MatchMaker Sports Scheduler

Table of Contents

Welcome to MatchMaker League Scheduler for Windows, the quickest and easiest way to create schedules, manage your sports complex and its finances, organize your umpires, and run round-robin or double elimination tournaments of any size.

Send in Your Registration!

Before you do anything else, please a minute to fill out and register MatchMaker League Scheduler. Registering your copy ensures that you will receive any updated information and enrolls you for technical support.

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Introduction

In The Beginning...
MatchMaker League Scheduler was first developed to schedule golf and softball leagues and began life as a DOS program (remember DOS). With the advent of Windows, MatchMaker became visually-based, and therefore, simpler to use and allowed the everyday user a chance to create round robin schedules and tournaments easily and efficiently.

What Can MatchMaker League Scheduler Do For You?

- MatchMaker reduces the time it takes to create a round robin schedule from hours to minutes. Think of the money you'll save on aspirin alone.

- MatchMaker schedules multiple overlapping leagues to maximize your facility's use. No other scheduling software does this.

- MatchMaker creates tournaments of unlimited size. Next time you decide to run a 1024 team double elimination tournament across multiple dates, locations, and times, let MatchMaker do all of the work for you. It's not a problem, MatchMaker even handles normal sized tournaments.

- MatchMaker can balance all of your leagues for fairness. It's built in.

- MatchMaker can schedule officials automatically.

- MatchMaker keeps track of player and team finances. So you want to know how much the Joe's Lounge Jayhawks have paid for their Tuesday night co-ed volleyball league or how much their star player Susan McGuire has paid? It's all a mouse click away.

- Matchmaker does a multitude of reports. Need to print Friday Night Basketball's standings, mailing labels for all of the players or their captains, team or league schedules, team rosters, payment receipts for a certain league, or just schedules, schedules schedules? No problem.

- MatchMaker allows you to give teams their preferences. Let's say Bobby's Big Boy can't play any games earlier than 5:30 PM and Fran's Beauty Shoppe can't play any games after 7:45. MatchMaker can do it and even schedule home teams to play on their home courts for those impossible to schedule grade school recreational leagues.

- MatchMaker creates tournaments from leagues. Here's the problem: your 16 team Tuesday Night Soccer League is at the end of its season and you need to schedule their tournament with seedings. Here's the solution: click on Tuesday Night Soccer League, then click on Schedule | Make tournament. That's all, instant single or double elimination tournament.

- MatchMaker does not discriminate. It handles all sports schedules and tournaments even those multi-divisional pool play tournaments.

- MatchMaker does the web. Did you ever think it would be a good idea to publish all of your schedules or standings on a web site for all of your players to see? You can print all of MatchMaker's schedules and reports to HTML files for easy integration into your home page.

Which Version of MatchMaker is Right for Me?

MatchMaker comes in two versions, MatchMaker Standard and MatchMaker Professional. The standard version of MatchMaker allows leagues of 16 teams or less and is geared to the small to medium-sized user. MatchMaker Pro has no limit to the amount of teams a league may contain and would most likely be used by a sportsplex manager or recreation department official. You may upgrade at any time without inputting any of your data again.

MatchMaker Quick Start and FAQ (Frequently Asked Questions)

Often, the complexity of a scheduling task overwhelms many people. Don't worry, used correctly, MatchMaker will solve just about any problem you can throw at it. What follows is a brief overview of which MatchMaker components to use for certain tasks.

Leagues

Q: I am new to league scheduling and I need to create a schedule for our league(s) by next week. Where do I start?
A: For novice users, the easiest way to create a league schedule is by using our Scheduling Assistant. In a few easy steps, you can build a complete league schedule. Once you enter times, a starting date, and fields, you can click and paint your league schedules.

Q: I have been doing league scheduling for quite some time now by hand and I need something that will automate my work that is powerful, but easy to use.
A: Try our Classic Scheduler. It gives you complete control over times, dates, locations, and officials and preferences.

Q: I have a complicated schedule where teams play multiple times per week, across different locations.
A: Generally, for these types of "complex leagues," we recommend you use Custom Weekly Scheduling. It was designed to solve these types of problems in an easier fashion than our Scheduling Assistant and Classic Scheduler.

Printing

Q: I need quick reports for my leagues. I'm in a real hurry.
A: First, select **Options|User Options** and make sure that the Classic Report Writer is selected. Then, once you have created your schedule, click on the Reports button at the bottom of the screen. Listed are the most typical reports that league schedulers need. Select your league on the left and the type of report on the right, then **Print Preview**.

Q: I would like to change fonts and layout of my reports.
A: MatchMaker has a free-form SQL and HTML based report writer built into its engine. Select **Options|User Options** and make sure that the ScheduleMate Report Writer is selected. When you click on the reports button, you will now see the

ScheduleMate Report Writer.   You can even export all reports easily to HTML or Microsoft Excel format for further modification.

Tournaments

Q: Does MatchMaker create tournaments?
A: Yes, MatchMaker can create any type of tournament (single elimination, double elimination - either ABAB pairings or ABBA pairings, and pool play or World Cup Style).

Interface Issues

Q: How do I edit what's in a cell.
A: Just double click on top of the cell and you can edit the data in the cell. Please note: some cells have a dropdown combo box with choices already in the cell.

Q: How do I sort a particular column of a grid.
A: If you click on the column heading, the grid will then be sorted on that column. This can be very useful in the teams tab, when you are entering teams or looking for a particular team.

Hardware and Software Requirements

To use MatchMaker League Scheduler, your computer system must meet the following requirements:

Hardware:
- An IBM or compatible computer
- A 486DX-33 or better processor, Pentium recommended
- At least 8 megabytes of RAM, 16MB recommended
- A hard disk with a least 10 megabytes of available disk space
- 800 by 600 resolution preferred (needed if you want to use ScheduleMate Report Writer)
- Access to a printer

Software:
- Windows95/98/NT or MacIntosh Power PC running SoftWindows.

Installation Procedure

If you have downloaded MatchMaker from the Internet, follow these steps:

1. Run **match.exe** from your download directory.
2. MatchMaker will extract its setup files to the directory of your choice.
3. Run **setup.exe** from the temporary directory you extracted MatchMaker to.
* Note: MatchMaker will check to see if key Windows systems are up to date. In some cases, you will be asked to reboot your machine and run **setup.exe** again.

If you have MatchMaker on CD, follow these steps:

1. Insert the CD ROM in your CD ROM drive (usually drive d:).
If the installation does not start automatically, click **Start|Run**, then type in **x:setup.exe** (where x is the drive letter of your CD ROM drive).
* Note: MatchMaker will check to see if key Windows systems are up to date. In some cases, you will be asked to reboot your machine and run **setup.exe** again.

If you have MatchMaker on floppy disks, follow these steps:

1. Insert the disk labeled **Disk 1** in drive A or B.
2. Click **Start|Run**, then type in **x:setup.exe** (where x is the drive letter of your floppy drive).
* Note: MatchMaker will check to see if key Windows systems are up to date. In some cases, you will be asked to reboot your machine and run **setup.exe** again.

MatchMaker League Scheduler will copy all of its files to the appropriate directory and it will create its own folder.

Starting Up

To begin MatchMaker League Scheduler, double click on its icon in the appropriate program group if you are using Windows 3.1, or, if you are using Windows95/98/NT, click on the start button, select programs, MatchMaker League Scheduler group, and then select MatchMaker League Scheduler.

If you are using Windows95, you might want to create a shortcut to MatchMaker on your desktop.

1. Click with the right mouse button anywhere on your desktop background.

2. Select **New** from the pop up menu.

3. Select **Shortcut** from the sub menu.

4. Click the browse button.

5. Locate the MatchMaker folder (usually under the program files folder).

6. Double click on Matchmaker (it should have a softball to the left of it).

7. Click the Next button.

8. Type MatchMaker League Scheduler in the box.

9. Click on the Finish button.

That's it.

When you first start up MatchMaker League Scheduler, you will see the MatchMaker League Scheduler logo.

1. Click on the New button to create a database that will hold all of your schedules.

2. You only have to use one database for all of your leagues or you can use a separate database for each sport.

3. Please note that the default name of the database is **schdl1.mdb**.

Sample Leagues And Tournaments

If you are just getting started with MatchMaker, you might want to see some our sample tournaments and leagues. Here's how.

1. When you start MatchMaker, click on **Open** to retrieve our sample leagues and tournaments.

2. Select the file named **samples** (this should be in the directory where you installed MatchMaker), then click **OK**.

3. You should see the following league and tournaments once you open the samples file.

   a. Eight team round robin schedule.

   b. Nine team round robin schedule.

   c. Eight team single elimination tournament.

   d. Nine team double elimination tournament.

   e. Custom weekly schedule example.

   f. Pool Play tournament for ten teams with two pools of five each.

4. Feel free to use these leagues and tournaments as templates for your leagues.

Enhancements

With the help of our users, we are constantly improving on MatchMaker's design and features. Here are some of the new features that you will see in this release.

1. Sort any column by clicking on the column header.

2. The end times for scheduled games are updated automatically.

3. You can enter ties and the results will be reflected in the league standings.

4. You can enter more information about teams, players, and officials.

5. All grids will automatically size to fit your data.

6. A seven step Scheduling Assistant (r) engine has been added to simplify your scheduling tasks.

7. You can create custom reports with our new ScheduleMate (r) Report Writer.

8. You can save the settings you use most often as default settings.

9. Teams in the current league are highlighted in yellow so that you can find them easier.

10. Each game has a unique number.

11. HTML printing has been enhanced.

12. Pop up instructions have been added for many scheduling tasks.

13. The ability to rotate teams along fields/locations has been added.

14. Executable speed has been improved.

The New MatchMaker Scheduling Assistant (r)

If you are new to league scheduling, let our new Scheduling Assistant guide you to a perfect schedule in a few easy step. Here's how.

1. Create a new league or leagues by clicking the **New** button on League Tab. The Assistant will easily schedule multiple leagues as long as they are all round robin leagues.

2. Click on the Teams Tab and enter all teams that you want in each league. Don't forget to click on the **Add Teams To League** button to put the appropriate teams in each league.

3. Now click on the Schedule Tab and then on the **Create A Schedule** button.

4. Select the **Use Scheduling Assistant** button.
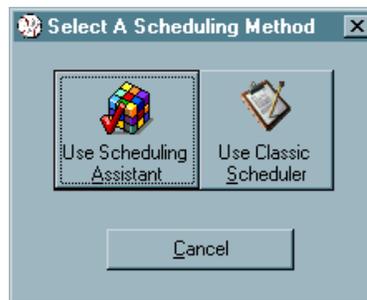
5. Step 1 of 7. Select the leagues you want to schedule so that they are in the right hand box. Select the **Next** > Button.

