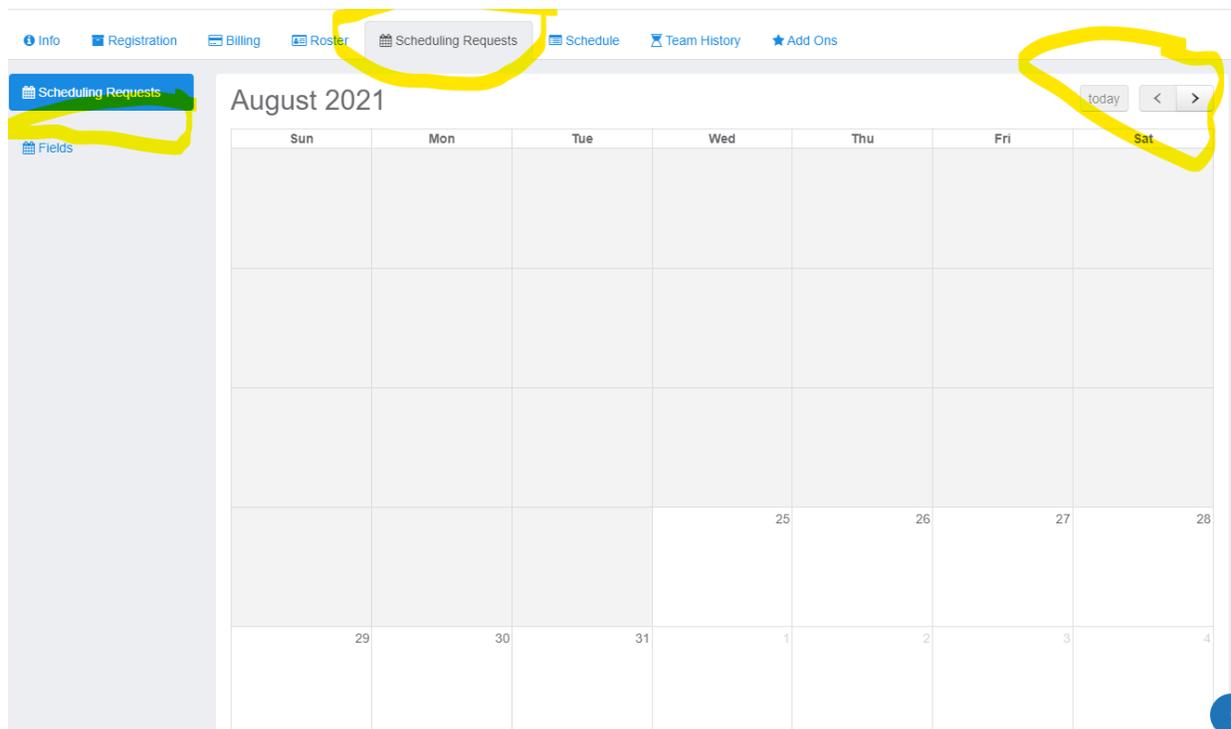


The screenshot displays the GotSport user interface. At the top, a navigation bar includes tabs for Info, Registration, Billing, Roster, Scheduling Requests (highlighted with a yellow circle), Schedule, Team History, and Add Ons. Below this, a sidebar on the left shows 'Scheduling Requests' and 'Fields' options. The main content area features a calendar for August 2021, with days of the week (Sun-Sat) and dates (25-31) visible. The calendar grid is currently empty, signifying that no blackout dates have been set for this period.

