

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.

Outlook Format

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 – in fact, I have reviewed a few of the other browsers, and they all can all be used the same way. I will note the differences in the document.

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. If you have a blackberry connected to your email, then this should be automatic. For other types of phones, 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

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Orange Division

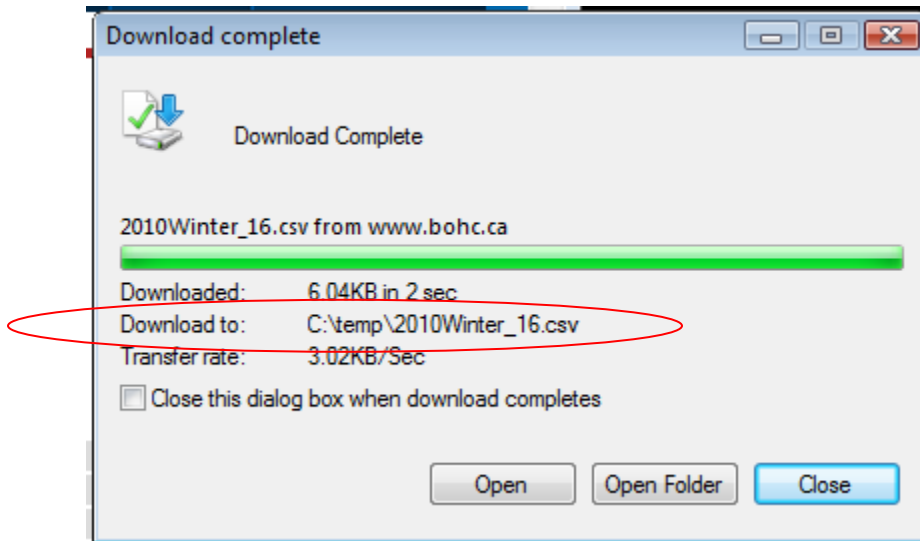
Team Schedules
Click [here](#) for instructions.

Printable [11 GREEN](#) [12 WHITE](#) [13 TEAL](#) [14 BLACK](#) [15 GOLD](#) [16 RED](#)
Outlook Format [11 GREEN](#) [12 WHITE](#) [13 TEAL](#) [14 BLACK](#) [15 GOLD](#) [16 RED](#)
Standard Format [11 GREEN](#) [12 WHITE](#) [13 TEAL](#) [14 BLACK](#) [15 GOLD](#) [16 RED](#)

Divisional Schedule

Game	Date	Day	Time	Arena	Home	Visitor	Event
4	3-Oct	Sunday	6:30 PM	MAIN B	11	12	
5	3-Oct	Sunday	7:30 PM	MAIN B	13	14	
6	3-Oct	Sunday	8:30 PM	MAIN B	15	16	
32	5-Oct	Tuesday	9:00 PM	SKYWAY	12	15	
27	5-Oct	Tuesday	9:30 PM	APP 2	11	13	
33	5-Oct	Tuesday	10:00 PM	SKYWAY	14	16	
51	13-Oct	Wednesday	9:00 PM	MAIN A	16	12	
52	13-Oct	Wednesday	10:00 PM	MAIN A	14	11	
53	13-Oct	Wednesday	11:00 PM	MAIN A	15	13	
73	17-Oct	Sunday	6:00 PM	APP 1	14	15	BOWSER
74	17-Oct	Sunday	7:00 PM	APP 1	16	11	BOWSER
75	17-Oct	Sunday	8:00 PM	APP 1	13	12	BOWSER
107	20-Oct	Wednesday	9:30 PM	MAIN B	13	16	
108	20-Oct	Wednesday	10:30 PM	MAIN B	15	11	
115	22-Oct	Friday	10:30 PM	MAIN B	12	14	
129	24-Oct	Sunday	9:00 PM	APP 1	14	13	
130	24-Oct	Sunday	10:00 PM	APP 1	16	15	
131	24-Oct	Sunday	11:00 PM	APP 1	12	11	
160	29-Oct	Friday	7:30 PM	MAIN B	15	12	PUB NIGHT
161	29-Oct	Friday	8:30 PM	MAIN B	13	11	PUB NIGHT

When it is finished it will display a dialog like below. No need to open it (select Close), just remember where you saved it.

