

Admin Site

How do I create/edit sites/resources?

Navigate to setup->scheduling->site management to create new sites. Sites are where you place your resources. Sites that you have already created will be listed here.

[Add Site](#)

My Sites

Dana Middle School

[Edit](#)

[Delete](#)

Aviation Gym

[Edit](#)

[Delete](#)

Click add site to fill out the form to create a new site.

Create New Resource

Site Name:

Address 1:

Address 2:

City:

State:

Zip:

Phone #:

Affiliation:

Memo:

[Save](#)

[Cancel](#)

Next, you want to create resource types. Navigate to setup->scheduling->resource types. Any resource types that you created will be listed here.

[Add Resource Type](#)

Gym

[Edit](#)

[Delete](#)

Volunteer

[Edit](#)

[Delete](#)

Click add resource type button to add a new resource.

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Resource Types

Name	<input type="text"/>
Schedule Type	Concession - Parent ▼
Schedulable	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Save"/>	

Fill out the form that appears then click save.

My Resources

Gym:

Breaker Dome 1	Edit	Delete
Breaker Dome 2	Edit	Delete
Small Gym	Edit	Delete
Large Gym	Edit	Delete

Volunteer:

Snack Bar	Edit	Delete
New Resource	Edit	Delete
Gym Helper	Edit	Delete
Sunday Clean Up Crew	Edit	Delete
Picture Day Helper	Edit	Delete
Magazine Cover Sales	Edit	Delete

Non Local Resources

Non Affiliated

[Add Resource](#)

The resources that you have created will appear here under their resource type. You can add a resource to these list by clicking the add resource button. Fill out the form that appears below.

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Resources Management

Create New Resource

Resource Name:	<input type="text"/>	Site:	<input type="text" value="Park"/>
Using Imported Timeslots:	<input type="checkbox"/>	Primary Timeslot Group:	<input type="text" value="Unselected"/>
Affiliation:	<input type="text" value="None"/>	Usage Fee:	<input type="text" value="0.00"/> <input type="text" value="Per Hour"/>
Resource Order:	<input type="text" value="0.00"/>	Abbreviation:	<input type="text"/>
Remote Confirm:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Resource Capacity:	<input type="text" value="1"/>
Practice Time Slot:	<input type="text" value="Use Primary"/>	Practice Type:	<input type="text" value="None"/>
Charge for Resource:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Practice Capacity:	<input type="text" value="1"/>
		Resource Cost:	<input type="text" value="0.00"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

That is all it takes to create sites/resources.

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