

# **Admin Site**

## **How do I create/edit resources and sites?**

To add sites and resources, navigate to scheduling/games->utilities->scheduling wizard. Under the site tab, you can manually enter in the information for a site, or you can use the import site tool to upload site information from a file. Make sure to click save site when done.

Under the create/edit resources tab, you can either enter in the resource information manually or import resource information from a file using the import resource tool. Don't forget to save resources when finished.

After you add resources/sites, you can navigate to setup->scheduling->site management or setup->scheduling->resources management to edit/delete sites or resources, respectively.

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