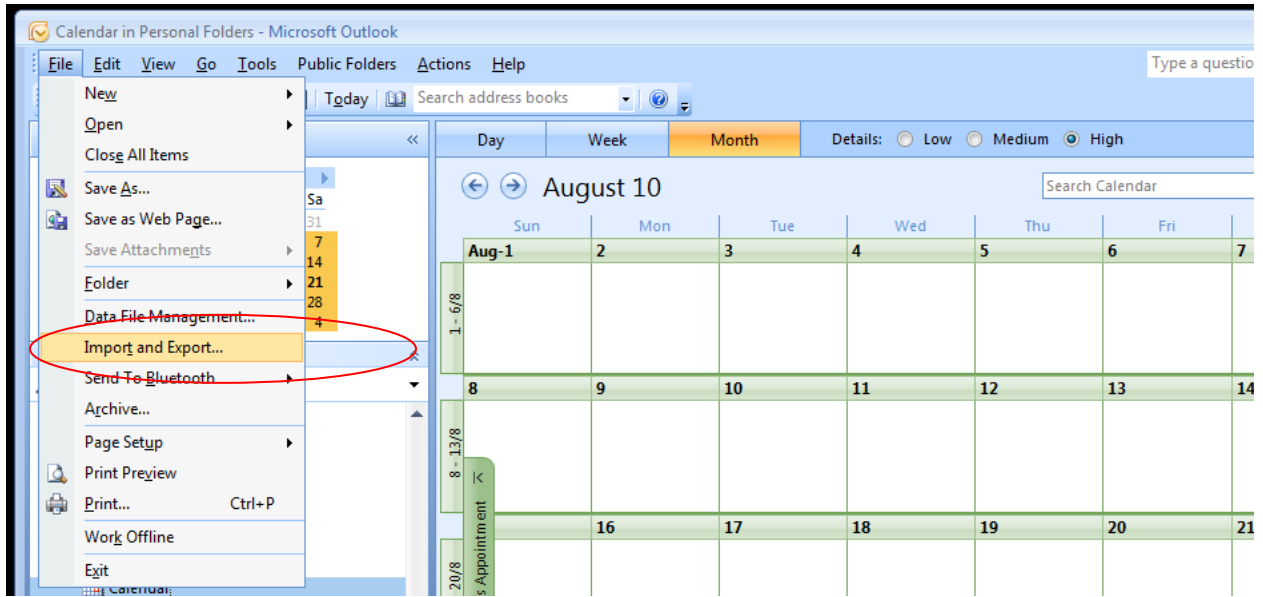


Done step 1.

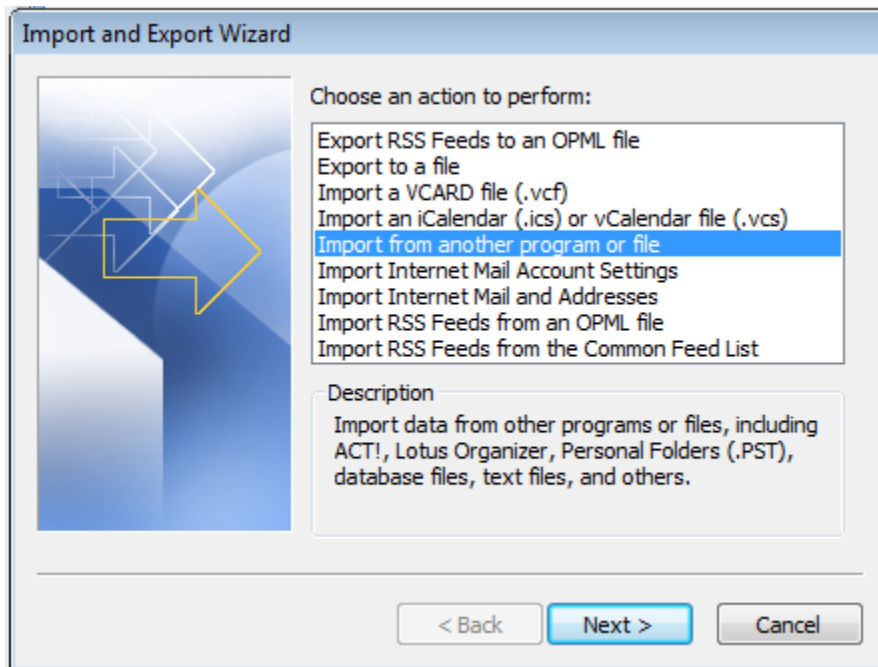
For the experienced user who wants to add reminders, categories and other calendar options feel free to use [this alternative method](#).