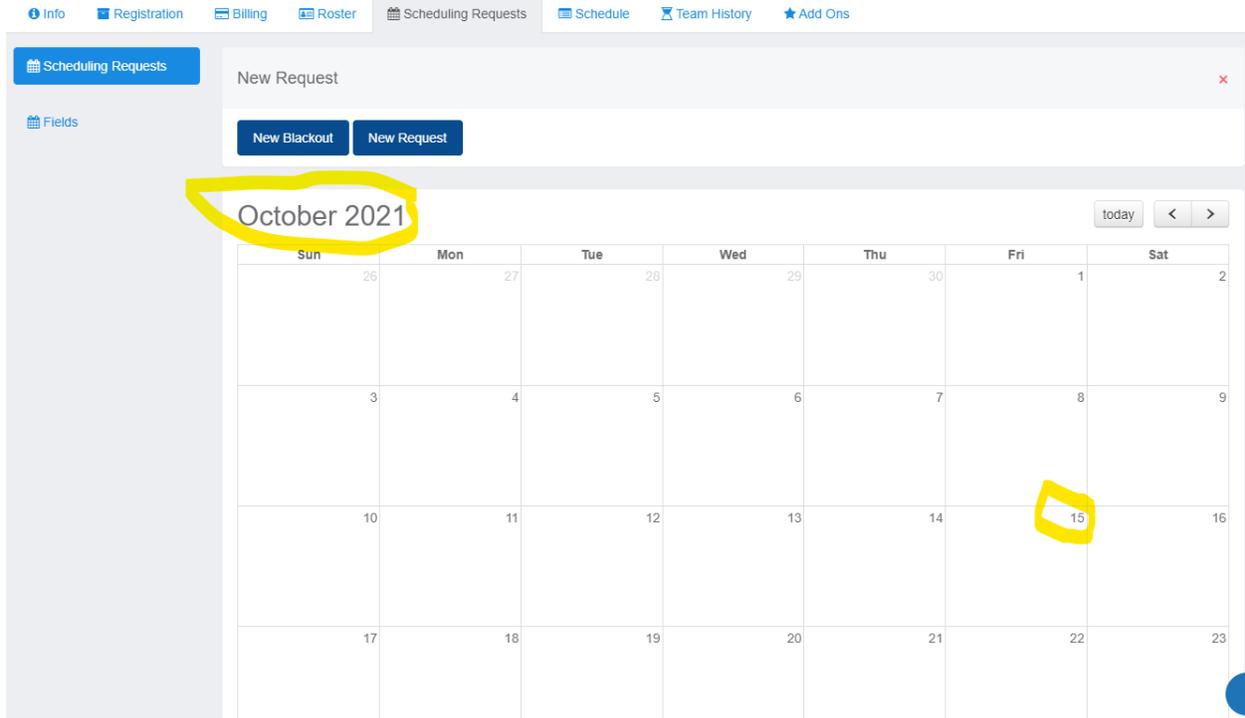
2. On the left hand side of the screen there shouldn't be any dates indicated in the area below the blue "Scheduling Requests" and above "Fields"



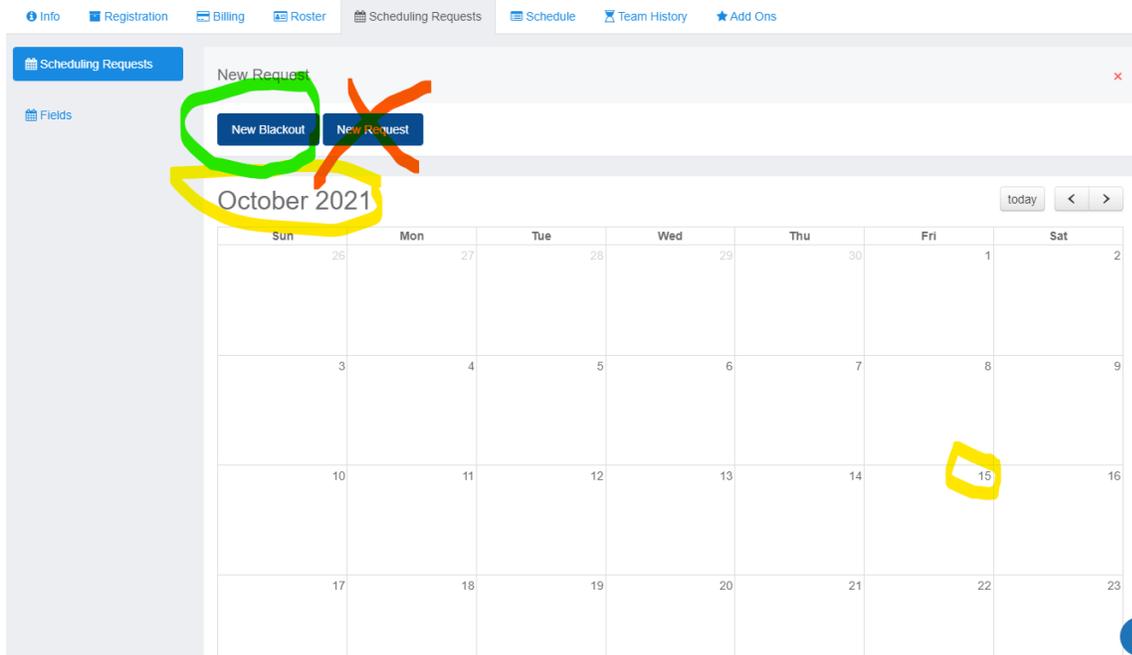
3. To add a blackout date hit the arrow to the appropriate month you want to add your weekend.



