**Preparation**

1. Try to bring your own IPad and laptop and verify you have access to schedule I sent out. but do NOT edit or change the schedule as it is live.
2. Identify dates that don't work.
	1. School functions such as band or wolf ridge
	2. your tournaments. don't want to schedule games going into (Thursday) or right after a tournament (Monday) unless you have to.
	3. any weeks you might have multiple families with vacation
3. Create/print out a 30 day month by month calendar for May, June and July marking days not to schedule games such as tournaments, school functions, band concerts etc.
	1. This allows you an easier way to see your schedule and identify weeks and days to schedule a games and where you do not want to.

**The scheduling conference**

1. Arrive early and there will be table of team books. find book with your name on it.
2. Review your schedule and find what section your in. eg. west, central, etc. and what teams you play 1 time vs. 2 times and who is furthest away.
	1. The schedule will be a list containing game numbers and teams name/association. Make sure you schedule and talk about game number when scheduling with other coach.
3. If your bringing a laptop or IPad get internet password and connect. Verify you see the scheduling doc
4. There will be conference room with tables, find table with sign having your section/league
	1. Sit by teams furthest away. you will want to schedule with them first while you have flexibility in days and fields
5. MYAS will give short speech
6. Schedule games within your league and any games outside of your league. Some teams play a couple games outside of their league
	1. try scheduling with teams furthest away
	2. try scheduling games at NCP, then Lynch & prairie park. For younger ages lastly RMS 6 & 7 and Hassan.
	3. **Cannot** schedule back to back with teams that play by different base and pitching lengths. Schedule has limitations noted
		1. Can't schedule 9,10, or 11 Back to back with 12U or 13U and vice versa.
		2. Can schedule 9,10, or 11 Back to back. Although 11U recommended base length is 65' vs. 60'
		3. Can schedule 12U and 13U back to back
	4. Try hard to schedule double headers with teams from same age or same base and pitching lengths.
	5. Try to schedule 2 games a week, Tuesday away Thursday home non-tournament week or Tuesday away and Wednesday at home. Monday away and Wednesday home non-tournament week
	6. NCP and perhaps Lynch are only available Wednesday and Thursday. Lynch maybe available Tuesdays, will know soon.
	7. Due to field limitations try to schedule even amount of home and away games. Don't attempt 9 or 10 home games, it’s not fair to other teams.
	8. While we always try to do home and away with teams we play 2 times, It's OK to schedule away for both such as double header if they are far away or 2 single games if they are close and we don't have fields
	9. If you play single game against teams try to schedule the furthest away first and at home.
7. After you have finished scheduling all games verify with ROYBA representative.
8. Go to specified room they have set up and enter games with MYAS.