6. Step 2 of 7. Select the fields/locations where this group of leagues will play. If there are no fields in the list, you must type them in manually using the drop down box above the left hand box, then click on the right arrow button [>] to put them in the right hand box. Select the **Next** > Button.
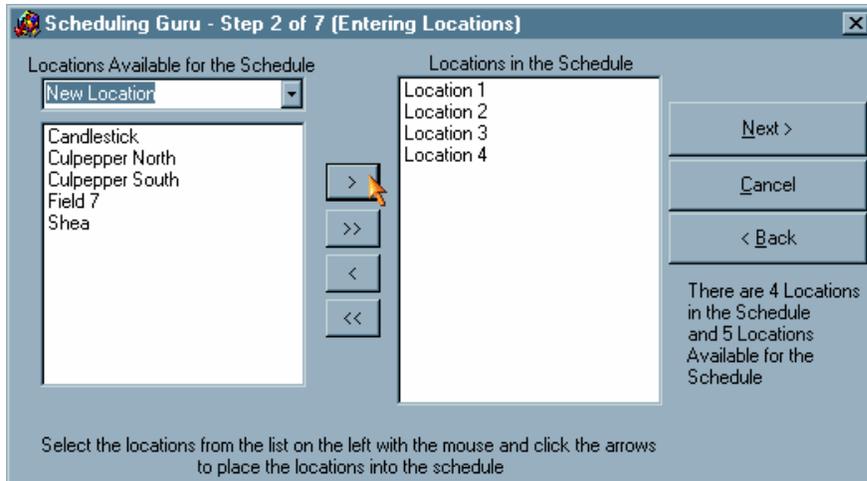
7. Step 3 of 7. Either select or type in the date of the first game and the days of the week that the league(s) will play. Select the **Next >** Button.
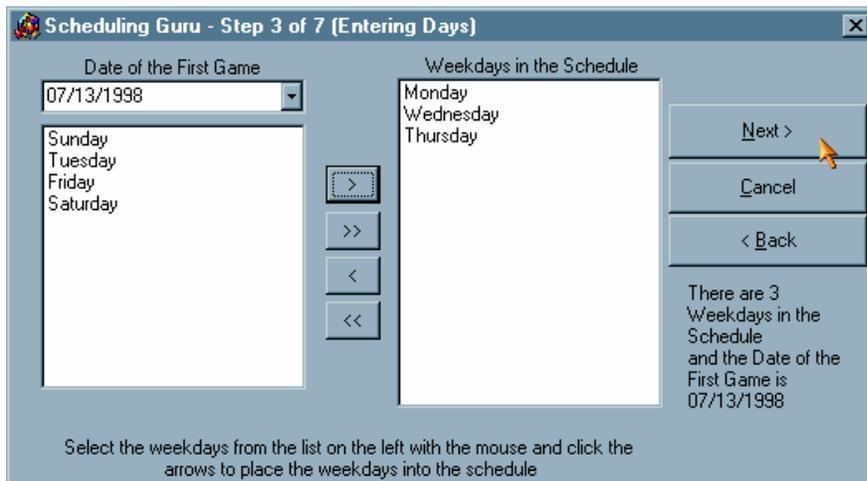
8. Step 4 of 7. Select the times when this group of leagues will play. If there are no times in the list, you must type them in manually or select them using the drop down box above the left hand box, then click on the right arrow button [>] to put them in the right hand box. Select the **Next >** Button.
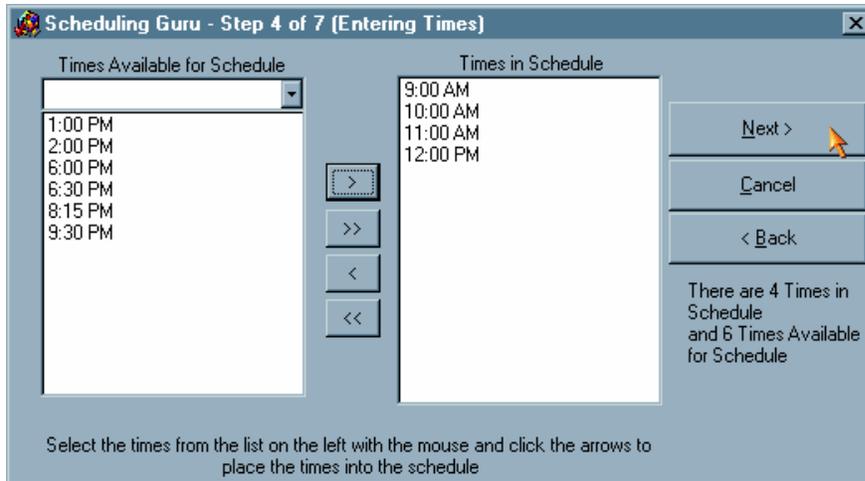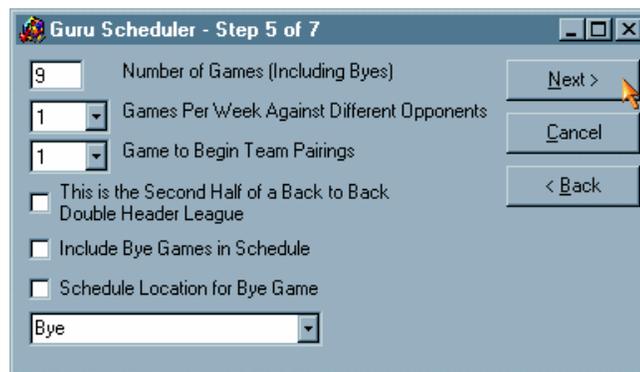
9. Step 5 of 7. Set the number of games for each league, how many times they will play each week, the game to begin pairings, double header and bye options.

10. Step 6 of 7. Click on a the lower grid on a time/date/location combination where you would like to schedule games for one of your leagues. Now click on top of the league in the upper grid that you would like to schedule in that spot. Repeat for each additional spot. Here are some hints:

    a. You can select multiple cells on the bottom grid by clicking and dragging your mouse. When you click on the team name in the top grid, all selected spots will be filled with that league.

    b. As you place leagues in spots, watch the **Slots Left** column on the top grid. When **Slots Left** is 0 for a league, it has been scheduled.

    c. If you make a mistake, click and drag over the cells you would like to redo, then click on the **Clear League From Spots** cell on the top grid.

d. To maximize facility usage, try to create contiguous highlighted blocks. The fewer blank spots you have, the more efficient your scheduling will be.

e. Some schedulers like to rotate leagues across fields/locations each round. To do this, click on the **Rotate** dropdown boxes and change their values (typically 1).
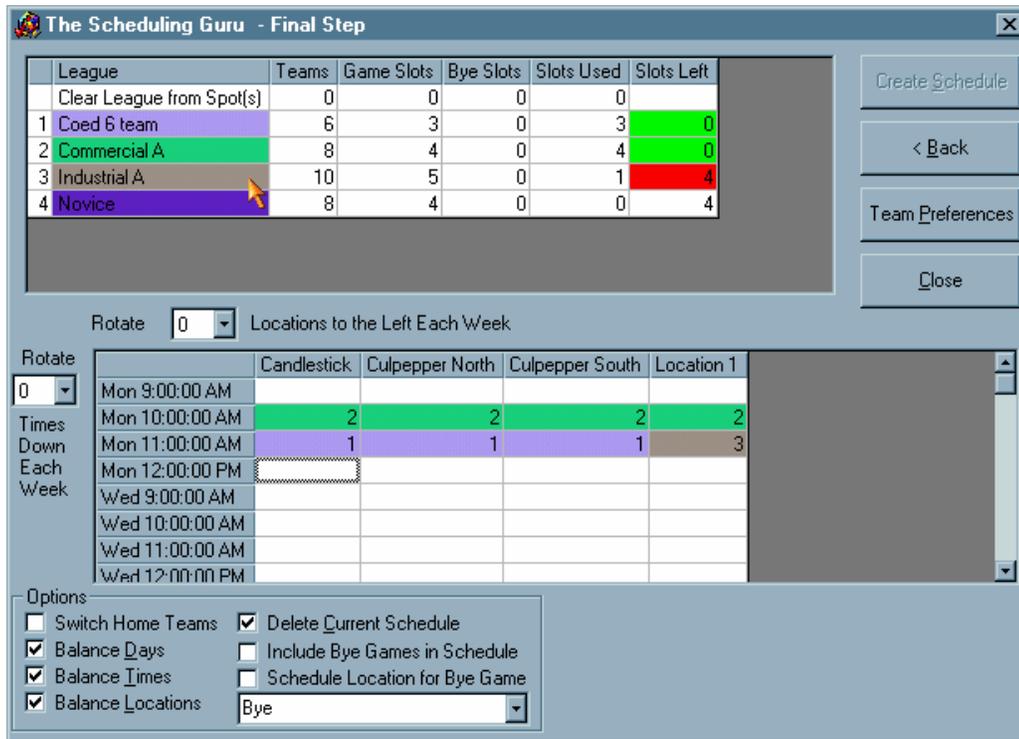
11. Step 7 of 7. Click on Team Preferences if you have teams that cannot play at certain times or specific fields, or certain days. To set preferences for a team, click on that team, click on the type of preference you would like to set, highlight the specifics of that preference, then click on the dropdown box to select = or **None** or **Not.** If it is very important that the team gets its preference, click on the **High Priority** check box. Click on **Close** to get out of the preference form. On the preference form, click on the **create schedule** button. Now print reports to see the schedules you have created.
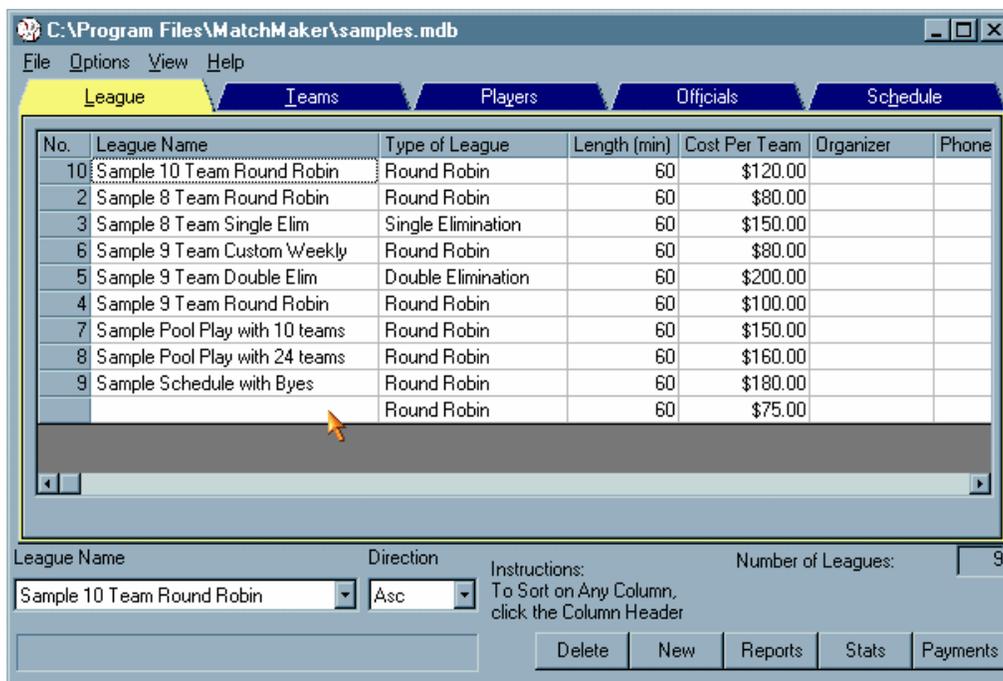
Creating Basic Round Robin League Schedules

When you run MatchMaker League Scheduler, you will have the option to either create a new schedule or open an existing schedule. Here's how you create a **new schedule:**

1. From the logo screen, click on **New** and then type in the name of your new schedule into the prompt. Since each schedule file can contain numerous leagues, you might only need to create one file for all of your leagues.

If you already have a schedule database, click **Open** from the logo screen and select your file.

2. **Enter league information.** Now enter your league names in the league tab; you may enter as many leagues as you wish (use the arrow keys to easily navigate the league grid).

```
C:\Program Files\MatchMaker\samples.mdb                    _ □ X
File  Options  View  Help

   League        Teams         Players        Officials       Schedule

No.  League Name              Type of League      Length (min) Cost Per Team Organizer   Phone
 10  Sample 10 Team Round Robin  Round Robin             60        $120.00
  2  Sample 8 Team Round Robin   Round Robin             60         $80.00
  3  Sample 8 Team Single Elim   Single Elimination      60        $150.00
  6  Sample 9 Team Custom Weekly Round Robin             60         $80.00
  5  Sample 9 Team Double Elim   Double Elimination      60        $200.00
  4  Sample 9 Team Round Robin   Round Robin             60        $100.00
  7  Sample Pool Play with 10 teams Round Robin          60        $150.00
  8  Sample Pool Play with 24 teams Round Robin          60        $160.00
  9  Sample Schedule with Byes   Round Robin             60        $180.00
                                 Round Robin             60         $75.00


League Name                  Direction    Instructions:        Number of Leagues:      9
Sample 10 Team Round Robin    Asc         To Sort on Any Column,
                                          click the Column Header
                                              Delete   New   Reports   Stats   Payments
```

• Add organizer, phone, cost per team, length of games, and the type of league schedule your league will use (round robin, in this example).

