

Team Schedules

The team schedules are automatically updated whenever there are calendar changes. This document outlines the formats of each schedule and how they can be used.

Printable Schedules

These schedules are in PDF format and can be read with the free Acrobat Reader. Most web browsers will automatically display these files. Each time a schedule is re-generated, the date on the schedule is updated.

Electronic Format (ICS)

This section shows the steps to importing the BOHC schedule into Microsoft Outlook using Internet Explorer so it can be accessed by a smart phone

There are many versions of Outlook, but all have essentially the same process. The same goes with Internet Explorer – I have reviewed a few of the other browsers, and they all can all be used the same way.

The process is basically two steps:

- 1) Save the BOHC schedule to your computer
- 2) Import the schedule into outlook

Please note that I am not going to talk about synchronizing with your phone, I trust there will be instructions on how synchronization is achieved.

Step One: Saving the schedule using Internet Explorer.

From Internet Explorer, go to www.bohc.ca and select the Schedule for your division – in this case i will use Orange.

Right mouse click on your team and a popup menu will appear. Choose **Save Target As...** (on some browsers this is **Save Link As...**). Save the file on your computer.

Right Click

Select Save as

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Orange Division

Team Schedules
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Divisional Schedule

Game	Date	Day	Time	Aren			
4	30-Sep	Sunday	6:00 PM	APP			
5	30-Sep	Sunday	7:00 PM	APP			
6	30-Sep	Sunday	8:00 PM	APP			
45	8-Oct	Monday	8:00 PM	APP			
46	8-Oct	Monday	9:00 PM	APP			
47	8-Oct	Monday	10:00 PM	APP			
63	10-Oct	Wednesday	9:00 PM	NEL	13	15	
64	10-Oct	Wednesday	10:00 PM	NEL	12	16	
65	10-Oct	Wednesday	11:00 PM	NEL	11	14	
70	13-Oct	Saturday	4:00 PM	APP 3	16	13	HNIC
71	13-Oct	Saturday	5:00 PM	APP 3	15	11	HNIC
72	13-Oct	Saturday	6:00 PM	APP 3	14	12	HNIC
91	14-Oct	Sunday	6:30 PM	MAIN B	12	13	
92	14-Oct	Sunday	7:30 PM	MAIN B	11	16	
93	14-Oct	Sunday	8:30 PM	MAIN B	14	15	

When it is finished it will display a dialog like below. No need to open it (select Open folder to get the directory where it was saved).

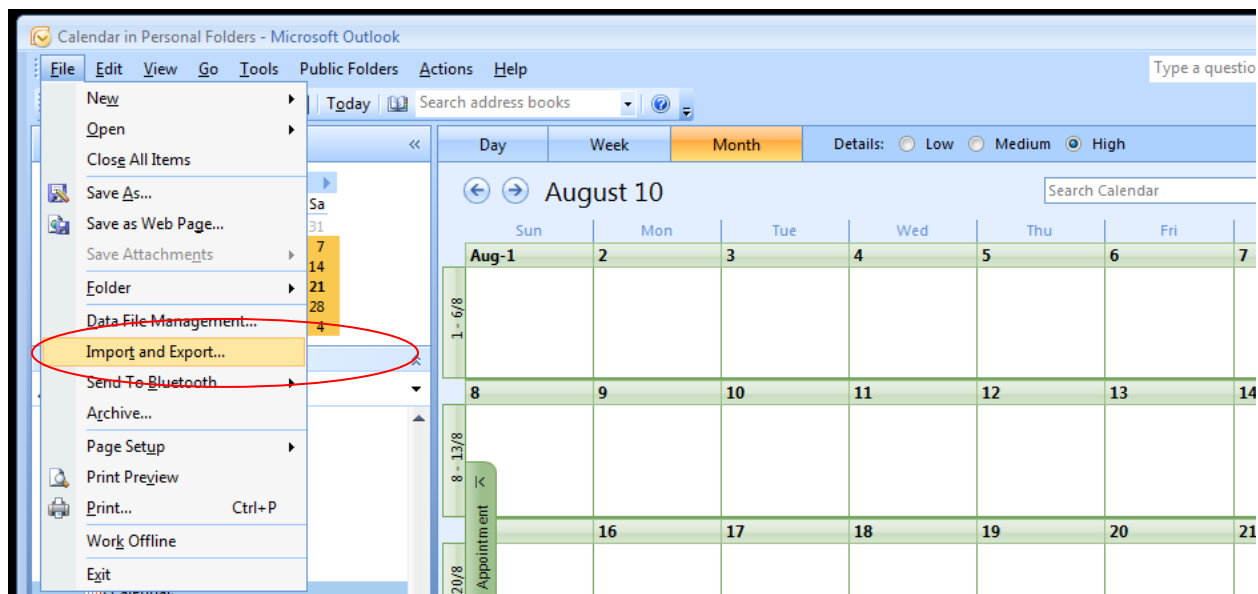
The 2012Winter_12(1).ics download has completed.

