

# IT Scheduler Manager

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# A Quick Overview

The steps to upload schedule are as follows.

- 1. Create the game file
- 2. Read the game file into the software
- 3. Check date and time format
- 4. Check DivisionID, TeamIDs and FieldIDs
- 5. Check team registration
- 6. Upload schedule

# 1. Create the game file

The original schedule file should be created by using the **New Schedule Import Template** found in the Schedule Tab of ITLeague Manager on the ITSportsNet Admin control panel or linked as the conversion excel file within the written solution as shown:

## Original File Format

The sample excel file is available [here](#)

The conversion excel file can be found [here](#)

Before you create your schedule file, please read [the format requirement](#) for each column.

Then save the file as a csv (comma limited) file. Default values will be used for the columns that are not listed in this file.

# Requirements

Prior to importing schedules, you must have all of your divisions setup and all of your teams registered to divisions. If you are retiring or moving from a seeding round to a regular season round, you must have your teams registered correctly in ITSportsNet prior to using this spreadsheet. Copy the information from the conversion page (last page on workbook) to a new spreadsheet in the format required.

Remember to save the final file as a .csv file.

	A	B
1	<b>NOTE 1:</b> Prior to importing schedules, you must have all of your divisions setup and all of your teams registered to divisions.	
2	<b>NOTE 2:</b> All Division, team, and location names <b>must be unique</b> . If you have team names that are the same, you must add a character(s) to make each one unique.	
3	<b>NOTE 3:</b> For division, team, and location names, there must be an <b>exact match</b> in both ITSportsNet database and in this schedule template	
4	<b>NOTE 4:</b> Game date and times must be in <b>date and time formats</b> recognized by excel	
5		
6	<b>Import Schedule Instructions</b>	
7	A) Update Division, Teams and Locations tabs with ID's. Go to ITLeague Manager Reports => [Division, Team and Location Lists] to find all Divisions, Teams and Locations. Cut and paste from the report into the appropriate sheet in this template.	
8	B) Click on the tab marked "Original" at the bottom of this spreadsheet. Cut and paste your schedule in the format requested.	
9	C) Error Checking: View the Conversion tab and make sure that all games have a Division, Home Team, Visitor Team, Location, Date and Time. If there are cells marked with "#N/A" return to your original and fix the data issue.	
10		
11	<b>Definitions</b>	
12	Game Length: If required, you can enter the game length in minutes.	
13	GameType – one of the following four words: "Practice", "Regular", "Exhibition". Only games marked as Regular will count towards the standings	
14		

Ready |< < > >| Instructions | Original | Division ID | Team ID | Field ID | Conversion | |> | MI IM

# Excel Format Requirements

Excel file format required for IT Schedule Manager

- Column A (0): GameID – a number. This number will appear on the website as the game number. If this number is not required by the league to appear on the website, please set this number to zero (0).
- Column B (1): DivisionID – a number. Home team is registered to this Division. This software will check if the home team is registered to this division based on the team registration in our database.
- Column C (2): VisitorDivisionID – a number. Visitor team is registered to this Division. If this number is the same as DivisionID for EVERY game in this spreadsheet, please copy Column B to Column C. The software will check to see if the visitor team is registered to this Division.
- Column D (3): GameDate – a string in format “yyyy-mm-dd”. This is date for this game. We require that the format be “yyyy-mm-dd” such as, “2005-01-19”, “2005-11-07”. The software will check if this gamedate is in this format. (Select this column, click Format and then click cell. Select Custom, the enter “yyyy-mm-dd” into the textfield, then click OK).
- Column E (4): GameTime – a string in format “HH:mm:ss”. This is the start time of the game. We require that this time be in format “HH:mm:ss”, such as, “09:14:00”, “16:05:00”. The software will check if the gametime is in this format.
- Column F(5): GameLength OR GameEndTime – if Gamelength, it is a number
- Column G (6): GameType – one of the following four words: “Practice”, “Regular”, “Alias”, “Exhibition”. If the type is not “Exhibition”, the game point is required to be provided.
- Column H (7): HomeTeamID – a number. If the gametype in column G is “Alias”, this is home team name. If it is the hometeamID, the software will check if this team is registered to the divisionID in Column B.
- Column I (8): VisitorTeamID – a number. If the gametype in column G is “Alias”, this is visitor team name. If it is the visitorteamID, the software will check if this team is registered to the visitordivisionID in Column C.
- Column J (9): FieldID – a number.
- Column K(10): GameNote – a string.
- LastColumn M(11): Put “END” in this column.
- Last row: Put “END” in this row