3. **Enter team information.** Once you have entered a league, you begin entering its teams by clicking on the teams tab. The teams you enter need not be in any

specific order and you may always come back at any time to complete or modify your data entries.
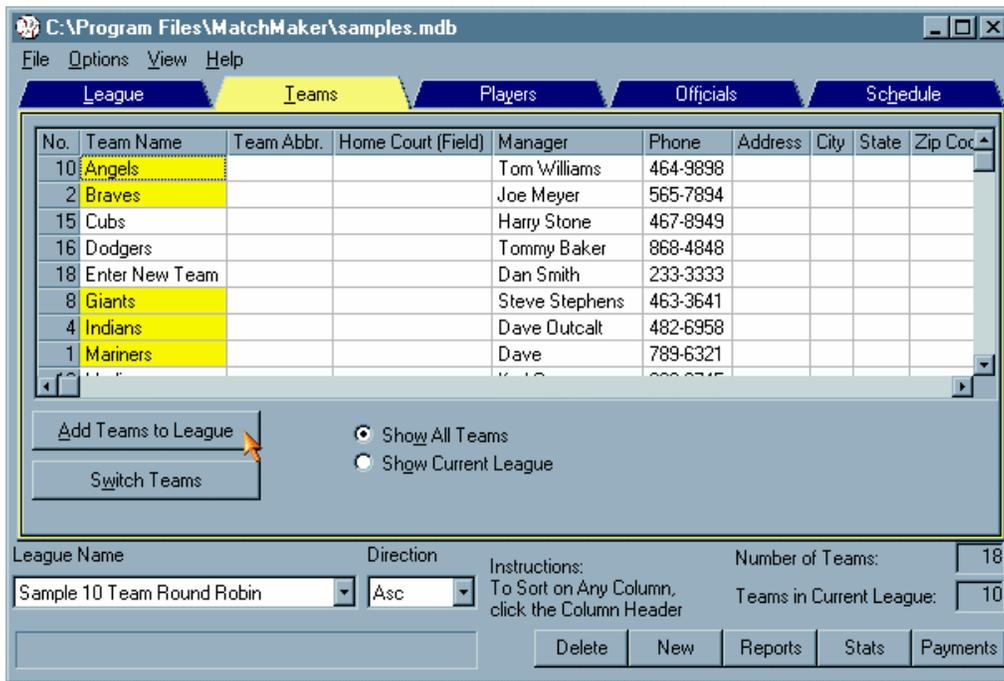
- Add a **unique** team name. Four character team abbreviation, home court, amount paid, organizer, organizer phone can all be entered later and are all **optional**. So, ... if you don't have time to enter all of the information now, you may enter it for later. MatchMaker will automatically update all reports with any data you add or change.

4. **Add teams to league.** Now that you have entered your league and team information, you have to tell MatchMaker which teams you want in your league. Click on the add teams to league button (see figure below).

The teams that are not in your league will be in the left list and the teams you add will appear in the right list.

- To add a team, click on its name, then click on the right arrow [>] and your team will be added.

- To remove a team, click on its name, then click on the left arrow [<] and your team will be removed.

- To pick multiple teams, click on any team while holding down the CTRL key.

- To add all teams, click on the double right arrow button [>>].

- To remove all teams, click on the double left arrow button [<<].

When you are finished adding your teams, click the **Go With These Teams** button.

5. **Enter player information** (optional).

6. **Enter official/umpire information** (optional).
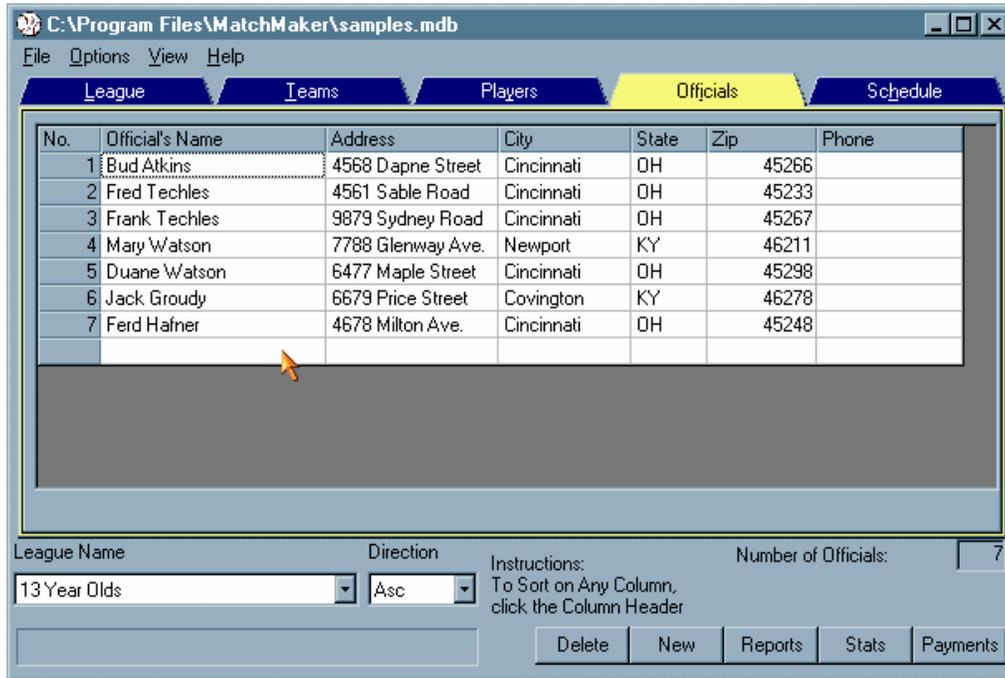
7. **Enter Scheduling information.** This is the heart of the MatchMaker League Scheduler program. It knows whether you specified round robin, single elimination, or double elimination scheduling. Here's how it works:
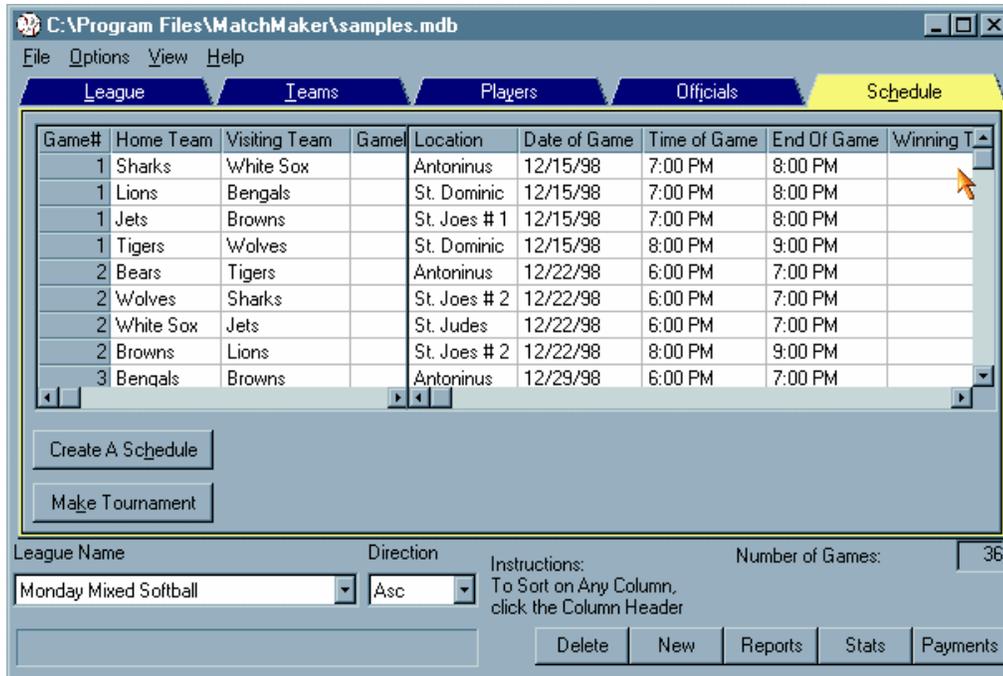
- Click on the Schedule tab. If no schedule exists, MatchMaker will ask you if you would like to create one. A new schedule will be started automatically. You may choose to fine tune each schedule here.

- Decide whether you would like to:

a. **remake a complete schedule** (default). This will overwrite the schedule that currently exists for this league.

b. **append games to the current schedule**. This will add additional games onto the league schedule and is the basis for creating double headers. See "How to Create Leagues With Double Headers."

c. Select the type of round robin scheduling you need.

Standard Round Robin Scheduling works for most leagues that play on recurring nights of the week (every Tuesday and Thursday, for example) at recurring times (ie, 7:30 pm, 8:30 pm, and 9:30 pm) and fields (location1, location2, etc).

Custom Weekly Scheduling should be used for the types of leagues where you need to squeeze eight games into six week. Typically, this is a good way to place leagues in your facilities when they prefer to play across the week and at the same time maximize your facilities usage.

Pool Play Scheduling is similar to world cup soccer scheduling. Teams are grouped into pools, play a round robin schedule, then advance into a double or single elimination tournament based on their standings or points. If you would like to guarantee teams a certain amount of games and keep them at a facility for a specified duration of time, then we recommend pool play scheduling.

- The **number of games in a season** is automatically set for you, but you have the option to change it here if you wish.

- The **number of times teams play each other** is calculated automatically.

- Now it's time to set the locations. On the **Location** tab, specify which locations to use. the locations that MatchMaker will schedule are located in a list to the right of the insert and delete buttons. You can manually type locations in and insert them as needed (we call this the location list) or use the home team's court as the location. If you don't need the locations feature, uncheck the box that says schedule location.

- Now click on the **Dates** tab and let's tell MatchMaker which dates you would like this league to play.
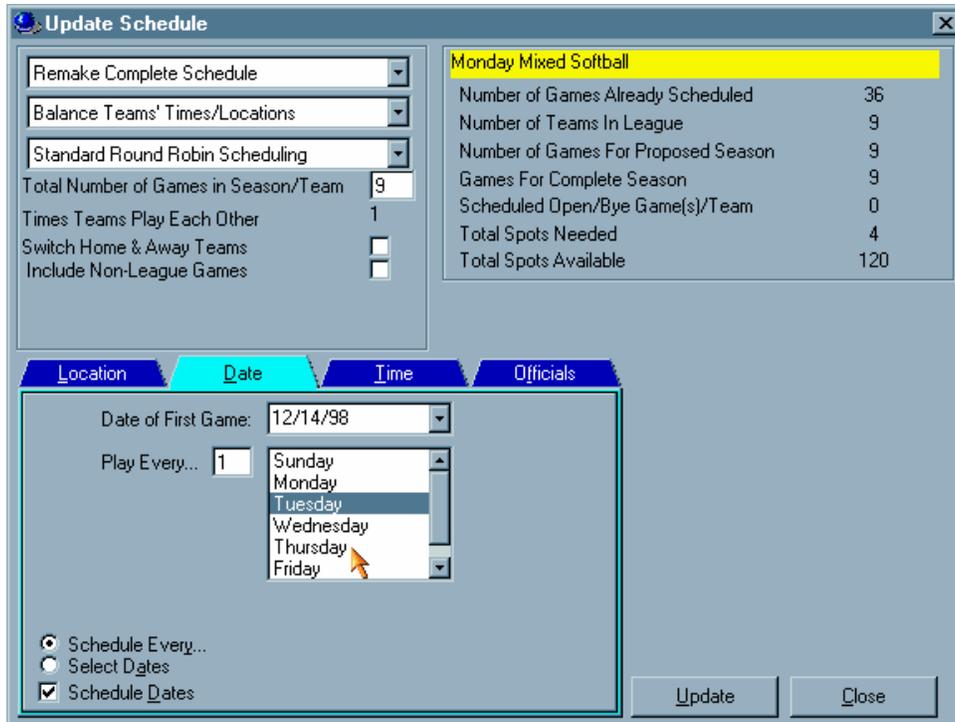
1. If you have a league that plays weekly, daily, monthly, click on the **Date of the First Game** combo box and select your starting date from the calendar. If you change the **schedule every** amount, MatchMaker will automatically adjust your schedule.

2. If you have a league that plays a non-repetitive schedule, then click on the **select dates** option and a calendar will pop up to allow you to add any dates you wish. To add a date, click once on the day and it will be highlighted then displayed in a list to the right of the calendar. To unselect a date you have selected, click on the date again and it will be removed from the list. MatchMaker tells you how many more dates you need to select below the selected dates list.

•   Now click on the **Times** tab and let's tell MatchMaker at which times you would like this league to play.