Open Open folder View downloads

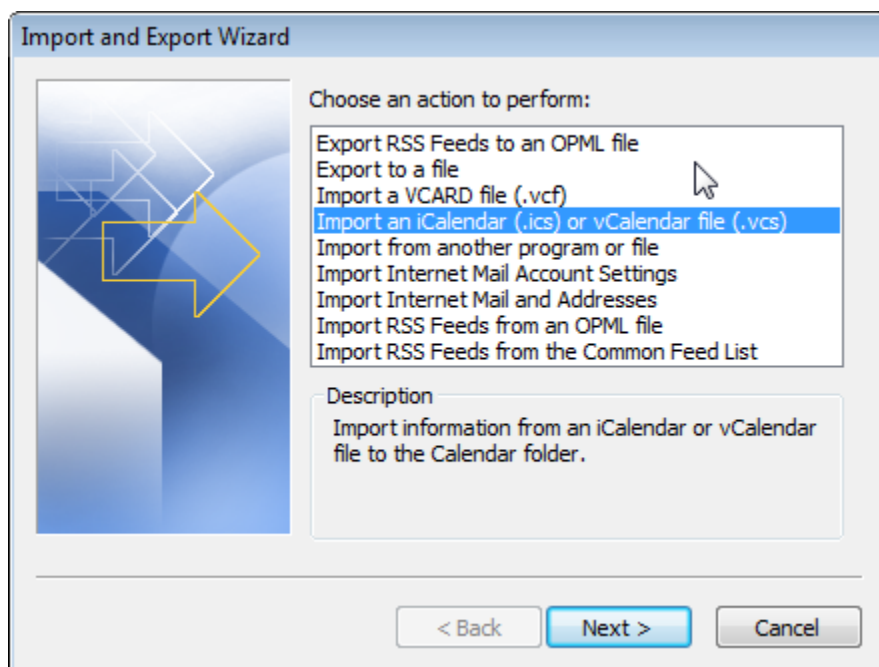
Done step 1.

Step 2: Importing file into Outlook:

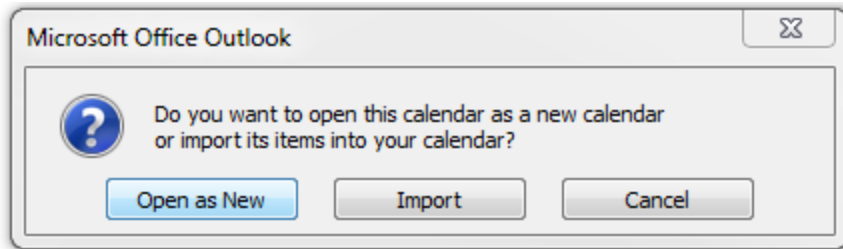
Select your Calendar, then select the **Import and Export...** menu item.



Select **iCalendar** format as shown below and it will then ask for the file to import.



Once the schedule file is selected, you may be prompted with the following window (again, depending on your version)



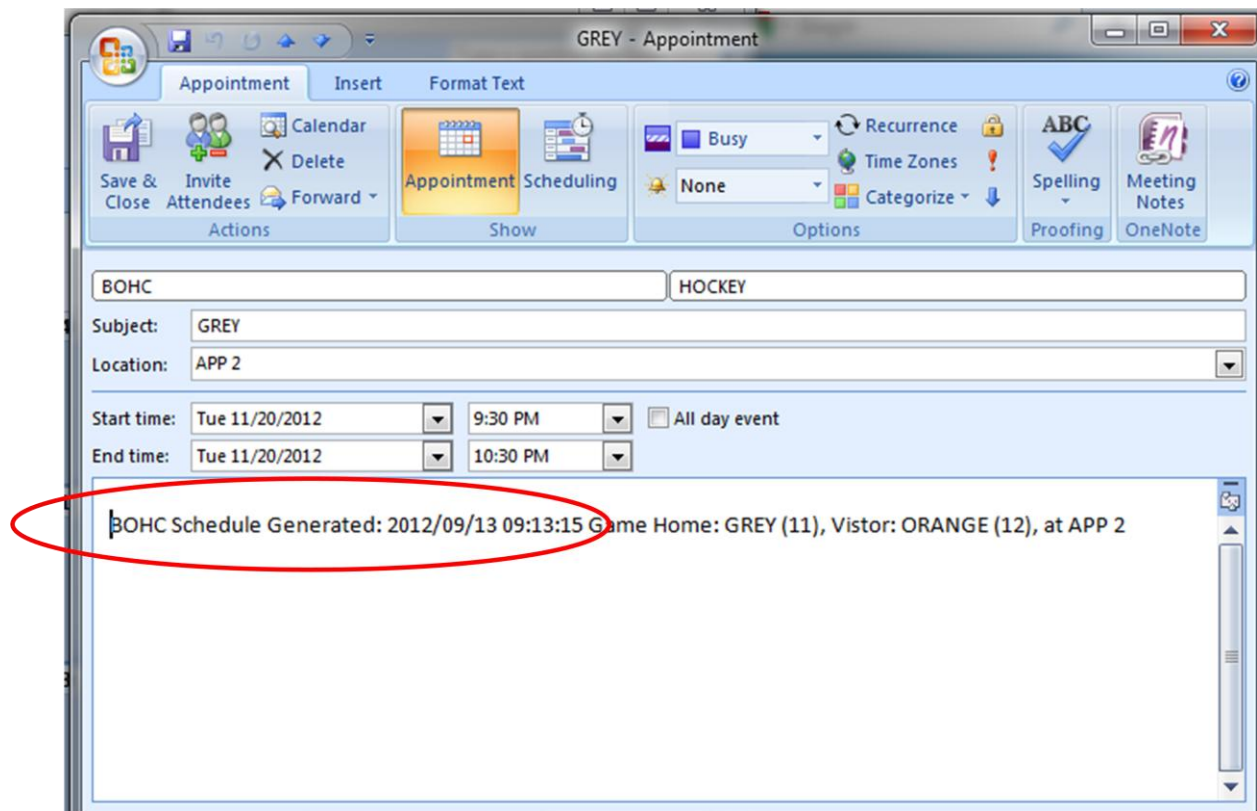
Whether you chose “**Open as New**” or “**Import**” is your preference. **Open as New** creates a separate calendar and in my opinion, the best choice, since it allows you to delete the calendar anytime, and replace it with a new schedule should we make changes to the schedule. Selecting **Import** will import the games into an existing calendar.

