

**INSTRUCTIONS ON HOW TO ENTER RAIN OUTS AND SCHEDULE MAKE UP GAMES**  
**5/25/2022**

As an overview, when games are rained out, you need to do two things, 1) mark the rained out games as a “rainout” and note the makeup date, and then 2) you need to create the new “Make up” games and note the original date of when the games were scheduled.

To do this follow the steps below:

1. Log into the HTO website <https://www.hometeamsonline.com/sportswebsites/default.asp?p=login>

2. Click on schedule and then click on schedule & results.

3. If the games were rained out, click on the info button for the games in question, go down to “game type” and click on the down arrow and click on “rainout”, then click on save.. Then click on game preview and enter “game to be made up at a future date” or enter the date if you know it, hit save. At this point you will be back on the previous screen. Click on Schedule and Results at the top of the page to return to the previous screen. Then do this for the other game.

4. Now you need to create the newly scheduled games. Click on the “+ new game” button above the list of games, then fill in all of the other fields making sure you enter “regular season” for the game type. Then click on game preview and enter the date of the game being made up hit update, and then click on “add game”.

Now click on Schedule and Results to go back to the list of games and add the other game.

Make sure you do this for both games, and you’re done.

5. Sounds like a lot, but once this is done all information is updated on the website.

<http://www.hometeamsonline.com/teams/?u=BBSSL&s=softball>

**6. Call me if you have any questions or need help.**

Larry

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