1. Click on the **Times To Be Added** combo box to set your first time and click on insert to add it to the list. Since MatchMaker knows the length of each game you specified for this league, the next time will automatically be displayed. For example, if I start a league at 7:00 PM and its games are 45 minutes, MatchMaker will set the next time to 7:45 PM.
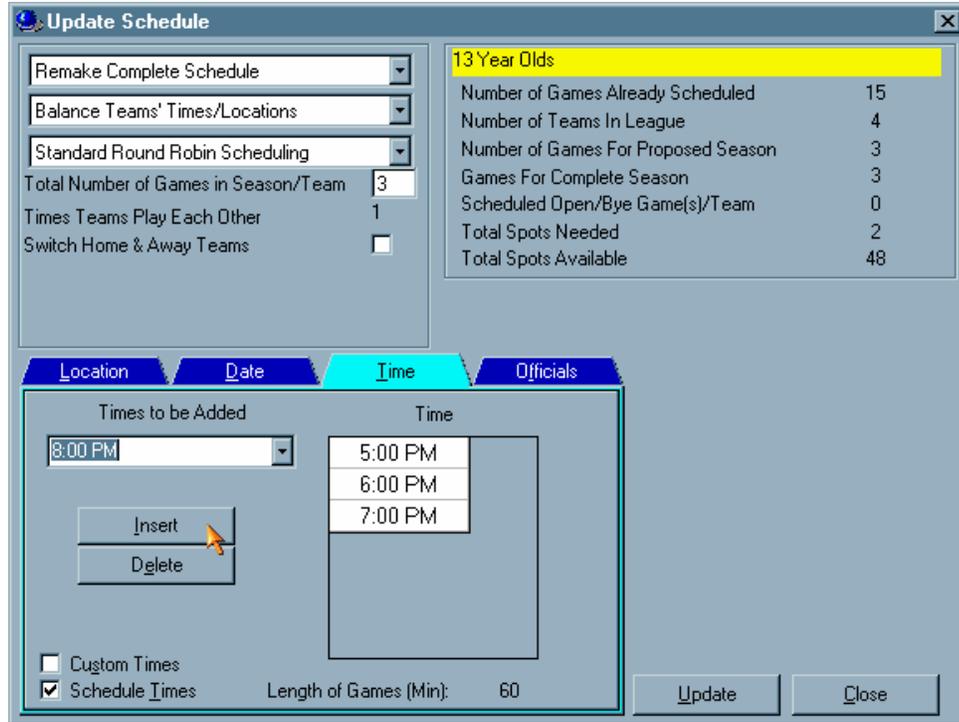
- Now click on the **officials** tab and add officials to our league.
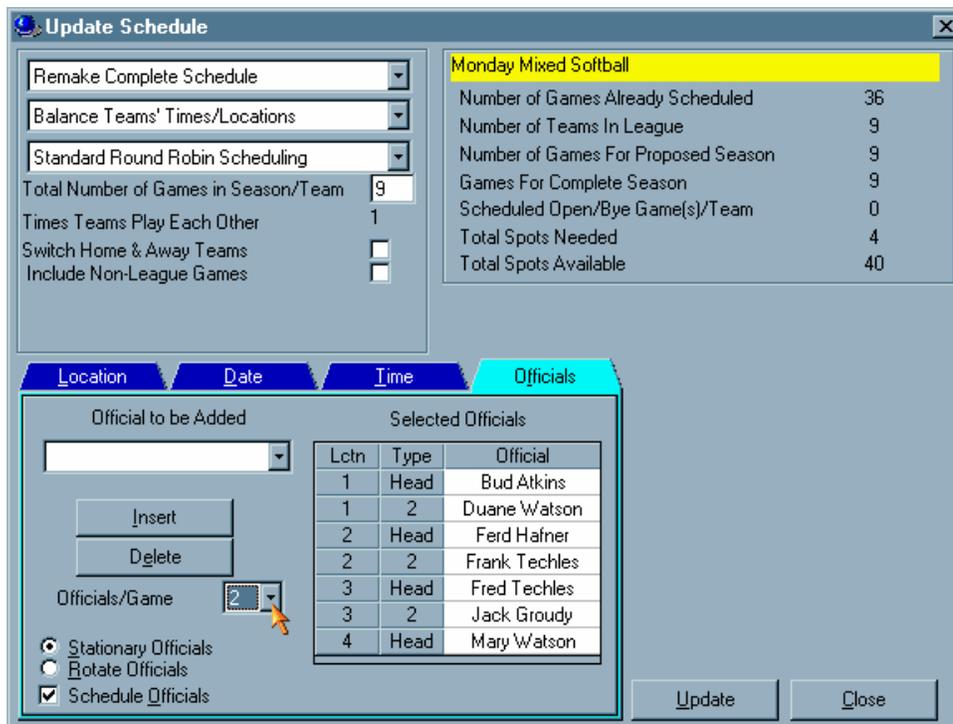
1. Set how many officials per game you will need.

2. Click on the **officials to be added** and insert the locations where you need officials.

3. Select whether you would like stationary officials or you would like MatchMaker to rotate locations with the officials.

•   Click on the **Update** button to let the computer create the schedule. If there is anything that is missing, MatchMaker will let you know so that you may fix it.

•   MatchMaker will show you a summary screen of your choices. If you like what you see, click on the **Update** button and the schedule will be created for you.

•   To establish preferences for any team, follow the following steps:

1. Click on the team name and then the **up arrow** to increase or the **down arrow** to decrease a teams chance of getting its preference.
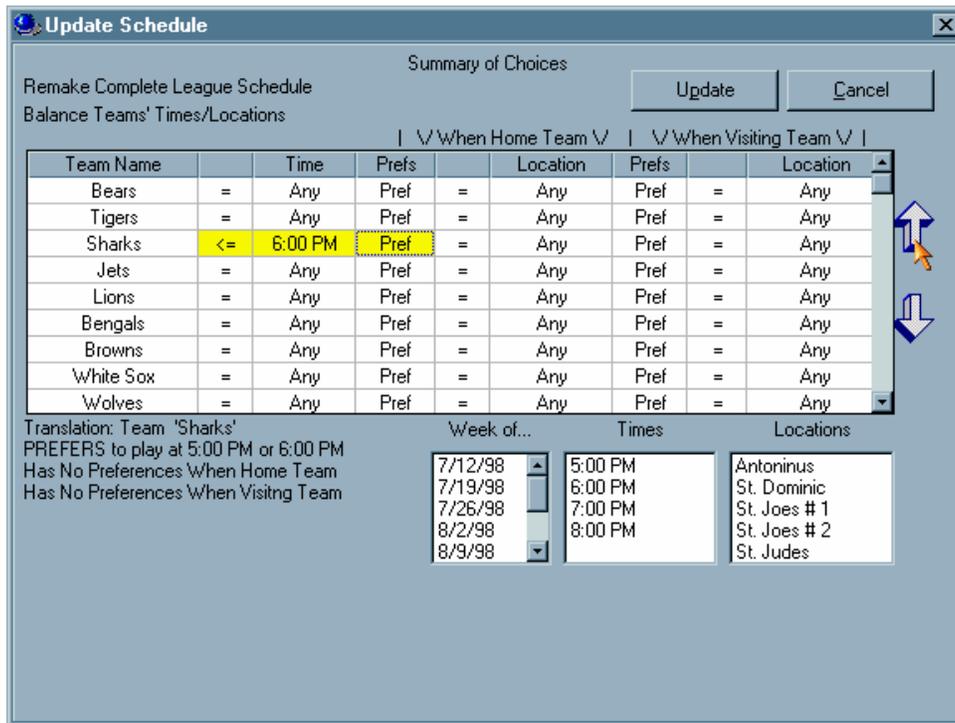
2. If you double click on the "=", MatchMaker will provide you with three logical options (= or <= or >=). Select your preference then double click on the **time** column to select a time that will be related to the teams preference. For example, if the team Joe's Barber Shop must play all of their games after 6:00, then you would see "Joe's Barber Shop >= 6:00 PM" in the

preferences table. You can set preferences for as many teams as you wish, but place your teams with the most important restrictions at the top of the grid.

• Click on the update button. MatchMaker will calculate the "best fit" for all of your teams and tell you how many games were scheduled and that the schedule is complete.

• MatchMaker will ask you whether you would like to schedule any more games for the league. If you don't want MatchMaker to do multiple league scheduling, then answer "no" to this question. To try to schedule other leagues into open time slots, click "yes."

• Here is how to schedule multiple overlapping leagues.

   1. The additional league scheduling form will appear and MatchMaker will let you know how many teams are in the selected league, how many spots are open, how many spots are needed, and whether there is a conflict.

Additional League Scheduling									
Monday Night Volleyball					\/ When Home Team \/			\/ When Visiting Team \/	
Team Name		Time	Prefs		Location	Prefs		Location	
Browns	=	Any	Pref	=	Any	Pref	=	Any	
Aardvarks	=	Any	Pref	=	Any	Pref	=	Any	
Antelopes	=	Any	Pref	=	Any	Pref	=	Any	
Tigers	=	Any	Pref	=	Any	Pref	=	Any	
Bears	=	Any	Pref	=	Any	Pref	=	Any	
Bengals	=	Any	Pref	=	Any	Pref	=	Any	
Lions	=	Any	Pref	=	Any	Pref	=	Any	
Jets	=	Any	Pref	=	Any	Pref	=	Any	
Sharks	=	Any	Pref	=	Any	Pref	=	Any	

\# Teams: 9
Spots Open: 16
Spots Needed:4
Conflict: No

[Go with these Teams]   [Close]

   2. Click on the drop down combo box and select the other league to schedule.

   3. Set any time restrictions that your teams need.

   4. Click on **go with these teams** to begin. MatchMaker goes through the dates, times, and locations and finds the best fit for the league. After MatchMaker tells you how many games were scheduled, click "OK." You may go through the same procedure as many times as you wish to

schedule more leagues into these slots. When you answer "no" to the schedule more games for this block of times prompt, your league schedule is complete.

•   After the computer creates the schedule for you, you will see it in the **Schedule** tab. Now you can enter all of the data you think is important for this league, such as home points, visitor points, winning and losing teams, etc. That's all there is to creating round robin schedules in MatchMaker League Scheduler.

Team Standings and Scheduling Statistics

To see how well a current league has been scheduled, print league standings and rankings, or set seeds for a certain league or tournament, click on the **Stats** button at the bottom of the screen. Displayed on the statistics form are a series of option buttons to help guide you through your schedule creation and display team standings.

You may view all of the statistics by **Showing Numbers** or by **Showing Percentages**. Sort order may be specified by clicking on the **Sort** check box and setting the sort to ascending or descending order. Sometimes certain leagues use up quite a lot of screen space, so use the **Zoom** slider bar to adjust the size of the statistics screen.

If you click on the Set Seeds button, team seeding will be applied according to the current order.

Below is a brief description of what each option provides:

1. **Teams vs. Times.** This option shows you how well your time slots have been filled with the teams in the league. Ideally, each team should play in every time slot (unless constrained by you).

2. **Teams vs. Locations.** When you click on this option, you will see all of your sports complex's locations and how well each team was scheduled into them. If you don't like the results, try one of our alternate forms of balancing on the **schedule** tab.

3. **Team Rankings.** The team rankings statistics allow you to print team standings reports for your leagues. The wins and losses are carried over from the scheduling tab, which allows you to input all the game information and scores.

4. **Team Points.** An alternate method of ranking is by team points. Again, all information is carried over from the scheduling tab, which allows you to input all the game data and scores.

5. **Team Home and Away.** If you would like to see how the league is balanced in terms of home and away games, click on the Team Home/Away option. Balancing should be automatic, unless you have used team constraints.

To print what you see on screen, click on the **Print** button, set the print to, print range, orientation, zoom size, and grid lines that you prefer.

Setting Team Preferences

Some teams may not prefer to play at certain times that you have scheduled for your league. MatchMaker allows for time and home/away preferences.

1. In the update schedule screen, after you click the Update button, a grid will appear with the team names and their respective preferences. MatchMaker gives you the ability to change these preferences easily.

2. Click on the area where the team has a preference (i.e., time, location when home team, ...).

3. Press the **enter** key. A dropdown list will appear with all the possible choices.

4. Select the preference.

5. Click on the = sign cell. Press enter.

6. Select from "=", "<=", ">=", "Not."

7. Under the **Prefs** column, select **Pref** or **Only**.

8. The color of the cells will reflect the degree of the preference. **Blue** takes preference over **yellow** when scheduling.

9. Read the English translation below the grid to make sure that the preferences are correct.

Use the following example as a reference. Team Six Pack wants to play **only** games **after** 8:00 PM. Let's assume that we have 7:00, 8:00, 9:00, 10:00 as our times for this league. Here is how to do it.

a. Next to Six Pack, click on the cell with = sign and press enter.

b. Select ">=" from the dropdown list and press enter.

c. Click on "Any" across from Six Pack and under Time and press enter. Select 9:00 PM from the dropdown list and press enter. Notice the translation has changed to "Team Six Pack PREFERS to play at 9:00 PM or 10:00 PM."

d. Click on "Pref" across from Six Pack and under Prefs and press enter. Select Only from the dropdown list and press enter. Notice the cells are now blue and the translation has changed to "Team Six Pack MUST play at 9:00 PM or 10:00 PM."

e. Continue giving preferences to all teams as needed. Teams towards the top of the list receive their preferences first. To move a team down the list, click on the team name and click the blue down arrow to the right of the grid.

