

# Dioceses of Pittsburgh Basketball

<http://www.2badcats.com/>

## Filling out the Section Schedule Microsoft Excel® Spreadsheet

Include **all** games for the section, both JV and Varsity.

**Do not modify the format of the spreadsheet.** Only add the information asked for in the instructions below.

*Only section games should be included on the spreadsheet.* The individual coaches should add scrimmages and tournament games for their team on the web site on their team's page (once they log in). Those games will appear on the team's page but not on the section schedule.

You can update Section Schedules at any time.

### General Information

Add the **Section Name** in the space provided at the top of the spreadsheet

Include the Section Name in the file name when you save the spreadsheet (For example – **Ohio Valley Section Schedule.xls**)

### Game Information

Include **all** the required information for **every** game. The information must match the formats described below. *Do not leave cells blank:*

- The **Game Date** should be in this format: mm/dd/yyyy (For example - 12/2/2008)
- The **Start Time** should be in this format: h:m AM/PM (For example - 3:00 PM)
- Include the **Level** for each game - either JV or Varsity
- Include the full name of the school for the **Home Team** and **Visiting Team** *as it appears on the web site.* (Example: St. James (Sewickley); Our Lady of Fatima.) Do not abbreviate the school names – it *must* match the name that appears on the web site.
- Include the full name of the **Gym** *as it appears on the web site.* (Example: St. James School (Sewickley); Our Lady of Fatima School) Do not abbreviate the gym names – it *must* match the name that appears on the web site

## Spreadsheet Example:

League:		Boys Basketball			
Section Name:		Ohio Valley			
Game Date	Start Time	Level	Home Team	Visiting Team	Gym
12/2/2008	5:00 PM	JV	Our Lady of Fatima	St. James (Sewickley)	Our Lady of Fatima School
12/2/2008	6:15 PM	Varsity	Our Lady of Fatima	St. James (Sewickley)	Our Lady of Fatima School

## Creating a Schedule File If You Do Not Have Microsoft Excel®

Not everyone has Microsoft Excel®. If you do not, you can still upload a schedule file – you just have to put the information in the right format in a text file.

Start Notepad - Notepad is a basic text editor that you can use to create simple documents. Click **Start/All Programs/Accessories/Notepad**

Once you are in Notepad, enter the game information by following the example below. Follow the example exactly:

1. If it is the girl's league, replace Boys Basketball with Girls Basketball
2. Replace "South 1B" with the name of the section
3. Enter the games in the same format as the example
4. Save the file on your PC as a CSV file

Example schedule file:

```
League: ,,Boys Basketball
Section Name: ,,South 1B
```

```
Game Date,Start Time,Level,Home Team,Visiting Team,Gym
12/4/2008,6:45 PM,JV,Bishop Leonard St. Mary of the Mt.,St. Malachy,St. Mary of the Mount School
12/4/2008,8:00 PM,Varsity,Bishop Leonard St. Mary of the Mt.,St. Malachy,St. Mary of the Mount School
12/5/2008,6:30 PM,JV,Brookline Regional Catholic,St. Anne,Brookline Regional Catholic
12/5/2008,7:45 PM,Varsity,Brookline Regional Catholic,St. Anne,Brookline Regional Catholic
12/5/2008,6:30 PM,JV,St. Thomas More,Madonna Reg.,St. Thomas More School
12/5/2008,7:45 PM,Varsity,St. Thomas More,Madonna Reg.,St. Thomas More School
12/5/2008,8:45 PM,Varsity,St. Gabriel,St. Margaret,Whitehall Elementary
12/6/2008,3:00 PM,JV,St. Valentine,Bishop Leonard St. Mary of the Mt.,Neil Armstrong Middle School
12/6/2008,4:15 PM,Varsity,St. Valentine,Bishop Leonard St. Mary of the Mt.,Neil Armstrong Middle School
12/6/2008,7:15 PM,Varsity,Madonna Reg.,St. Gabriel,Monessen Civic Center
12/6/2008,12:45 PM,JV,St. Anne,St. Malachy,St. Anne School
12/6/2008,2:00 PM,Varsity,St. Anne,St. Malachy,St. Anne School
12/7/2008,1:30 PM,JV,St. Malachy,Brookline Regional Catholic,St. Malachy School
12/7/2008,2:45 PM,Varsity,St. Malachy,Brookline Regional Catholic,St. Malachy School
```

## Uploading the Schedule File

To upload the schedule log in to the web site and click the **Official & Coaches** menu on the left side of the page. Click the **Upload Schedules** menu and follow the instructions on the page. Alternatively, send your schedule file to:

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