- Once you are on the appropriate month, click a date in the “calendar grid”. In this example I clicked October 15 first.



- You will see that at the top of the screen there are two blue buttons. **DO NOT SELECT “NEW REQUEST”**. A “New Request” does not have any functionality and we do not read it when performing our scheduling. **In order to properly make sure that you aren’t scheduled a game on a specific date/weekend, DO SELECT “NEW BLACKOUT”**.



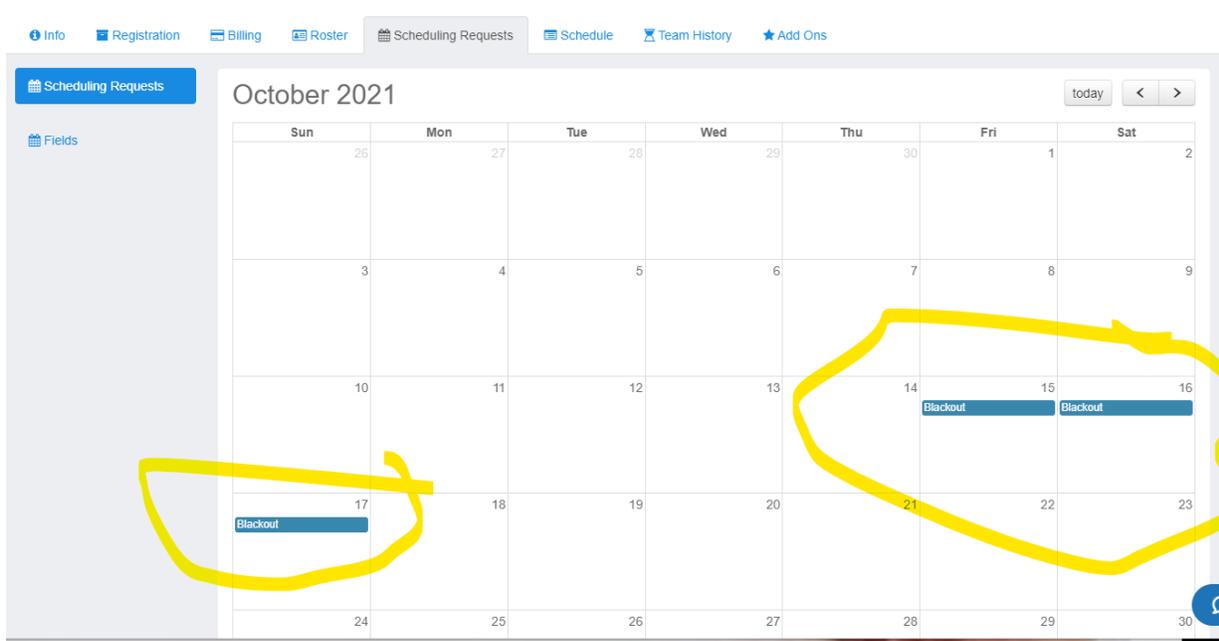
6. When you click the “New Blackout” blue button, the following will pop up and should mirror the date you selected when clicking below in the “calendar grid”. In this example it displays that same date of 10/15/2021. Click the blue “Create Schedule Param” button.