Scheduling Leagues That Play Double Headers

You can use MatchMaker to create leagues that play double headers. MatchMaker even has presets that automatically allow you to schedule back to back double headers and alternating home and away schedules. In the following example, double headers are scheduled for a league that plays back to back games at 7:00, 8:00, 9:00, and 10:00. Here is how you do it.

1. **Enter league information.** Enter your league name in the league tab (use the arrow keys to easily navigate the league grid).

2. **Enter team information.** Once you have entered a league, you begin entering its teams by clicking on the teams tab. The teams you enter need not be in any specific order and you may always come back at any time to complete or modify your data entries.

a. Add a **unique** team name. Four character team abbreviation, home court, amount paid, organizer, organizer phone can all be entered later and are all **optional**. So, ... if you don't have time to enter all of the information now, you may enter it for later.

b. **Add teams to league.** Now that you have entered your league and team information, you have to tell MatchMaker which teams you want in your league. Click on the add teams to league button (see figure below).

The teams that are not in your league will be in the left list and the teams you add will appear in the right list.

- To add a team, click on its name, then click on the right arrow [>] and your team will be added.
- To remove a team, click on its name, then click on the left arrow [<] and your team will be removed.
- To pick multiple teams, click on any team while holding down the CTRL key.
- To add all teams, click on the double right arrow button [>>].
- To remove all teams, click on the double left arrow button [<<].

When you are finished adding your teams, click the **Go With These Teams** button.

3. **Enter Scheduling information.** This is the heart of the MatchMaker League Scheduler program. It knows whether you specified round robin, single elimination, or double elimination scheduling. Here's how it works:

a. Click on the Schedule tab. If no schedule exists, MatchMaker will ask you if you would like to create one. A new schedule will be started automatically. You may choose to fine tune each schedule here.

b. Select **remake a complete schedule** (default). This will create the groundwork schedule for your double header based league.

c. The **number of games in a season** is automatically set for you, but you have the option to change it here if you wish.

d. The **number of times teams play each other** may also be changed. It's all up to you.

e. Now it's time to set the locations. On the **Location** tab, specify which locations to use. the locations that MatchMaker will schedule are located in a list to the right of the insert and delete buttons. You can manually type locations in and insert them as needed (we call this the location list) or use the home team's court as the location. If you don't need the locations feature, uncheck the box that says schedule location.
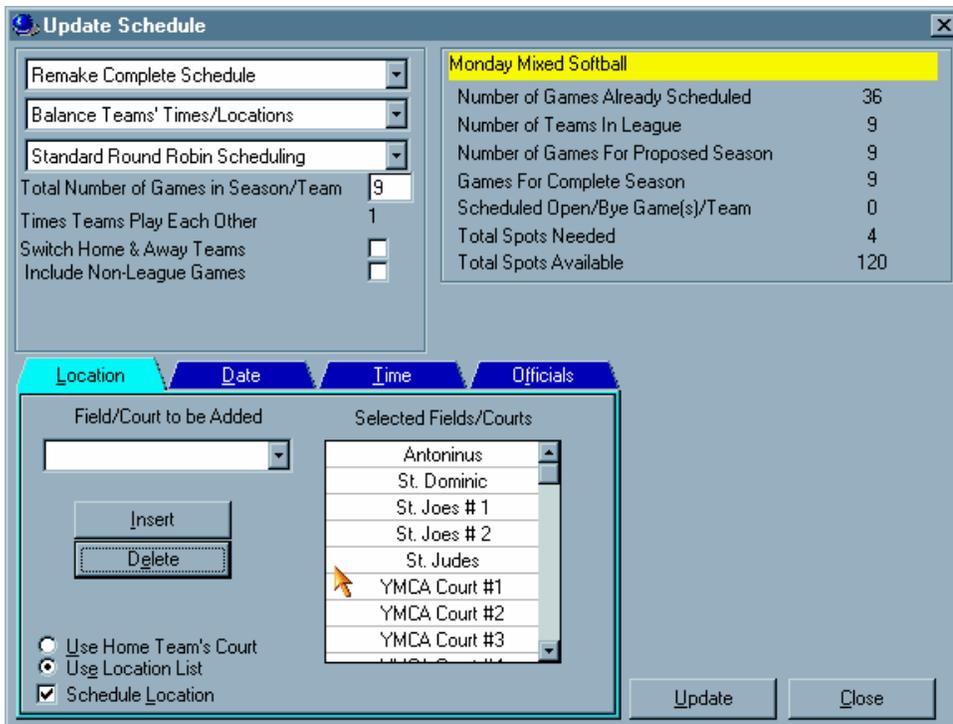
f. Now click on the **Dates** tab and let's tell MatchMaker which dates you would like this league to play.
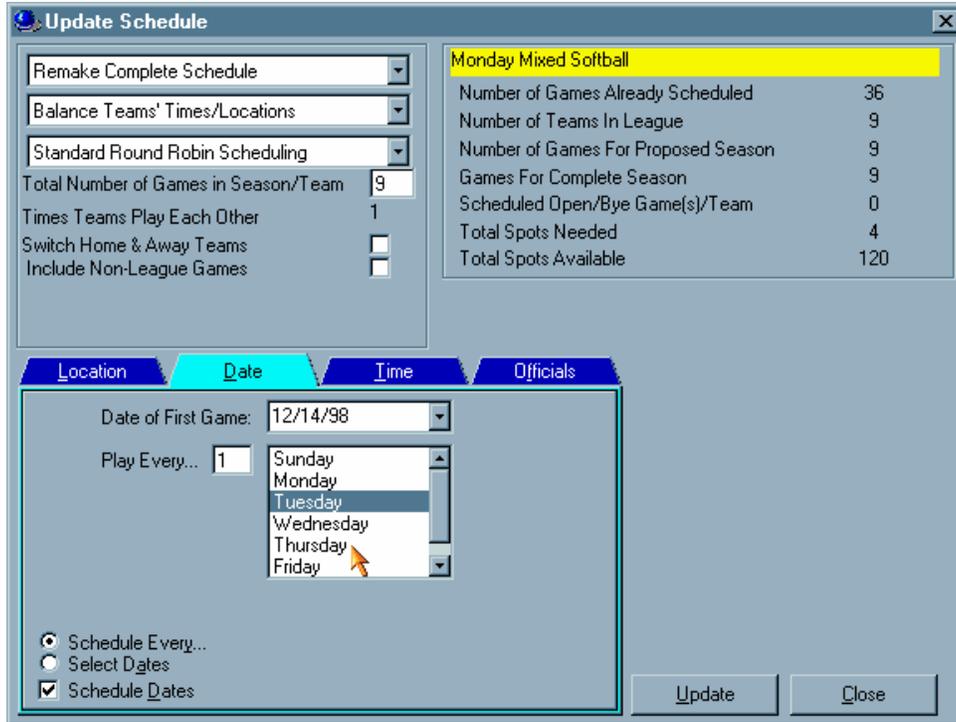
g. If you have a league that plays weekly, daily, monthly, click on the **Date of the First Game** combo box and select your starting date from the calendar. If you change the **schedule every** amount, MatchMaker will automatically adjust your schedule.

h. If you have a league that plays a non-repetitive schedule, then click on the **select dates** option and a calendar will pop up to allow you to add any dates you wish. To add a date, click once on the day and it will be highlighted then displayed in a list to the right of the calendar. To unselect a date you have selected, click on the date again and it will be removed from the list. MatchMaker tells you how many more dates you need to select below the selected dates list.

i. Now click on the **Times** tab and let's tell MatchMaker at which times you would like this league to play.
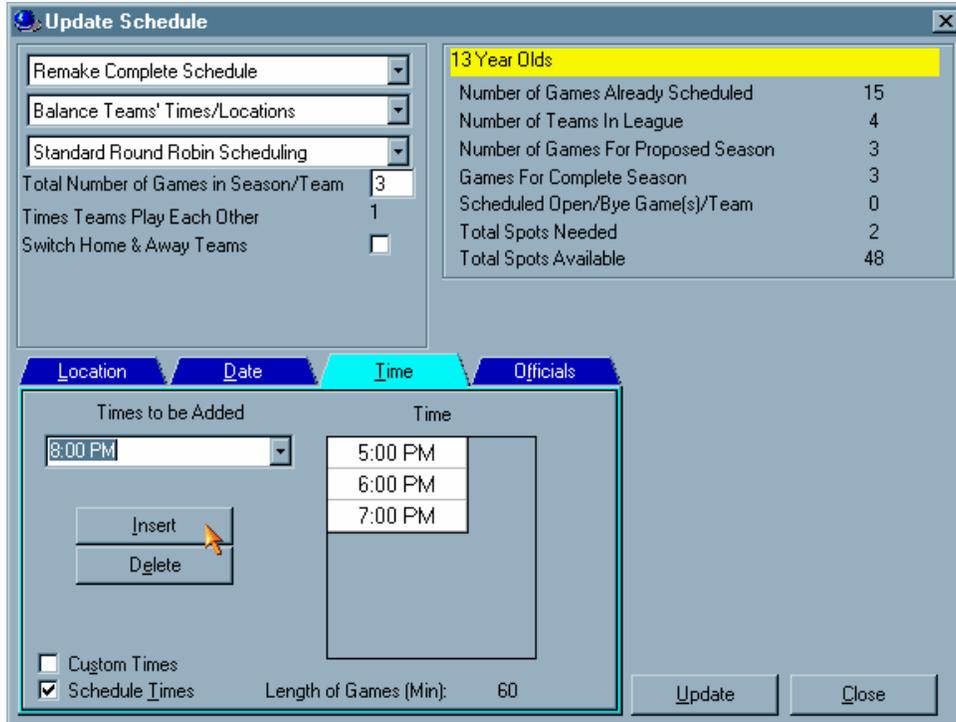
j. Click on the **Times To Be Added** combo box to set your first time and click on insert to add it to the list. Since MatchMaker knows the length of each game you specified for this league, the next time will automatically be displayed. For example, if I start a league at 7:00 PM and its games are 60 minutes, MatchMaker will set the next time to 8:00 PM.

Please note: schedule every other time for your double header based league. For example, if your league plays at 7:00, 8:00, 9:00, and 10:00 PM, only select 7:00 PM and 9:00 PM this time through the scheduling process.

k. Now click on the **officials** tab and add officials to our league (optional).
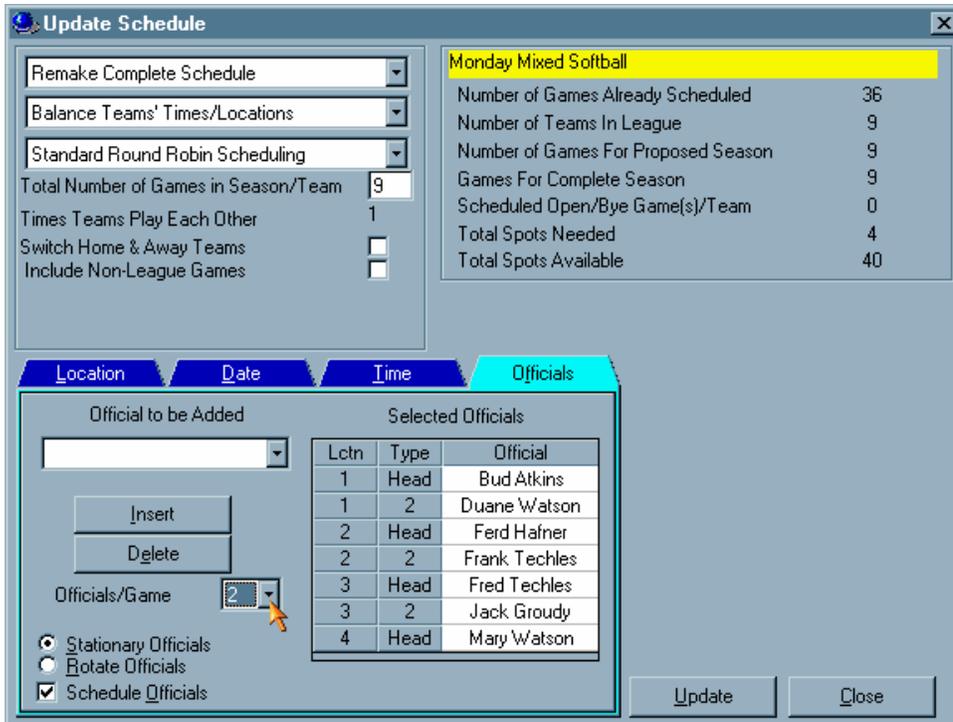
1. Set how many officials per game you will need.

