



Dear Parents & others interested in GCS Sports,

The Patroon Conference has decided to use the LeagueMinder web site for scheduling purposes. With this system, you will have the ability to find schedule information and changes immediately.

Any person with access to the Internet can utilize the LeagueMinder public Web Site at www.ViewMySchedule.com by following the steps outlined below. The web site is a "view only" site for the benefit of parents, students, press, community, etc.

- Step #1: Open the Internet Explorer (or any other web browser) by clicking on the "IE" Icon on your screen.
- Step #2: Delete whatever appears in the Internet Address Window near the top of the screen by highlighting the entire address window and then hitting the DELETE key.
- Step #3: Enter the following Web Address in the Internet Address Window www.ViewMySchedule.com. Then hit the "Enter" key.
- Step #4: The "ViewMySchedule" Screen will appear. Click your cursor into the empty search box and type in the name of the school you want to view. The school name may take different forms - St. James High School vs. Saint James High School. You may have to try both if you do not get the desired school on your first attempt. Hit the SEARCH key on the screen.
- Step #5: The school(s) with the name you entered will appear. Use the cursor to CLICK on the appropriate school.
- Step #6: The school's athletic calendar for the current day will appear. CLICK on any individual event to obtain all the game specific details.
 - Contestants
 - Home/Away
 - Event Date
 - Start Time
 - End Time
 - Venue
 - Transportation Arrangements
 - Early Dismissal Time - if appropriate
 - Departure Time
 - Return Pick -up Time
 - Map and directions to the school you are competing against.

The school's schedule can be viewed on a weekly or monthly screen by clicking on the "CHANGE VIEW TO" Box on the screen.

Step #7: The schedule for a particular sport can be viewed by clicking on "**Click Here for Sports Schedules**" on the left hand side of the screen. This will bring up all the sports offered at your school. Then take the following steps:

- Select the appropriate schedule you want to view by clicking on "View Schedule" on the right hand side of the screen.
- You can then select the appropriate schedule level you want to view- "Varsity, Junior Varsity", etc.

You can view or print the schedule as desired.

Step #8: Anyone can link the "View My Schedule" web site to any other site by clicking the "Web Administrators - click here to build links" button on the left side of the "View My Schedule" screen. Follow the directions that appear after clicking that button.

Step #9: If the school you have selected on the "View My Schedule" site has purchased the External e-mail option, there will be a third button on the site entitled "Email me when events change". Clicking that button allows any user to place his or her email address into a folder for any of that school's sports teams. Whenever contest times, dates, or locations change for the sport selected, LeagueMinder.com sends out an automated email notice of the change to every email address within the sports folder.

Step #10: The quickest method of changing the day, month, or year view on the "View My Schedule" screen is by using the small calendar on the upper left corner of the "View My Schedule" screen.