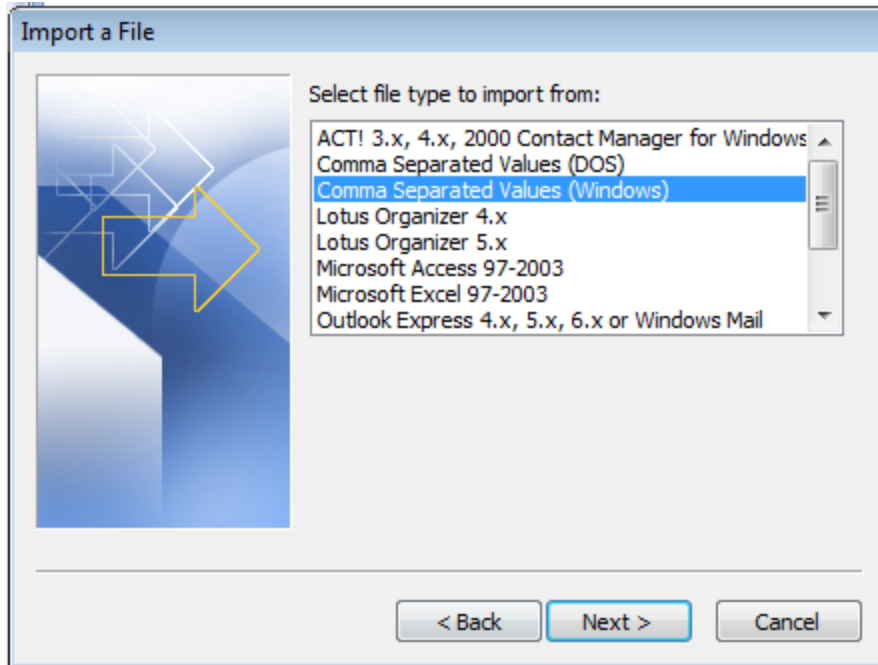
Step 2: Importing file into Outlook:

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

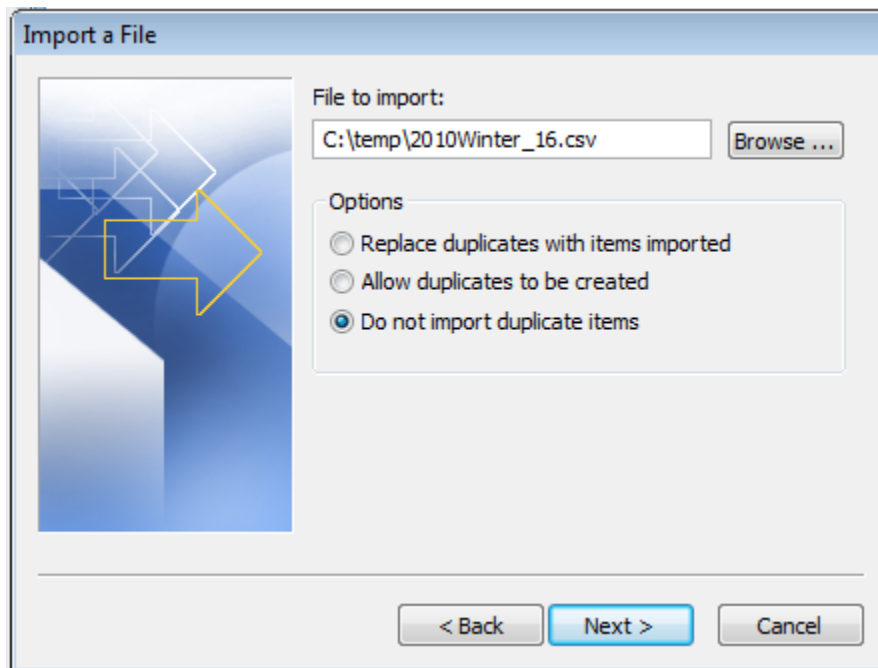


Follow the instructions of the import wizard using the following options....

