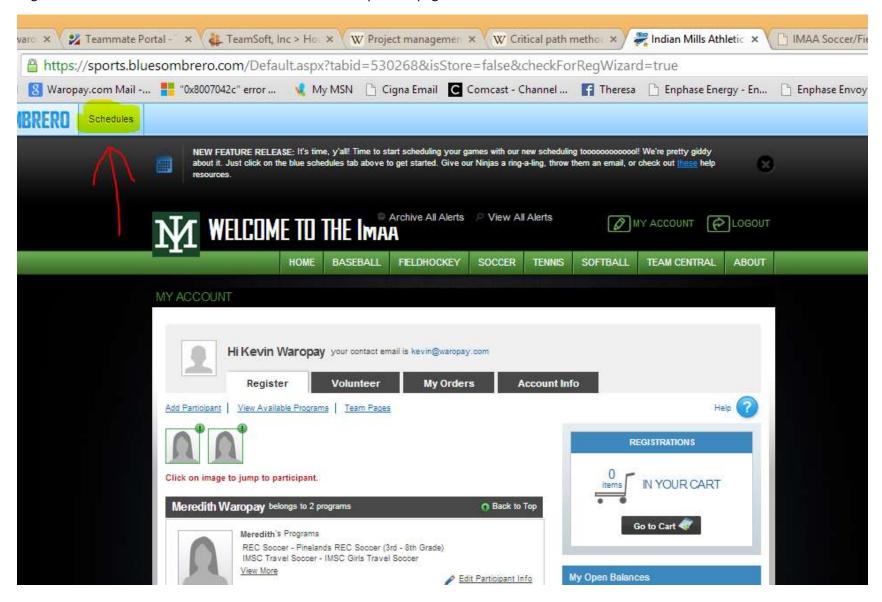
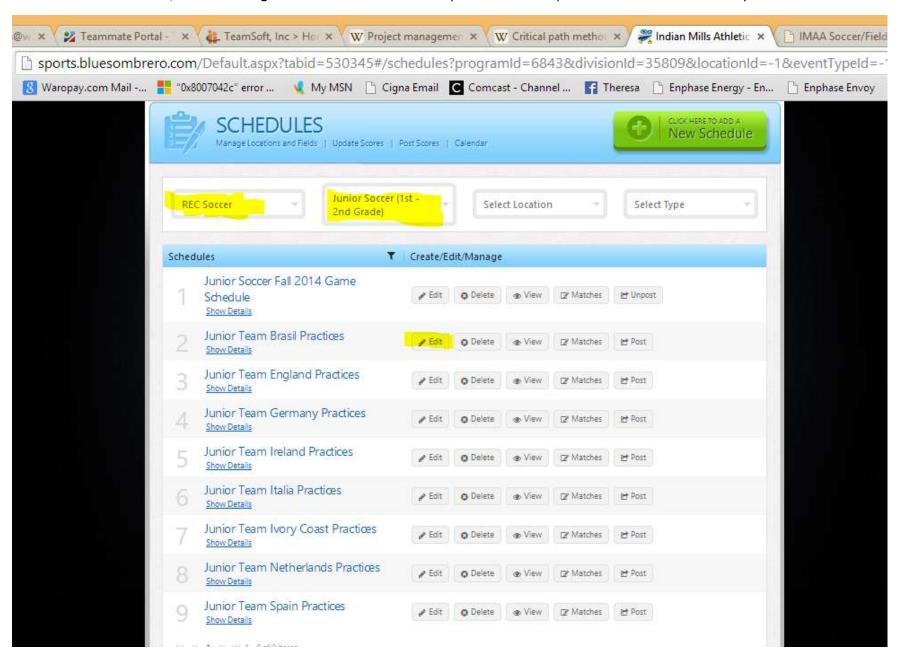
## How to Modify and Add to your IMAA Practice Schedule

Login to IMAASPORTS.NET and Click on Schedules at the top of the page...



