

Some of you may be very familiar with the on-line scheduler and others will be new to it. This is a program on the SPBA website that lets you pick up extra practice/cage time and make sure we are all on the same page.

Below are some Reader's Digest instructions for accessing and using the system.

How does it work:

1. Go to [www.sandyplainsbaseball.com](http://www.sandyplainsbaseball.com)
2. Look on the left pane half way down below the main menu and click Managers!  
Click here to go to the on-line scheduler.
3. A new screen will open up and you enter your email address and password.

To reset your password, click "Forgot My Password" link on the login screen. A random password will be generated and e-mailed to you.

4. Once logged in, another screen will open and in the left pane click on » Go to the Online Scheduler
5. The view schedule drop down menu will display the Park currently being viewed. Choose accordingly
6. The current week should be displayed by day by resource
7. You get to pick your time by clicking on the box on the day/time/field/cage you want and a new box will open
8. Most of the fields will be automatically filled in, but you need to set the times for your practices and the summary i.e. Practice: PN6 - Grasshoppers (Brown)
9. Click save  
You and your coordinator should receive an automated e-mail with the details, and it should be visible on the scheduler.

10. Please be careful when attempting to reserve time around games.  
**WE DO NOT HAVE THE CAGES BLOCKED OFF FOR WARM-UPS BEFORE GAMES. THIS MEANS YOU CANNOT SCHEDULE A FIELD PRACTICE OR CAGE AN HOUR BEFORE THE GAMES ARE SCHEDULED.**

A few parameters we're working with:

1. Only managers are going to be given rights to the on-line scheduler.
2. Coordinators will see every practice you add or delete, so be judicious and don't go crazy (we all see enough emails).
3. If overly aggressive, do not be surprised if you are requested to cancel a practice to accommodate another.