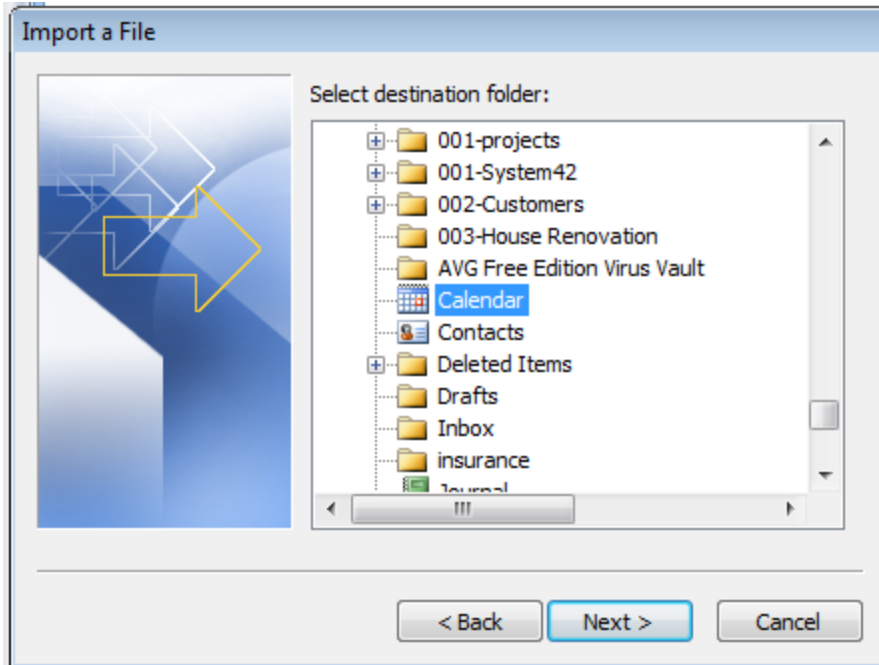




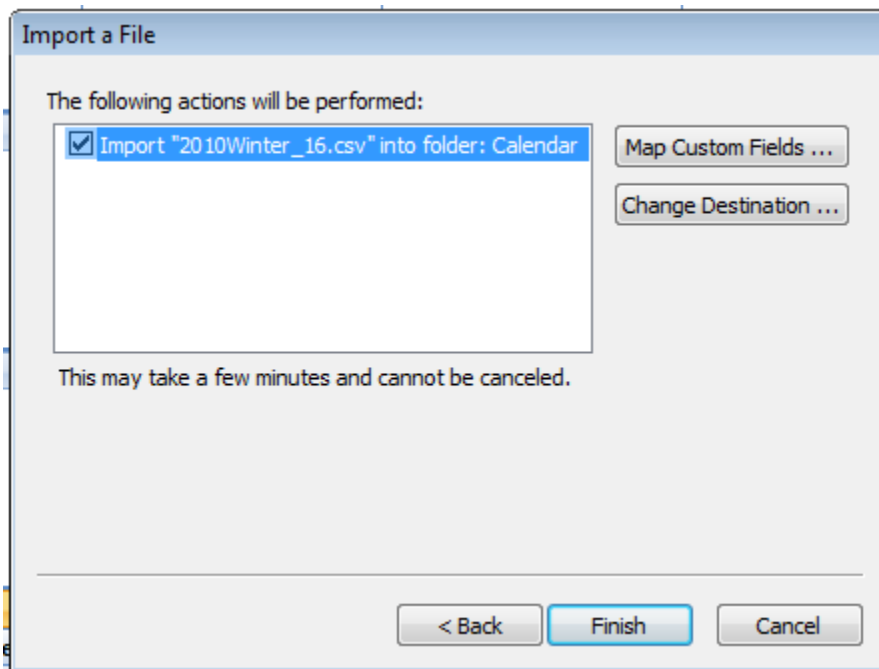
Select the file you saved from the web site.