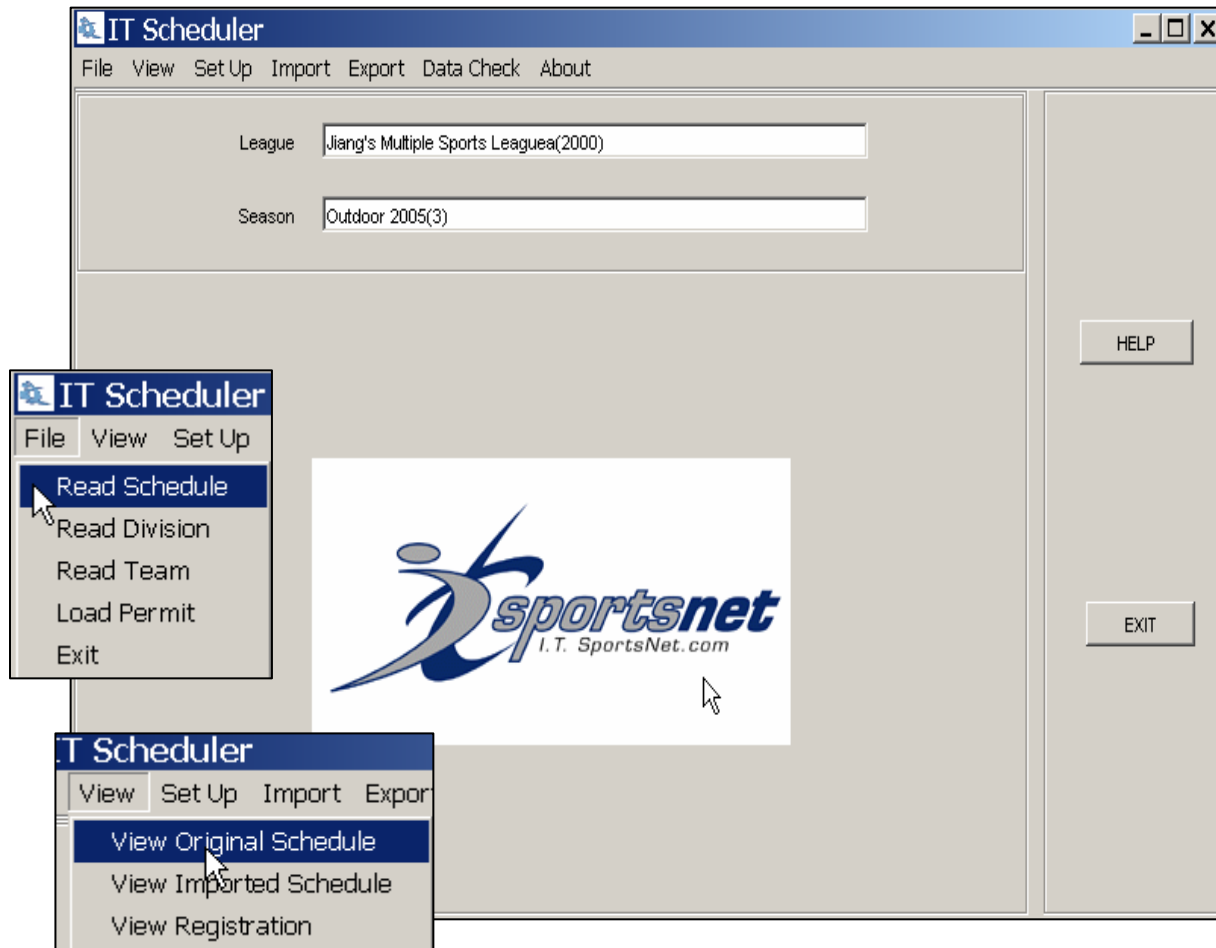
Here is an example of what the new spreadsheet will look like:

	A	B	C	D	E	F	G	H	I	J	K	L
1	GameID	DivisionID	VisitorDivisionID	Date	Time	GameLength	GameType	HomeTeamID	VisitorTeamID	FieldID	GameNote	END
2		23	23	2005-05-13	14:00:00	48	Regular	988	45166	5454		END
3		#N/A	#N/A	1900-01-00	00:00:00	0	0	#N/A	#N/A	#N/A		END
4		#N/A	#N/A	1900-01-00	00:00:00	0	0	#N/A	#N/A	#N/A		END
5		#N/A	#N/A	1900-01-00	00:00:00	0	0	#N/A	#N/A	#N/A		END
6		#N/A	#N/A	1900-01-00	00:00:00	0	0	#N/A	#N/A	#N/A		END
7		#N/A	#N/A	1900-01-00	00:00:00	0	0	#N/A	#N/A	#N/A		END
8		#N/A	#N/A	1900-01-00	00:00:00	0	0	#N/A	#N/A	#N/A		END
9		#N/A	#N/A	1900-01-00	00:00:00	0	0	#N/A	#N/A	#N/A		END
10		#N/A	#N/A	1900-01-00	00:00:00	0	0	#N/A	#N/A	#N/A		END

