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 <u>www.bohc.ca</u> 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 Sel	ect Save as			
BURL	NGTON OLDTIMER	s Носкет C	CLUB	с	ontact Us Join Us Member Area
Номе	ABOUT NEWSROO	м Носкет	LOUNGE	ADS CONTACT	
DIVISIONS		'ANADA'S LEADER IN DRIVE	-THRU TECHNOLOGY		
RED Standings	YOUND	ND IN STORE AUDIO/VIDEO		3M	
Teams	PRODUCTS LIMITED	Paul Currie 1-800	-263-4996		
Schedule Pool	Orenero Divi		\backslash		
Blog	Orange Divi	sion	\backslash		
ORANGE			\backslash		
Standings	Team Schedules		\backslash		
Teams Schedule	Click <u>here</u> for instructions. Printable 11 G	REY 12 ORANGE		15 GOLD 16 RED	
Pool	Electronic Format 11 G		13 TEAL 14 BLACK		
Blog	Divisional Schedule		Link in New <u>T</u> ab		
WHITE		ime Arer Open	Link in New Window		
Standings		00 PM APP	— <u> </u>		
Teams Schedule		JUTIM AFF	nark This <u>L</u> ink N		
Pool		OO PM APP	in <u>k</u> As		
Blog		:00 PM APP			
BLACK	47 8-Oct Monday 1	0:00 PM APP Copy I	.ink Loc <u>a</u> tion		
Standings Teams	63 10-Oct Wednesday	mspec	t Element (<u>Q</u>)		
Schedule	64 10-Oct Wednesday1 65 10-Oct Wednesday1		t Element with Firebug		
Pool Blog			13 HNIC		
			11 HNIC		
GREEN Standings			12 HNIC		
Teams			13		
Schedule Rool	-		16		

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).

BLACK Standings Teams Schedule Pool Blog GREEN	47 63 64 65 70 71	13-Oct Saturday	(10:00 PM (11:00 PM 4:00 PM 5:00 PM	NELSON NELSON NELSON APP 3 APP 3	13 12 11 16 15	12 15 16 14 13 11	HNIC HNIC					0:00 :00 0:00 1:00 :00
Standings Teams	72	13-Oct Saturday	6:00 PM	APP 3	14	12	HNIC			_		:00 :30
Chadula	The 2012Winter_	12(1).ics download ha	is complete	ed.			Open 🔻	Open folder	View downloads	×	۳ ۲	:30 :30

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.

Import and Export Wizard	
	Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an ICalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Import information from an iCalendar or vCalendar file to the Calendar folder.
	< Back Next > Cancel

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

Microsoft Of	fice Outlook	23
?	Do you want to open this calendar as a new calendar or import its items into your calendar?	
Ot	Den as New Import Cancel	

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.

One 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".

	Appointment Insert	GREY Format Text Appointment Scheduling	- Appointment		ABC Spelling Not	() ing
close A	Actions	Show	Or	otions	Proofing One	
вонс			HOCKEY			
Subject:	GREY					
Location:	APP 2					[
Start time:	Tue 11/20/2012	▼ 9:30 PM ▼	📃 🔲 All day event			
End time:	Tue 11/20/2012	▼ 10:30 PM]			
	chedule Generated: 1	2012/09/13 09:13:15 Gam	ne Home: GREY (11), Vistor: ORANGE (12	2), at APP 2	



Paste the text into the schedule search box shown below.

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

⊞	🛛 Calendar (Se	arch Resul	ts)		edule Gen	erated: 2012/09/13 09:13:15 🗙 🔻	· *
C	🛿 🖉 Subject	Location	Start 🔺	End	Recurrence Pattern	Categories	
	Recurrence: (none) (!	51 items)					
	GREY	APP 1	Sun 9/30/2012	2 6 Sun 9/30/2012	7:	BOHC, HOCKEY	
	GOLD	APP 3	Mon 10/8/201	2 Mon 10/8/2012		BOHC, HOCKEY	
		NELSON	Wed 10/10/20	12 Wed 10/10/201	2	BOHC, HOCKEY	
		APP 3	Sat 10/13/201	2 6 Sat 10/13/2012	7	BOHC, HOCKEY	
	TEAL	MAIN B	Sun 10/14/201	2 Sun 10/14/2012	2	BOHC, HOCKEY	
	RED	MAIN B	Tue 10/16/201	2 Tue 10/16/2012		BOHC, HOCKEY	
		MAIN B	Fri 10/19/2012	1 Fri 10/19/2012	1	BOHC, HOCKEY	=
	GREY BOWSER	APP 2	Sun 10/21/201	2 Sun 10/21/2012	2	BOHC, HOCKEY	
		APP 1	Wed 10/24/20	12 Wed 10/24/201	2	BOHC, HOCKEY	
		APP 3	Sun 10/28/201	12 Sun 10/28/2012	2	BOHC, HOCKEY	
	RED	APP 3	Tue 10/30/201	2 Wed 10/31/201	2	BOHC, HOCKEY	
	BLACK	APP 3	Mon 11/5/201	2 Mon 11/5/2012		BOHC, HOCKEY	
	TEAL	MAIN B	Sun 11/11/201	2 Sun 11/11/2012	2	BOHC, HOCKEY	
	GREY PUB NIGHT	MAIN B	Fri 11/16/2012	7: Fri 11/16/2012	3:	BOHC, HOCKEY	
		MAIN A	Sun 11/18/201	2 Sun 11/18/2012	2	BOHC, HOCKEY	
	GREY	APP 2	Tue 11/20/201	2 Tue 11/20/2012		BOHC, HOCKEY	
	RED	MAIN A	Sun 11/25/201	12 Sun 11/25/2012	2	BOHC, HOCKEY	
	BLACK	APP 3	Sun 12/2/2012	28 Sun 12/2/2012	9:	BOHC, HOCKEY	
	TEAL	NELSON	Wed 12/5/201	2 Wed 12/5/2012		BOHC, HOCKEY	
	GREY	APP 3	Sat 12/8/2012	4: Sat 12/8/2012 5	t	BOHC, HOCKEY	
	GOLD	APP 3	Tue 12/11/201	2 Wed 12/12/201	2	BOHC HOCKEY	