2. Click on the **locations to be added** and insert the locations where you need officials.

3. Select whether you would like stationary officials or you would like MatchMaker to rotate locations with the officials.

l. Click on the **Update** button to let the computer create the schedule. If there is anything that is missing, MatchMaker will let you know so that you may fix it.

4. Click on **Autoschedule** again: this will allow us to create the second half of the double header schedule.

a. Select **append games to schedule** instead of remake a complete schedule (default). This will allow us to add the even numbered games for the double headers.

b. Check the **Home/Away** check box.

c. Use the same **locations** that you used in the first part of this schedule.

d. Use the same **dates** that you used in the first part of this schedule.

e. Now schedule every even **time** for your double header based league. For example, if your league plays at 7:00, 8:00, 9:00, and 10:00 PM, only select 8:00 PM and 10:00 PM this time through the scheduling process.

f. MatchMaker will show you a summary screen of your choices. If you like what you see, click on the **Update** button and the schedule will be created for you.

When you print your schedule, it will display as a double header based league.

Scheduling Byes

When there are an odd number of teams in any league, each week at least one team must have a bye.

1. Create a new league or open a current league.

   a. On the **league** tab create a round robin type league.

   b. On the **teams** tab make sure the little yellow combo box at bottom of screen shows the current League.

2. Create the teams and add an **odd** number of teams to the current league

   a. Press the **add Teams** button.

   b. Put teams into the current league.

3. Press the schedule tab

   a. Answer **Yes** when MatchMaker asks you to create an Auto-Schedule. This will bring you to the **Update Schedule** screen.

   b. Since you have an odd number of teams in your league, the **Include Non-League Games** check box appears.

4. To include **Bye** games, check the **Non-League Games** check box.

5. To schedule a time, date, and field for each bye game, leave the **Include Times\Dates in Bye Games** check box selected.

   a. Why would you do this? Some teams can use this for practices time or inter-divisional play.

6. Type the name of the opponent you would like to appear for each bye game. Most users will use "**Bye**" or "**Non-League**" for the **Bye Game Opponent**.

6. Click on **Close** when you are finished.

Creating Custom Weekly Schedules (Scheduling Leagues on Multiple Days of the Week At Different Times On Different Fields)

You can use MatchMaker to create leagues that play on multiple days of the week at different times on different fields. MatchMaker even has presets that automatically allow you to schedule back to back double headers and alternating home and away schedules. Here is how you do it.

1. **Enter league information.** Enter your league name in the league tab (use the arrow keys to easily navigate the league grid).

2. **Enter team information.** Once you have entered a league, you begin entering its teams by clicking on the teams tab. The teams you enter need not be in any specific order and you may always come back at any time to complete or modify your data entries.

a. Add a **unique** team name. Four character team abbreviation, home court, amount paid, organizer, organizer phone can all be entered later and are all **optional**. So, ... if you don't have time to enter all of the information now, you may enter it for later.

b. **Add teams to league.** Now that you have entered your league and team information, you have to tell MatchMaker which teams you want in your league. Click on the add teams to league button (see figure below).

The teams that are not in your league will be in the left list and the teams you add will appear in the right list.

- To add a team, click on its name, then click on the right arrow [>] and your team will be added.
- To remove a team, click on its name, then click on the left arrow [<] and your team will be removed.
- To pick multiple teams, click on any team while holding down the CTRL key.
- To add all teams, click on the double right arrow button [>>].
- To remove all teams, click on the double left arrow button [<<].

When you are finished adding your teams, click the **Go With These Teams** button.

3. **Enter Scheduling information.** This is the heart of the MatchMaker League Scheduler program. It knows whether you specified round robin, single elimination, or double elimination scheduling. Here's how it works:

a. Click on the Schedule tab. If no schedule exists, MatchMaker will ask you if you would like to create one. A new schedule will be started automatically. You may choose to fine tune each schedule here.

b. Select **remake a complete schedule** (default). This will create the groundwork schedule for your double header based league.

MatchMaker Sports Scheduler User's Guide

c. The **number of games in a season** is automatically set for you, but you have the option to change it here if you wish.

d. The **number of times teams play each other** may also be changed. It's all up to you.

4. Select **Custom Weekly Scheduling** rather than the default option, Standard Round Robin Scheduling from the combo box. You will see a grid and a combo box appear your selection.

a. Set the date of the **first game** using the combo box.

b. Set the number of games per week. The default setting, **As Many As Possible**, should be sufficient for most users needs.

1. Enter the weekday information into the grid. Double click on the cell below the **Weekday** heading and select the first day of the week that you will play. You may start on any day of the week, but it is important to go in order.

2. Set the location. Double click on the cell below the **Location** heading and either select one of your locations using the combo box or type in a new location.

3. Set the time. Double click on the cell below the **Time** heading and either select a time using the combo box or type in a new time (remember to designate AM or PM).

c. Repeat the previous three steps until your custom weekly schedule is complete. You will notice that when you click on the second row, MatchMaker will automatically fill in the day of the week, the location, and the following time based on you length of game setting that you specified on the league tab.

d. Click on the **Update** button when you are satisfied with your schedule. You will see a form showing you a summary of your choices. Click on **Update** again and answer **OK** when MatchMaker says that your schedule is complete.

Printing Reports & Schedules

MatchMaker League Scheduler allows many different reporting options. All reports may either be sent to a printer, file, FAX modem (if installed), or even E-mail. When you click on the reports tab, the MatchMaker reports screen pops up and give you the choice to print all of the following reports for a single league or for all of the leagues you have created.

To print all of the leagues, click on the **Use Master List** check box, select the Report Type you prefer from the combo box, then click on **Print Preview**.

To print a single league or tournament, click on the desired league's name in the check box, then click on **Print Preview**.

To print multiple leagues or tournaments, click on the first league's name in the check box, hold down the CTRL key and click on the other league names, then click on **Print Preview**.

Note: If you would like to print only a range of dates, select the **Use Start Date** and **Use End Date** check boxes.

Here are brief descriptions of the types of reports MatchMaker provides you.

> **1. League Reports.** This report prints out a detailed league schedule chart sorted by game number, date of game, then by time of game. Included in this report are game number, home and visiting teams, time of game, date of game, and the game's location.

> **2. League (Abbreviation) Reports.** This report prints league schedules sorted by date, time of game, then location using the teams' abbreviations. If you need a brief rundown of where each team plays and when, then use this report.

> **3. League Rosters.** This report prints team rosters and includes players' names, phone number address, city, state, and zip. When you select the **League Roster** report from the combo box, a Use Master List check box will be selected. If you only wish to print a single team roster, deselect Use Master List and click on the team's name that you would like to print. You also have the option of multiselecting assorted teams by holding down the CRTL key and then clicking on each team.

4. Location Reports. This group of reports lets you see what you have scheduled at each one of your locations. The report is sorted by date, time of game, then game number. Again, you have the option of printing all of your locations (master list), one of your locations, or multiple locations (by holding down the CRTL key and then clicking on each location).

5. Payment Reports. This report is a detailed financial report of how much money you have collected from each team, sorted by player. Included in the payment records report are the teams' names, the players that have paid, how much they paid, on which date they paid. and any notes that you have made for each player. Usually you will print a master list of receipts, but you have the option of printing one team or multiselecting a group of teams.

6. Team Schedules. If you would like to hand each team its own personalized schedule that includes their opponent, the date, time, and location, then this report is for you. Normally you would print a **master list** at the beginning of each season and hand it to each team, then, as the season goes on, individual team schedules may be printed (or faxed) as needed.

7. Tournament Entry Forms. Tournament entry forms are built into MatchMaker League Scheduler and are generated automatically when you use the special single or double elimination tournament feature. These reports may then be faxed to the appropriate national organization headquarters.

8. Mailing Labels. Mailing labels allow you to print labels to all of your team captains. All reports are formatted for Avery address labels to make your job even easier.

Special Note: Faxing from Windows. If would like to fax any printout from MatchMaker, click File on the main menu, then Printer Setup, and make your fax driver the default print device. Any subsequent reports that are printed will go through your fax machine instead of your printer. To change back to your printer, click File on the main menu, then Printer Setup, and make printer the default print device.

Using The MatchMaker ScheduleMate Report Writer

If you would like to create custom reports, then the MatchMaker ScheduleMate Report Writer is for you. This tool allows you the power to customize your reports and it also allows you to create new ad hoc reports. Report creation will require training and/or support and is mostly reserved for users with intermediate computer skills. We do encourage you to experiment with our new report writer. Here is how to get started.

1. First select the new MatchMaker Schedulemate Report Writer as the default report writer by selecting the menu choice **Options│User** Options.

2. Choose the report you would like to view from the dropdown box at the top of the screen.
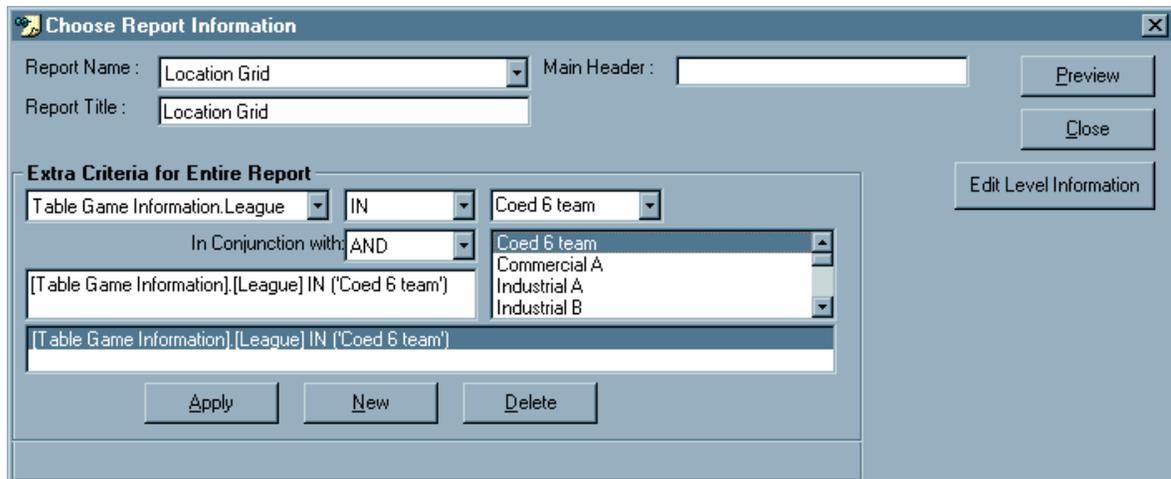
3. Select the criteria you would like to change in the bottom "Extra Criteria" frame.

4. Change (or add) any criteria you want to use to limit the report. For example, if you just want one league to print, click on the league name (or hold down the CRTL key and select multiple leagues with your mouse).

5. Click the apply button.

6. To view the report, click on the preview button.

7. If you need to adjust margins or page orientation, select the preview report button before printing or your changes will not take effect.

8. If you would like to further customize your report, you may save it to file such as Excel, Word, text delimited, or best of all HTML, by clicking the **Save File** button.

9. Feel free to use the sample reports as templates for your own reports.

Creating Single or Double Elimination Tournaments

MatchMaker League Scheduler allows you to create and maintain single and double elimination tournaments with a minimum amount of effort. Here's how to do it.

1. Create a new league by clicking on the **New** button at the bottom of the screen and then type in the full name of your tournament.

   • Add organizer, phone, cost per team, length of games, and the type of league schedule your league will use (**single or double elimination**, in this example).

2. Now let's enter your teams via the **Teams** tab.

   • If you plan to add teams that do not play at your complex, go to the bottom of screen and click the **New** button and enter the teams manually. To add another team, press the down arrow and space will be provided for another team and its associated information. You may add as many teams as you wish.

   • Add team, four character team abbreviation, home court, amount paid, organizer, organizer phone. If you don't have time to enter all of the information now, you may save it for later.

   • If you plan on using a lot of teams that are already in your leagues, click on the show all teams option, then click on the **Add Teams to League** button (see below) to pull in the teams for your tournament.

   a. The teams that are not in your tournament/league will be in the left list and the teams you add will appear on your right list.