Your calendar should be selected – if not choose the Calendar into to which you wish to import the schedule.



Hit Finish, and the schedule will be imported



You should now see the calendar items starting in October.

Calendar - Microsoft Outlook

File Edit View Go Tools Public Folders Actions Help

New [Print] [Refresh] [Undo] [Redo] Today Search address books

Type a question for help

Folder List

October 10

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

All Folders

All Outlook Items

- 000-PositionWatchSetup
- 001-PositionWatchWebSite
- 002-Customers
- 002-prospects
- 003-FeatureEnhancements
- 004-Company Setup
- 005-ConferenceCalls
- 007-Marketing
- 010-Licenses
- 015-BlockTradeImport
- 100-resumes
- 700-Hours
- 998-Tax
- 999-sred
- Calendar
- Contacts
- Deleted Items (16)
- Drafts (5)

Day Week Month Details: Low Medium High

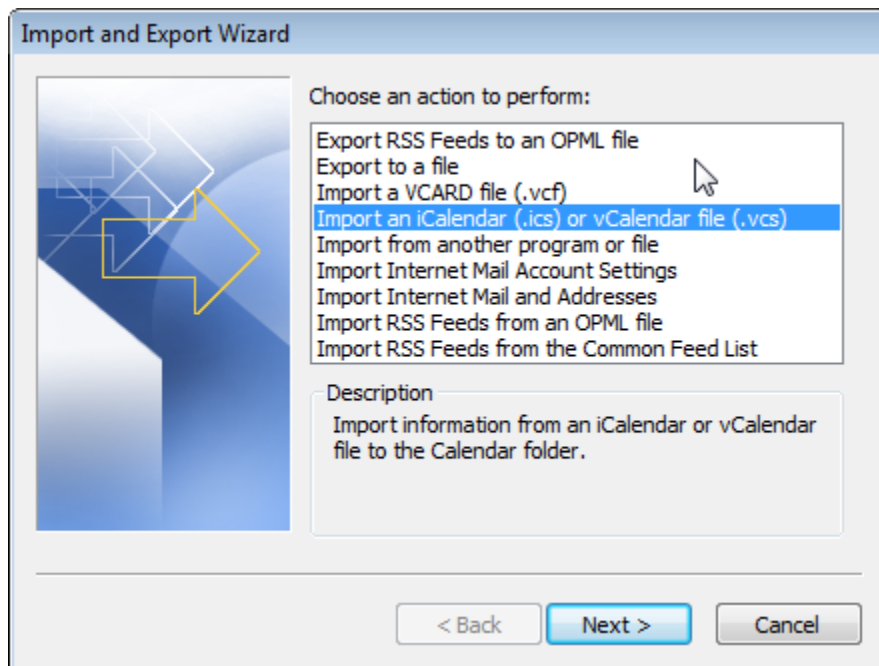
October 10 Search Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct-3 - 9	Oct-3 Adam birthday (GOLD; MAIN B) 8:30pm- GOLD (MAIN B)	4	5 BLACK; SKYWAY	6 Fz bday	7	8	9
Oct-10 - 16	10	11	12	13 WHITE; MAIN A	14	15	16
Oct-17 - 23	17 GREEN BOWSER	18 Bod	19	20 TEAL; MAIN B	21	22	23
Oct-24 - 30	24 GOLD; APP 1	25	26	27	28	29 BLACK ORANGE	30

Standard Schedules

The Standard Format schedules, known as **iCalendar**, are readable by almost all calendars available today, including Microsoft Outlook, Lotus Notes and many others. The files have ICS extensions and the steps for importing these files are essentially the same for Outlook.

The most notable difference would be would be the import type. For example, if using Outlook, we select **iCalendar** format as shown below, and it will then ask for the file to import.



We will work on providing example in other calendar systems.