The screenshot shows a software interface with a top navigation bar containing 'Info', 'Registration', 'Billing', 'Roster', 'Scheduling Requests', 'Schedule', 'Team History', and 'Add Ons'. A 'Scheduling Requests' sidebar is on the left. The main area displays a 'New Blackout' dialog box with a 'Start Date' field containing '2021/10/15' and a 'Create Schedule Param' button. Below the dialog is a calendar grid for October 2021. A yellow circle highlights the date '15' in the calendar grid, and a yellow arrow points from this date to the 'Create Schedule Param' button in the dialog box.

7. Now you will see on your calendar grid the date selected.

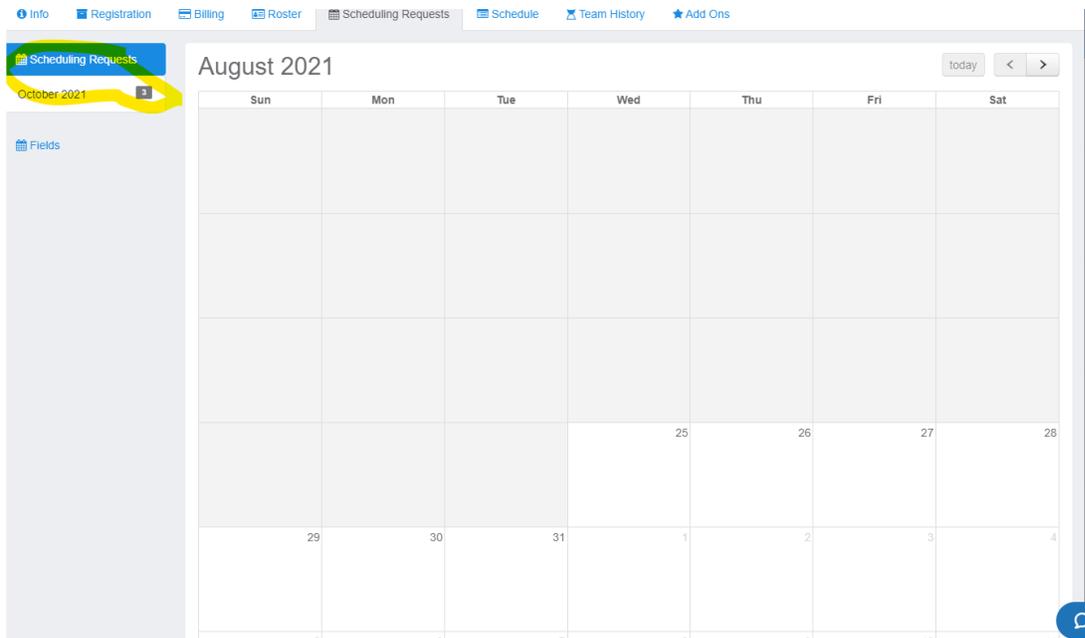
The screenshot shows the same software interface as above, but the 'New Blackout' dialog box is no longer present. The calendar grid for October 2021 now shows a blue bar labeled 'Blackout' covering the date '15' in the Friday column. A yellow circle highlights this 'Blackout' bar on the calendar grid.

- Now complete the remaining days in the weekend to complete your blackout date (steps 4-7). In Advanced Leagues you get 1 weekend (of 3 days).