Navigation: Instructions / Original / Division ID / Team ID / Field ID / Conversion

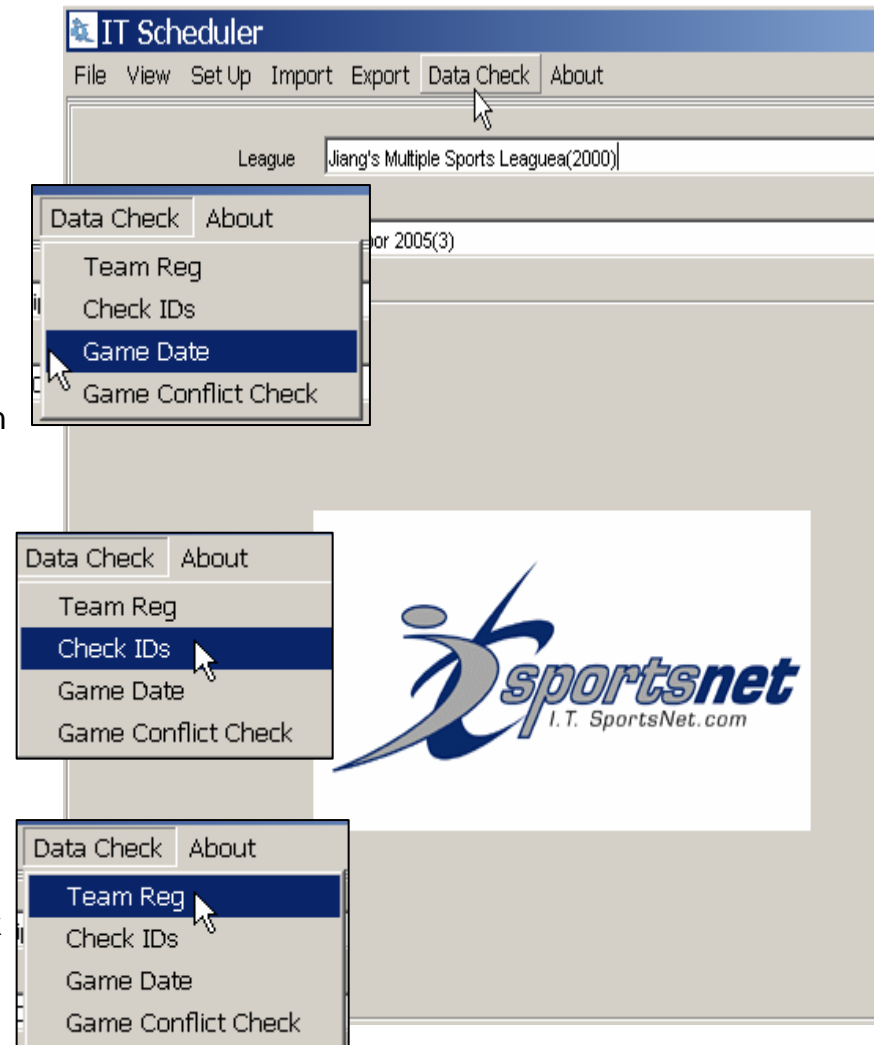
## 2. Read the game file into the software

- After you login in ITScheduler, the software will find the LeagueID and current seasonID based on your login information.
- On the main screen, follow File > Read schedule. This will allow you to select the data file you want to load into the software. The software will show a message after the file is loaded into the software.
- You can view the original data by following "View > View Original Schedule".



# 3 to 5 Check your Data Format (Optional)

- **3. Check date and time format**
- After the data file is loaded into the software, you can check the format of game date and game time by following "Data Check > Game Date". The games of which the game date is not in the format "yyyy-mm-dd" and the game time is not in the format "HH:mm:ss" will be listed. The software will also check if the month is less than 1 and greater than 12 and the date is less than 1 and greater than 31.
- **4. Check DivisionID, TeamIDs and FieldIDs**
- If any of the DivisionID, VisitorDivisionID, HomeTeamID, VisitorTeamID and FieldID of a game is 0 or is not a number, the game will be listed.
- **5. Check team registration**
- The software can also check the teams in the data file are registered to the right divisions. The software will do this for you by clicking "Data Check > Team Reg".





## 6. Upload schedule

- Once you make sure that all data is in the appropriate format, you can upload your game into our database by following "Import> Import Schedule".
- After all games are imported, you can view the uploaded games by clicking "View> View Imported Schedule". If you find any error in the uploaded games of a division, you can delete the games of the of that division or all games and reload the games.