   • To add selected teams, click on its name, then click on the right arrow **[>]** and your selected teams will be added.

   • To remove selected teams, click on its name, then click on the left arrow **[<]** and your selected teams will be removed.

   • To pick multiple teams, click on any team while holding down the **CTRL** key.

   • To add all teams, click on the double right arrow button **[>>]**.

- To remove all teams, click on the double left arrow button **[<<]**.

b. When you are finished adding your teams, click the **close** button.

3. Click on the **Players** tab and enter all the information you will need for your tournament (this step is optional).

4. Click on the **Officials** Tab and enter all the officials' information you will need for your tournament (this step is also optional).

5. Click on the **Schedule** Tab. MatchMaker will ask you if you would like to create a schedule for this tournament. In most cases, you should let MatchMaker auto schedule tournaments, especially if you are a new or first time user of MatchMaker.

6. The **Tournament Schedule** form now pops up on the screen along with the name of the league/tournament highlighted in yellow, the number of rounds necessary to complete the tournament, the total number of games, the number of teams, and the number of regions. If you look to the right, you will a group of eight tabs that allow you to set locations, dates, times, officials, rounds, regions, team seeds, and efficiency options. Let's look at these one at a time. **All settings below are optional and may be used to "fine tune" your tournament.**

a. **<u>Telling MatchMaker where the games will be played.</u>** You have the option to set multiple locations for your tournament on the **Locations** tab. To add a location, just click in the **Location to be Added** combo box, type in the name of the location, and click on the insert button. Your location is added to the **Selected Locations** list. To remove a location from the list, click on the name of the location, then click on the Delete button and that location will be removed.

Note: MatchMaker automatically adds the location1 to the selected list. You might want to delete this location first if you are using your own location names.

b. **<u>Setting the dates of the tournament.</u>** When you select the **Date** tab, you will see MatchMaker's calendar control. To select a date for your tournament, click on the date in the calendar; this adds the date that you chose to the selected dates list. You may add as many dates as you like. If you make a mistake and add an incorrect date, just click on the date again to unselect it. To go to the next month, click the arrow to the right of the current month's name; you can move to the next year in the same manner.

c. **<u>Setting the time the games will be played.</u>** If you worked through the location tab, you will notice that you set the time of each game in a similar way. MatchMaker automatically adds times. If you would like to delete any times, click on the time and click on the delete button. To insert a time, click on the **Times to be Added** combo box. You will see all of the times you add in the **Times** list.

d. **<u>Adding officials to your tournament.</u>** You may add as many officials as you need to your tournament by first clicking on the **Officials/Game** combo box and letting MatchMaker know how many officials you will need per game. Now click on the **Official to be Added** combo box and enter the official's name or abbreviation, then click on the Insert button to add the official to the list. Also, you have the option of rotating officials in the tournament or keeping them stationary at each location.

e. **<u>Naming tournament rounds.</u>** MatchMaker allows you to name each round of the tournament you are building. The names you select will show up on any reports you print. For example, you might want to change "Round of 16" (MatchMaker default) to "Sweet 16". To do this, click on the name you would like to change and type in your selection.

f. **<u>Naming tournament regions.</u>** If you would like to change the name of a region of your tournament, you follow the same procedure as you did with naming tournament rounds. You might want to be more descriptive than the MatchMaker default Region 1, Region 2, etc. and change them to East Regional, South Regional and so on.

g. **<u>Setting team seeds.</u>** When you click on the Team Seeds tab, MatchMaker automatically puts your teams in as seed alphabetically. If you would like to move a team in seed, first click on the team's name, and then click on the up or down arrow to move them into the seed you prefer. You can do this with as many teams as you wish.

h. **<u>Options.</u>** The Options tab allows you to set whether you would like to keep teams on the same locations or make the best use of time slots. Either method should result in a perfectly acceptable tournament schedule. Also you may select whether MatchMaker uses the AB (traditional) model or the A-B/B-A model. A-B/B-A has an advantage over AB because it creates double elimination tournaments where teams are less likely to have repeat games against each other throughout the tournament.

7. Now we're ready to let MatchMaker do all of the work. Click on the **Make Tournament** button. MatchMaker will then tell you how many games were scheduled. Answer OK.

8. MatchMaker will put the tournament you have created into the Schedule tab. You may select what to see on screen and in print by clicking on the appropriate check boxes (teams, scores, times/dates, place of game/head official, and other officials).
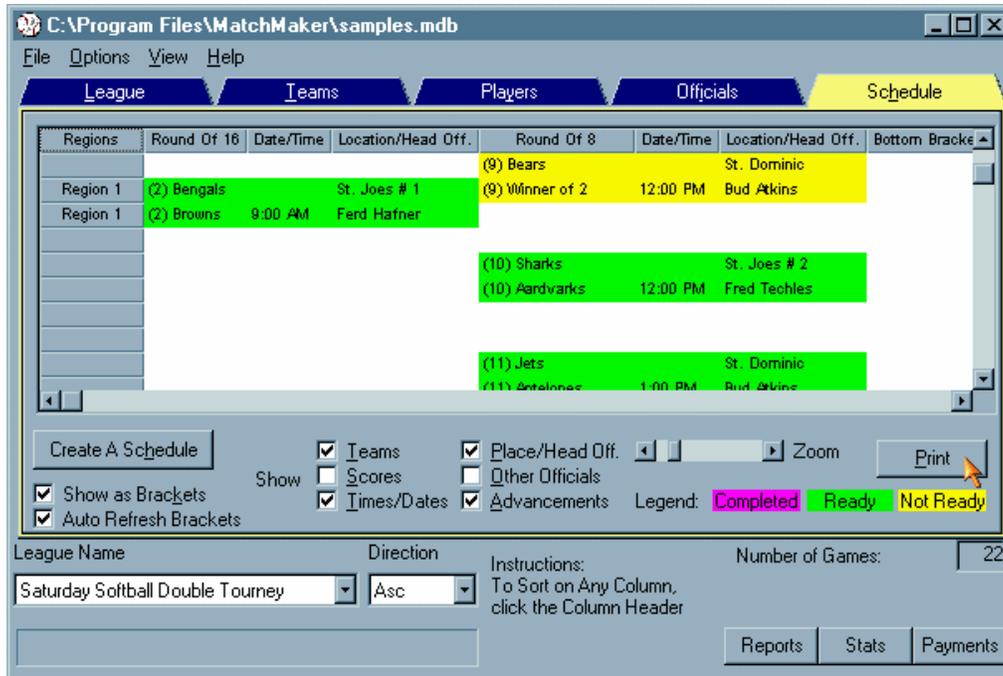
a. If you would like to edit any of the game data, double click on the team number and a **game information** form will pop up prompting you for the winning team, losing team, their point totals, date of the game, etc. When you finish entering the data that you think is relevant for your tournament, click on the update button to save your changes. The teams that you updated will automatically be advanced to the appropriate bracket.

b. To zoom in and zoom out of the tournament view, just use the **zoom** slider bar. The screen will be automatically updated.

c. To print your tournament, click on the **print** button, set the print options you prefer such as orientation, page ranges, gridlines, and which device to print to. You may also change the headers of your output by entering the appropriate information in the three boxes at the top of the form.

Special Note: to see a tournament report like the one below you must select the **Use ScheduleMate Report Writer** from **Options|User Options** menu. An 800 by 600 pixel video display is also recommended.
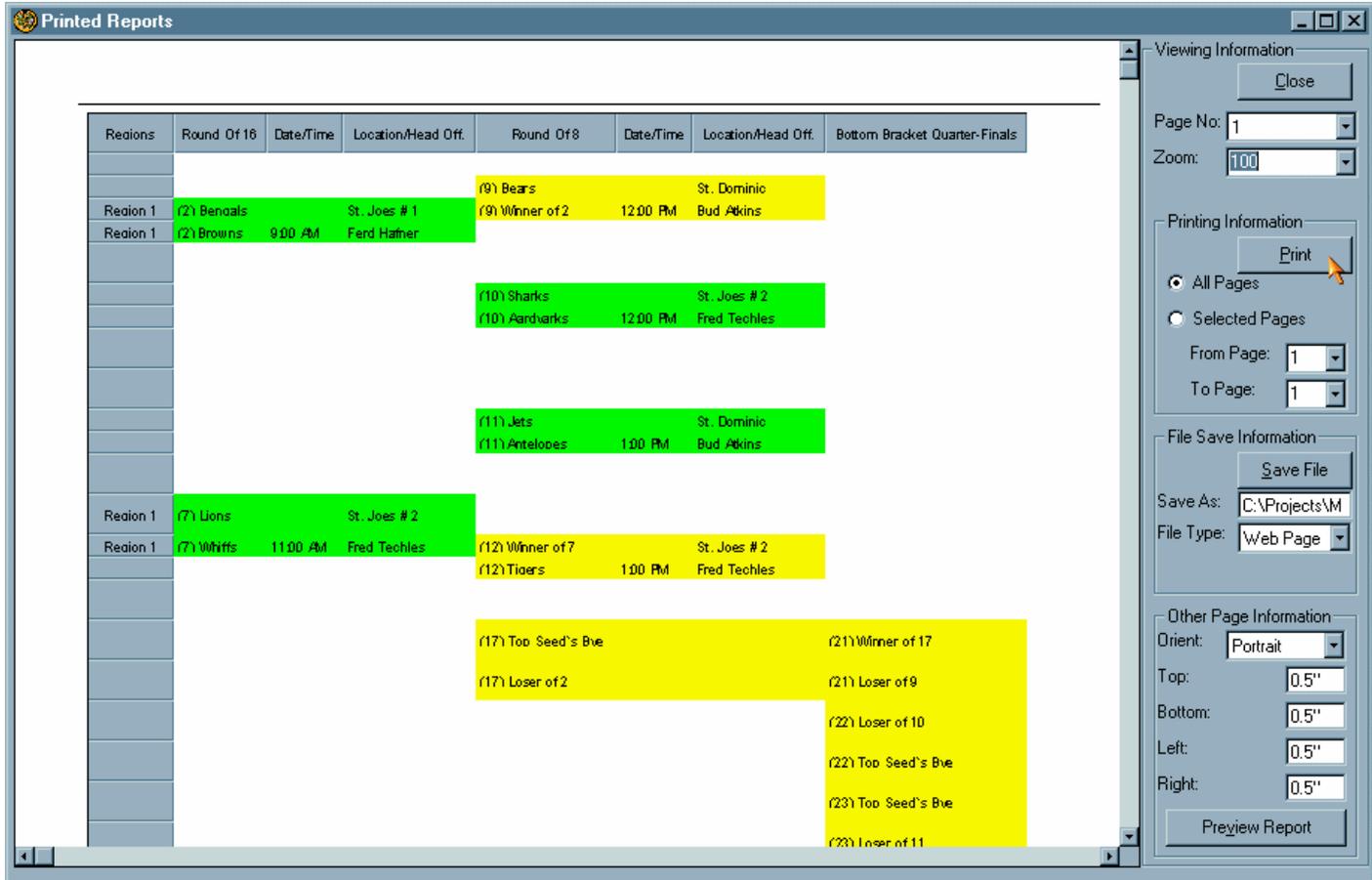
Making A Tournament With The Current League

To quickly create a single or double elimination tournament from a league, do the following:

1. Select the **schedule** tab.

2. Click on the **make tournament** button.

3. The **create new schedule** form will pop onto your screen.

4. Select the league you would like to create a tournament for by clicking in the combo box. Only round robin leagues will be available for selection. MatchMaker will ignore the league if it is already a tournament.

5. Select the **type of tournament** you would like MatchMaker to create (either single elimination or double elimination).

6. Type in a new name for the tournament in the **new league name** prompt.

7. Click on the **Okay** button.

That's all there is to building a quick tournament in MatchMaker.

Creating A Weekend Pool Play Tournament

You can use MatchMaker to create pool play based leagues. Below is a specific example that you can customize to your needs. We used two divisions of four or five teams each.

1. Create a new league or open a current league.

   a. On the **league** tab create a round robin type league.

   b. On the **teams** tab make sure the little yellow combo box at bottom of screen shows the current League.

2. Create the teams and add teams to the current league

   a. Press the **add Teams** button.

   b. Put teams into the current league.