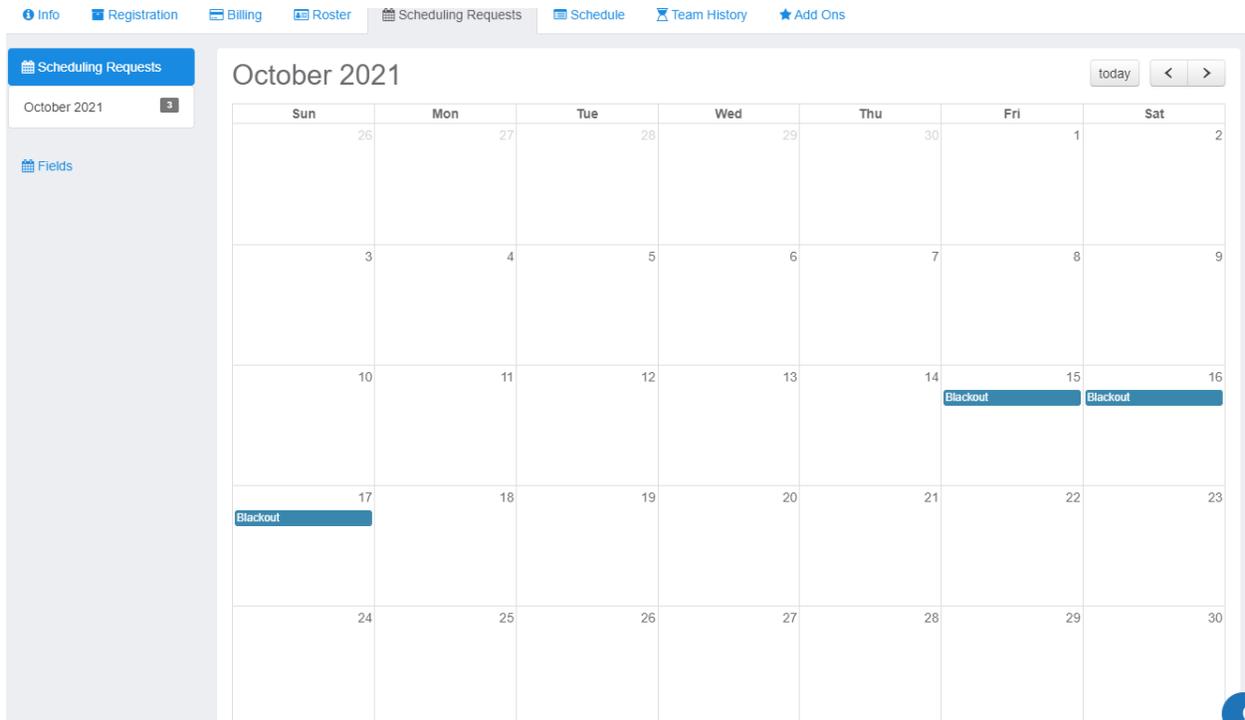


### EXAMPLE WHEN YOU NEED TO EDIT WHAT YOU HAVE ALREADY ENTERED

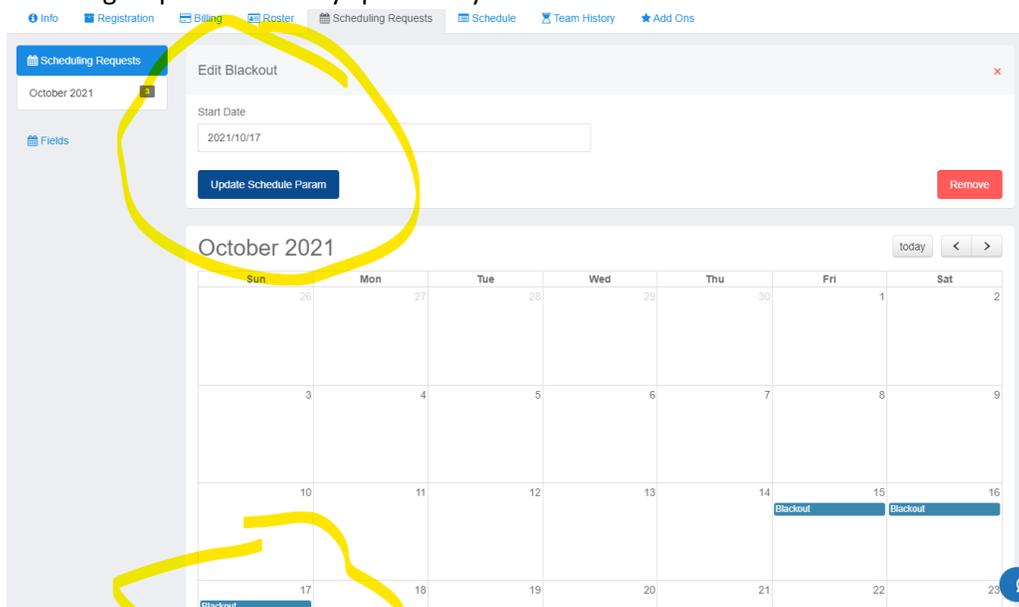
- When you go to your team account, you should see the "Scheduling Request" tab.
- On the left hand side of the screen there should be dates indicated in the area below the blue "Scheduling Requests" and above "Fields".