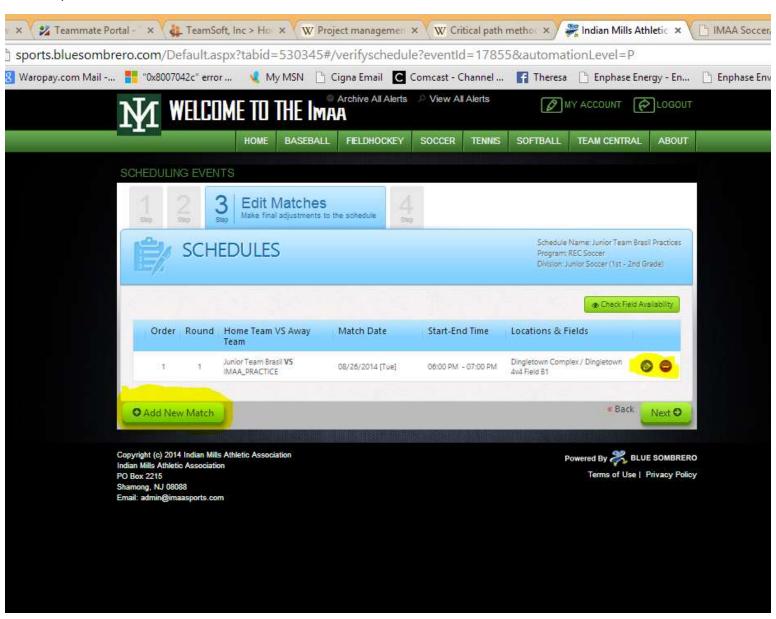
To minimize the selections, Select the **Program** and **Division** from the Drop Downs at the top. Then Click on "**Edit**" next to your Team's Practice Schedule...



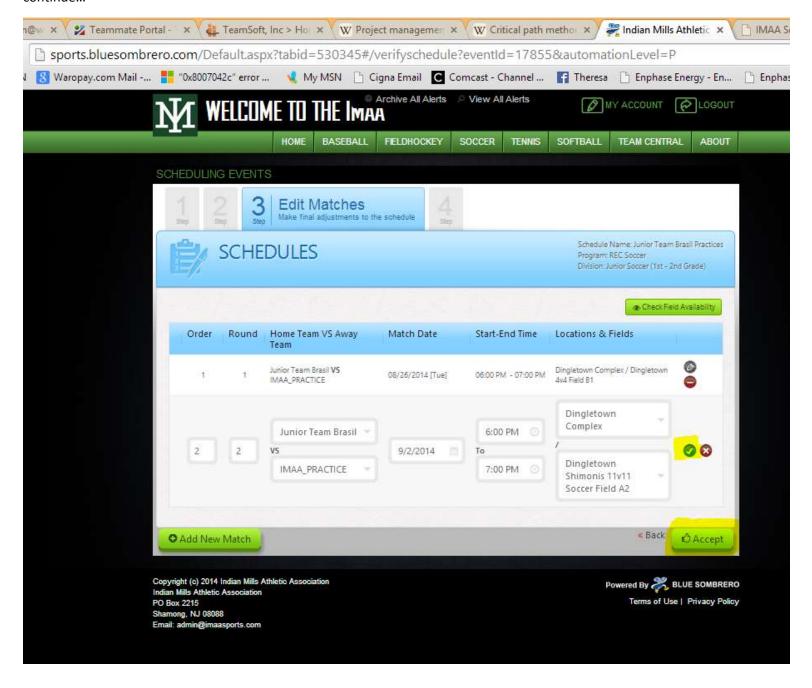
To Modify a practice, click on the gray button next to the scheduled Practice.

To Delete a practice, click on the red button next to the scheduled practice.

To Add a practice, click on the Add New Match button...



Fill in a unique Order and Round number (e.g. 2 and 2) and complete the Schedule. Select an appropriate Location and **available** field. Note, if a field is not available, it will say "booked" next to it. The site also will not allow you to schedule it. Click on the Green button to save the entry. Click on "Accept" to continue...



Use the buttons at the top to Export, Post, or email the Schedule. Click on the Finish button to complete your changes. Note, when you **Post** the schedule, it will show up on your Team Page. It also will result in emails to your team whenever you change the schedule. I'm looking to see if there is a way to disable them from automatically sending. But I also would make sure you communicate with your team when you add/delete anything....