3. Press the schedule tab

   a. Choose **Use Classic Scheduler**. This will bring you to the **Update Schedule** screen.

   b. Change the **Standard Round Robin Scheduling** combo box to **Pool Play Scheduling.**

   c. Change the **Total Number of Games Per Season Per Team** combo box to the correct number (realize that this number should INCLUDE Byes, so 5 teams must play 5 games for a full season rather than the expected 4).

   d. In the **Pool Play Information** Area change the number of pools to 2 (two pools of 4 or 5 teams). By default, MatchMaker knows the number of times and locations needed for optimal usage of fields. Remember, all these defaults can be changed later.

   e. On the **locations tab**

      1. Enter in the locations into the locations box on the lower left hand side of the screen (delete those that you do not want). With two locations, the rounds would play back-to-back or side-by-side, with four locations, all games would be played at the same time for each round.

Please Note: Realize that for 2 pools of 4 or 5 teams, each pool requires only 2 locations for a complete round. So either you should enter in 2 or 4 locations into this area.

f. On the **date tab**

1. If this is a weekend tournament, choose the "Select Dates" option instead of the "Schedule Every" option. Select the dates that the tournament will be held on.

2. If this is a week-by-week tournament select the days of the week in which the tournament will be played

g. On the **time tab**

1. If this is a weekend tournament, check the **Custom Times** check box.

   •   Choose the Date to schedule a time within. Enter the time (don't forget to specify AM or PM) in the time box and press enter. Enter all custom times specific for that day. Choose the Next day and Repeat Step 3.f.1. Notice that the **Total Times Needed** will increase to meet the **Total Times Available**

2. If all games are played at the same times each day

   •   Enter in all of the times that the games are played. Check to make sure that the **Total Times Needed** equals the **Total Times Available**. Press the **view** button in the Pool Play Information area. Notice how the games are set up on the given locations for each given pool.

   •   The three parts of the areas are displayed as [#] then [#] then [Name]

      1. The first number is the game number for that round.

      2. The second number is the actual pool number.

      3. The third name is the name of the pool (this is meaningless right now).

h. Check to make sure everything looks nice (correct times/locations/dates).

i. Press the **Update** button on the bottom of the screen

j. This brings you to the final update screen. Order the teams into their respective pools by:

1. Clicking on a team name.

2. Pressing the little blue Arrows to the right of the screen to move the teams into position.

3. The color-coded areas represent separate pools.

Please note: you do not need to set any preferences for pool play as it would make little sense to do so.

k. Press the **update** button at the top of the screen

l. Press the **Ok** button when it is done scheduling. This brings you back to the main screen where you can

- check statistics.
- change any games manually.
- enter scores.
- print reports.
- begin again with a new pool play league.
- relax and ponder how long this would have taken you by hand...

Creating A Weekend Tournament With Different Times On Each Day

Here is how to schedule a tournament that is on Friday night, Saturday all day and Sunday morning. You can use this help as a template; just substitute you own days and times for ours. Please note that MatchMaker has the ability to schedule tournaments over many days or months and is not limited to just weekends.

1. Create a new league or open a current league.

   a. On the **league** tab create a round robin type league.

   b. On the **teams** tab make sure the little yellow combo box at bottom of screen shows the current League.

2. Create the teams and add teams to the current league

   a. Press the **add Teams** button.

   b. Put teams into the current league.

3. Press the schedule tab

   a. Answer **Yes** when MatchMaker asks you to create an Auto-Schedule. This will bring you to the **Update Schedule** screen.

   b. Change the **Standard Round Robin Scheduling** combo box to **Pool Play Scheduling.**

   c. The **Total Number of Games Per Season Per Team** combo box defaults to the correct number of games for one season. In this case 10 teams must play 9 games for a full tournament.

      1. In the case of an odd number of teams in your league, realize that this number should INCLUDE **byes.** So 9 teams must play 9 games for a full tournament rather than the expected 8.

   d. In the **Pool Play Information** Area keep the number of pools at 1. By default, MatchMaker knows the number of times and locations needed for optimal usage of fields. Remember, all these defaults can be changed later.

   e. On the **locations tab**

1. Enter in the locations into the locations box on the lower left hand side of the screen (delete those that you do not want). With less than five locations, the rounds would play in sequential order, with five locations, all games would be played at the same time for each round.

Please Note: In this case we have 1 pool of 10 teams. If you would like to create a pool play tournament with 2 groups of 5 teams, see our help on Creating A Weekend Pool Play Tournament.

f. On the **date tab**

1. If this is a weekend tournament, choose the "Select Dates" option instead of the "Schedule Every" option. Select the dates that the tournament will be held on.

2. If this is a week-by-week tournament select the days of the week in which the tournament will be played

g. On the **time tab**

1. If this is a weekend tournament, check the **Custom Times** check box.

   • Choose the Date to schedule a time within. Enter the time (don't forget to specify AM or PM) in the time box and press enter. Enter all custom times specific for that day. Choose the Next day and repeat this step. Notice that the **Total Times Needed** will increase to meet the **Total Times Available**

2. If all games are played at the same times each day

   • Enter in all of the times that the games are played. Check to make sure that the **Total Times Needed** <u>equals</u> the **Total Times Available**. Press the **view** button in the Pool Play Information area. Notice how the games are set up on the given locations.

   • The three parts of the areas are displayed as [#] then [#] then [Name]

      1. The first number is the game number for that round.

      2. The second number is the actual pool number.

3. The third name is the name of the pool (this is meaningless right now).

h. Check to make sure everything looks nice (correct times/locations/dates).

i. Press the **Update** button on the bottom of the screen

j. This brings you to the final update screen. Order the teams into their respective seeding order by:

1. Clicking on a team name.

2. Pressing the little blue Arrows to the right of the screen to move the teams into position.

Please note: you do not need to set any preferences for times, as it would make little sense to do so.

k. Press the **update** button at the top of the screen

l. Press the **Ok** button when it is done scheduling. This brings you back to the main screen where you can

- check statistics by clicking the **Stats** button. MatchMaker will show you how well it balanced home/away and team vs team.
- change any games manually (usually not necessary).
- enter scores.
- print reports.
- begin again with a new pool play league.
- relax and ponder how long this would have taken you by hand...

Using Teams As Officials

In some cases (usually volleyball), after you have scheduled a league, it is a good idea to have the following or preceding team officiate or act as line judge for a game, set, or match. Here is how to do this with MatchMaker.

1. Create a **complete schedule** for your league.

2. Select the menu choice **Options|Autoschedule Teams As Officials**.

3. Select the league(s) which can act as officials for other leagues. To multi-select options in any Windows listbox, hold down the **CTRL** key as you click on each selection.

4. Choose whether you want the teams to act as Head official, 2nd official, and/or 3rd official.

5. Choose how many games per week any one team may officiate from the combo box. The default is one.

    a. If you select more than one game per week, MatchMaker will ask you whether you would like to fill each game or each official position first. The default is each game.

6. Click on **Schedule 'Em**. MatchMaker tells you how many official positions were filled and how many were not filled due to lack of teams.

7. Click on **Close** when you are finished.

Updating Scores Automatically

Going from league to league in order to find missing scores is a hassle. MatchMaker can automatically find scores that are missing in all of your leagues and tournaments or even for particular dates.

1. Create a **complete schedule** for your league.

2. Select the menu choice **Options | Custom Score Update.**

3. Select the league(s) for which you would like to enter scores. To multi-select options in any Windows listbox, hold down the **CTRL** key as you click on each selection.

4. To limit the dates shown.

   a. Select a start date and an end date by using the drop down calendars.

   b. Check the **Use Start Date** and/or **Use End Date** check boxes respectively.

5. Change any information including points and winners in the grid. Use the arrow keys to navigate around the grid.

6. Click on **Close** when you are finished.

Entering Player Payments-Business Management Features

MatchMaker League Scheduler provides easy tracking of player and team payments. Just click on the **payments button** and you can enter each payment as you receive it. This method allows for partial or full payments. You can also give each team captain a copy of his teams accounting history by printing out a payment report (see help on reports).

To add payments made by a certain player, follow these steps:

1. Click on the Payments button and you will see the Player Payments form on the screen.

2. Click on the Team Name combo box and find his team's name.

3. Click on the Player's Name combo and you should see the player you are looking for.

4. After you select his name, add a new record by clicking on the row with the asterisk (*).

5. Enter date, amount paid, and notes.

6. Click on the close button when all of your transactions are complete.

Note: If you can't find the player, check in a different league by clicking on the League Name combo box. Be careful, because some players are in multiple leagues.

How to schedule multiple overlapping leagues

When you are in the auto scheduler **summary of choices** screen and you click on **update** and answer "yes" to the "Would you like to schedule more games for this block of times and locations" prompt:

1. The additional league scheduling form will appear and MatchMaker will let you know how many teams are in the selected league, how many spots are open, how many spots are needed, and whether there is a conflict.

2. Click on the drop down combo box and select the other league to schedule.

3. Set any time restrictions that your teams need.

4. Click on **go with these teams** to begin. MatchMaker goes through the dates, times, and locations and finds the best fit for the league. After MatchMaker tells you how many games were scheduled, click "OK." You may go through the same procedure as many times as you wish to schedule more leagues into these slots. When you answer "no" to the schedule more games for this block of times prompt, your league schedule is complete.

How To Print To A Fax Driver In Windows

To print to your FAX driver in Microsoft WIndows, do the following:

1. Select control panel.

2. Selects Printers.

3. Select your FAX driver and set it as your default device.

That's all there is to printing to your fax driver in Windows.

Note: Remember to set your default printer back to your regular printer (not your FAX). You can do this by following the previous steps and substituting your printers name for FAX driver.

Putting Your Schedules And Reports On The Internet

MatchMaker allows you to publish all of your schedules or standings on a web site for all of your players to see. You can print all of MatchMaker's schedules and reports to HTML files for easy integration into your home page. Just use the **Print To** option, then select **HTML** if you are using the classic report writer or **Save As … File Type Web Page,** If you are using the ScheduleMate® Report Writer. The file that is created is World Wide Web compatible, so all you have to do is integrate it into your home page without modification. If you would like to preview how it will look, open Windows Explorer, find the file that you saved (usually in c:\program files\MatchMaker), and double click on the file name. Your default browser will let you how the file will look on the web. That's all there is.

Rainouts

MatchMaker handles rainouts with a minimum of effort. Follow the instructions below to move any games to any times or dates. Please note: you might want to print out a location grid report to see your field availability.

1. Find the league that had the rainout by either

   a. clicking on the **league tab** and then clicking on the desired league **or**

   b. selecting the appropriate league from the **Current League** combo box at the bottom left hand part of the screen.

2. Click on the **schedule tab** to see the current schedule in spreadsheet mode.

   a. Find the first game you would like to move to a different date.

   b. Click in the appropriate cell and change the date to any open date (see your current location grid report for open fields and times).

   c. Repeat the above process until you have finished with all of your rainouts. Please note: in Windows use [CTRL + C] to copy and [CRTL + V] to paste.

3. When you print out your schedule, MatchMaker will automatically sort it by date.

Using Microsoft Excel To Format Bracketed Tournaments

If you have Excel97 or later, you can use its special conditional formatting feature to format your bracketed tournaments. This feature is not available in previous versions of Microsoft Excel.

1. Create your tournament using MatchMaker League Scheduler for Windows. See table of contents for details.

2. Click on the **Print** button on the tournament scheduler screen. Make sure that the **View As Brackets** option is checked.

3. You will see the print preview form. In the **Print To** combo box, select **file**.

4. Now click on the **Print** button.

5. MatchMaker will ask you for a file name. The default file name is report1 and the default file type is Excel (*.xls). When you are satisfied with your choices, click the **Save** button.

6. Open Microsoft Excel and find the file you just saved.

7. Excel will open its import wizard and guide you through the import process. Click on the **Next** button twice and then the **Finish** button.

8. Highlight the entire spreadsheet by pressing [CTRL + A].

9. On Excel's menu, select **Format|Column|Autofit Selection.** This will automatically adjust your column width to fit all of your text.

10. Now let's make the brackets. On Excel's menu, select **Format|Conditional Formatting**.

11. Under **Condition 1**

  a. select **Cell Value Is**

  b. select **Greater Than** (the default is Equal To)

  c. in the next option, type in ""

d. click on the **Format** button and select your border style (usually top, bottom, and right) and in the **Patterns Tab** select a color (optional). You might also want to change the font at this time also.

e. Click on the **OK** button and **OK** again and you should see your tournament formatted very nicely.

Troubleshooting

If you have any problems with any facet of MatchMaker League Scheduler, please call our technical support number at (513) 922-7334 or email us at support@dpsoft.com.

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