Once you have hit import, you should see the games in your calendar.

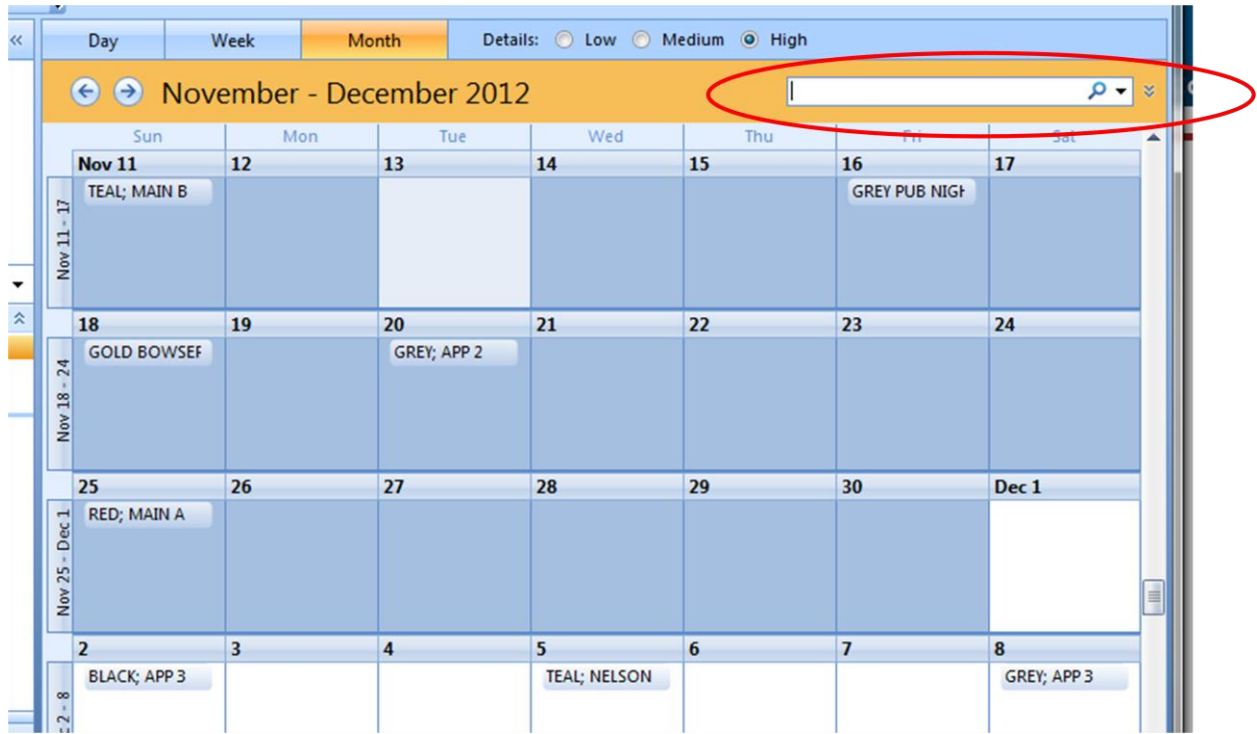
Done.

Deleting Imported Games

If you wish to delete all games from your schedule, open a game and note the description text which shows when the schedule was created. Every game will contain the same date and time, so you can search and locate all games using this string “ BOHC Schedule Generated: YYYY/MM/DD HH:MM:SS”.



Paste the text into the schedule search box shown below.



Now you can select all entries in the list (press Ctrl-A) and hit the Delete button to delete them.