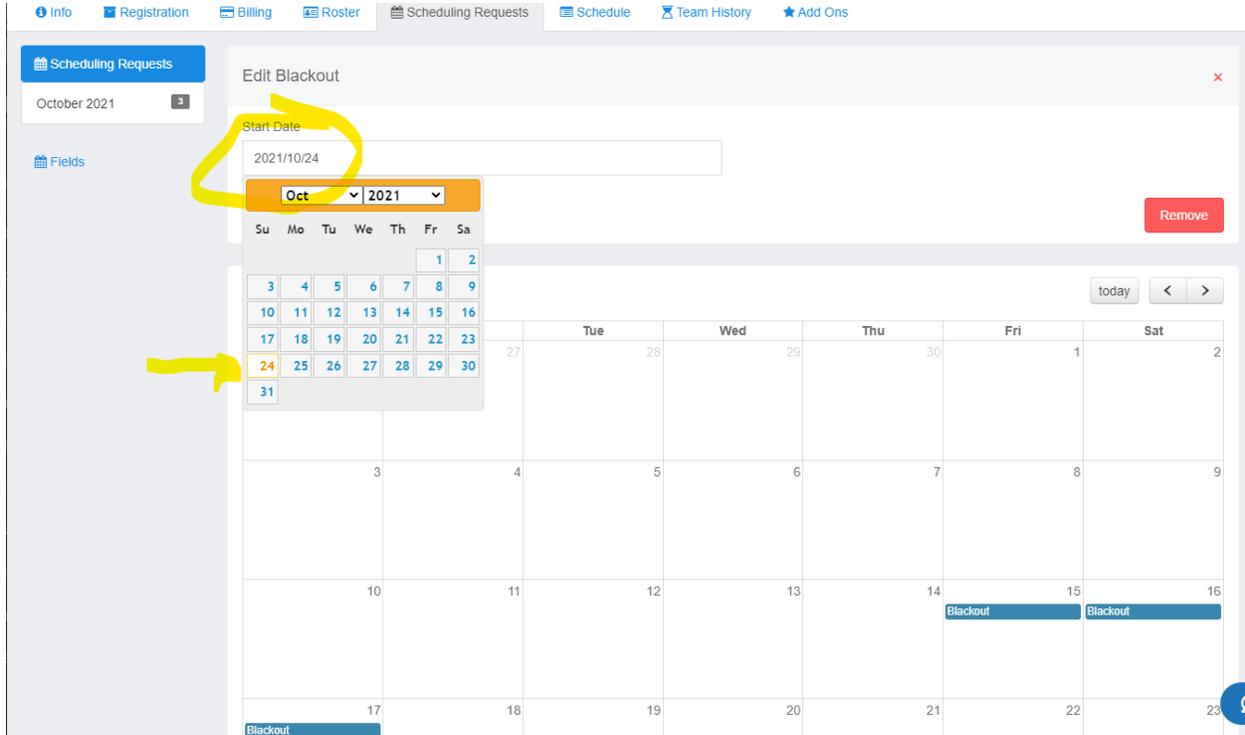
3. You can click the month/year indicator on the left or scroll to the appropriate month using the arrows. If you click the month/year (in this example October 2021), it jumps you right to October 2021.



