

Scheduling Report

To access a report showing your game assignments by Venue or By Field, please use the following instructions.

Login to the ADG system

Select the Assign Game Schedule tab

Select a schedule from the Select Gaming dropdown box. (Unfortunately at this time, you will have to run this report by individual schedules)

For Flight drop down, you can select individual age groups or you can scroll to the bottom of the dropdown box options and select all flights.

Move to the Report icon that is located to the upper right.

Select "schedule by venue" or "schedule by field" and click the Go button.

On the next page, please scroll through the list of venues until you find the venue assigned to your association.

Click the + button next to your venue name. If you have multiple fields at one venue, those fields should present under the Venue Name.

Search based on your specific needs.

You can use the print Icon or the Export (export icon is the small envelope with the arrow above it) icon to access paper copies of this report. If you choose the print option, make note of the page numbers that you will need to print.

You will most likely receive a security request in a tool bar just above the print, export, search options at the top of the report. Click on that small toolbar to allow the report / file to download.

You will need to repeat the process once you tell your system it is okay to access the report / export.

File Download window will open and you can choose to open or save the file.

If you choose open, a PDF window will open, Click "Open".

Follow normal print procedures.

If you choose to export, follow the same instructions above to allow your system access to the report. The report will open in an excel format from the import option. An import file to Excel will require some data manipulation but will allow you to merge several field reports into one spreadsheet if needed.

If you have any problems or questions, do not hesitate to contact me.

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