

BULK ADDING STAFF TO OPEN SPORTS EVENTS

1. LOGIN on the Web – this won't work from the APP.
2. From the main screen – go to the DASHBOARD



Details View Waiver Dashboard Add Event

3. From the Dashboard select "Events" on the left side of the screen.
4. From the "Events" page
START DATE
CUSTOM
Enter your week ... I used the first week in March here

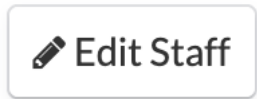
Custom ▼ Mar 1, 2026 → Mar 7, 2026

5. With your week entered, click the little square beside the word "STATUS" - to enter a red check ✓ mark - system will then select all of the games in your week.

STATUS

6. **MAKE SURE THE EVENTS THAT COME UP ARE ALL IN YOUR WEEK.** Deselect any games that will not be monitoring (ie: R&R Games). Be careful not to edit the wrong events. If the wrong events are showing, back out and deselect the events you are not trying to change.

7. Look for and select the “EDIT STAFF” button.



8. Then “ADD STAFF ASSIGNMENTS”

9. ENTER YOUR NAME and position the same as you would in a single event.

10.SAVE

11. Navigate back to the Open Sports calendar and check that you name is now recorded in your events.