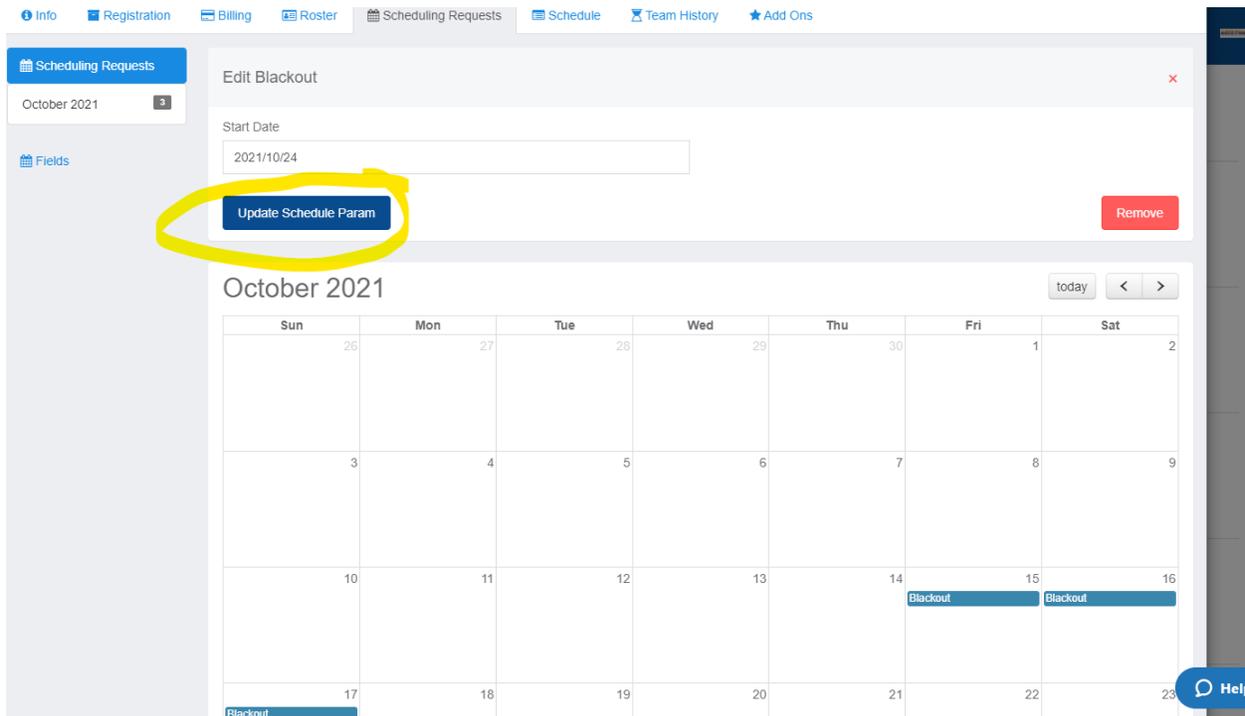
4. If you needed to remove an existing weekend or blackout dates, you can click the date in the calendar grid. You need to do each date separately. Keep in mind that for Advanced Leagues you are allowed 1 weekend (3 days). In order to remove your weekend, you would do the following steps for the 3 days previously selected.



5. In this example I will change the previously selected October 17, 2021 date to October 24, 2021 by clicking on the pop up calendar. It is recommended to click the calendar rather than manually adjust the date field because of the potential for user error in manually entering an incorrect date format. If you do manually adjust the date field, you must follow the same YYYY/MM/DD format.



6. After selecting the date, click the blue "Update Schedule Param" button.



7. You will now see the date has been moved to October 24, 2021. Repeat steps 4-6 to change your other 2 days.

The screenshot displays a scheduling software interface for October 2021. The main area is a calendar grid with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for dates (1-30). A yellow hand-drawn arrow points to a 'Blackout' bar on October 24th. Other 'Blackout' bars are visible on October 15th and 16th. The top navigation bar includes 'Info', 'Registration', 'Billing', 'Roster', 'Scheduling Requests', 'Schedule', 'Team History', and 'Add Ons'. The left sidebar has 'Scheduling Requests' and 'Fields'.

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