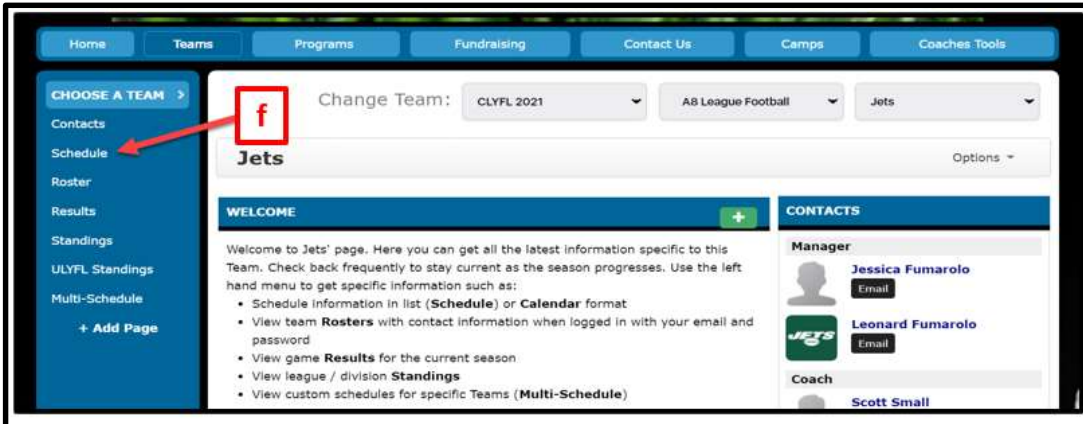


CLYFL Coaches Job Aid – Scheduling Practice

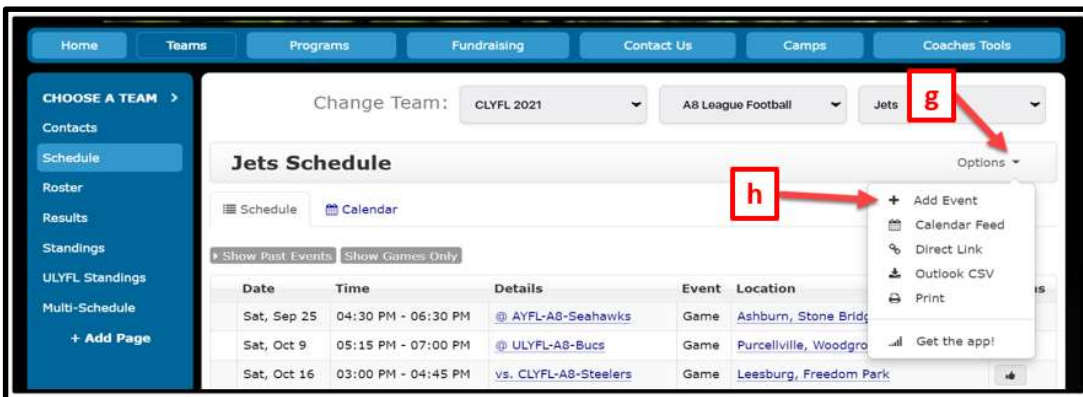
1. Make sure you are signed into your clyfl.org account
2. From the league homepage follow the below steps
 - a. Team
 - b. Choose a Team
 - c. Select Cheerleading or Contact Football
 - d. Select the correct division for your team
 - e. Select your team



- f. Select Schedule (Left side of the page)



- g. Select "Options"
- h. Select "Add Event"



CLYFL Coaches Job Aid – Scheduling Practice

- i. Select “Game / Practice”
- j. Enter Date
- k. Enter Start Time
- l. Enter duration of practice (Note: The end time will get calculated using the duration)
- m. Select the location
- n. Select the category
- o. **IMPORTANT** – Select the correct season
- p. **IMPORTANT** – Select your team
- q. Add an event note
- r. ONLY select “Notify Team members and parents”
- s. Select Submit

The screenshot shows the 'Event Details' page for scheduling a practice. The form includes the following fields and options:

- Game / Practice:** General Event (labeled **i**)
- Date:** 9/24/2021 (labeled **j**)
- Start Time:** 5:30 PM (labeled **k**)
- Duration:** 90 min. to 7:00 PM (labeled **l**)
- Location:** Leesburg, Simpson MS (labeled **m**)
- Category:** Practice (labeled **n**)
- Status:** N/A (labeled **o**)
- Season:** CLYFL 2021 (labeled **o**)
- Teams:** Jets (labeled **p**)
- Event Note:** Practice - 5:30 pm until 7:00 pm - Full Pads (labeled **q**)
- Send Notifications Now?** (labeled **r**)
 - Notify Team Managers
 - Notify Team members and parents
 - Notify Officials
- Submit** button (labeled **s**)

Assignment	Name	Home	Cell
<input type="checkbox"/> Player	Hall, Dennis		