



Oregon School Activities Association

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Open Dates on the OSAA Website

<https://www.osaa.org/open-dates>

WHAT IS AN OPEN DATE?

An open date is collective term to describe a schedule opening. Either through cancellations or an opponent has a scheduling conflict, there are times when schools have openings on their schedules and they many want to find an opponent with an available play date. Schools can create open date postings on the OSAA website to advertise that they are looking to fill a gap on their schedule.

WHO CAN ADD, EDIT, AND MANAGE OPEN DATE POSTINGS?

Users with and authenticated and authorized OSAA website user account with **ADMINISTRATIVE** access to a school can add, edit, and manage their open date postings. This usually includes school administrators (ADs, Athletic Secretaries, etc.) and does not include coaches. The general public cannot add or edit open date postings, but the listing of open dates is publicly viewable to any OSAA website user or guest.

CREATING A NEW OPEN DATE POST

1. Visit the OSAA's open dates page: <https://www.osaa.org/open-dates>
2. Ensure you are logged into your OSAA website user account
3. Click the **Add an Open Date** button in the upper-right to bring up a dialog window
4. Fill in the required details: (Figure 1)

Add Open Date Posting

Use this form to create a new posting for an open date. Click the Save button to post your open date. Schools are responsible for keeping their posts up to date and removing open date postings if the date is no longer open. Posting with past dates are automatically removed.

School Year: 2020-21 Sport: [dropdown] *

School: [dropdown] *

Your classification/division will be automatically updated whenever you select a new school/sport combination.

Division: [dropdown] *

Level: [dropdown] *

Open Date: 3/8/2021 *

Preference: Home Away Either

Optional Notes/Comments *Anything you want to share with those that are looking at your post? (255 character max)*

Contact Information *Who should interested schools contact about this post? (255 character max)*

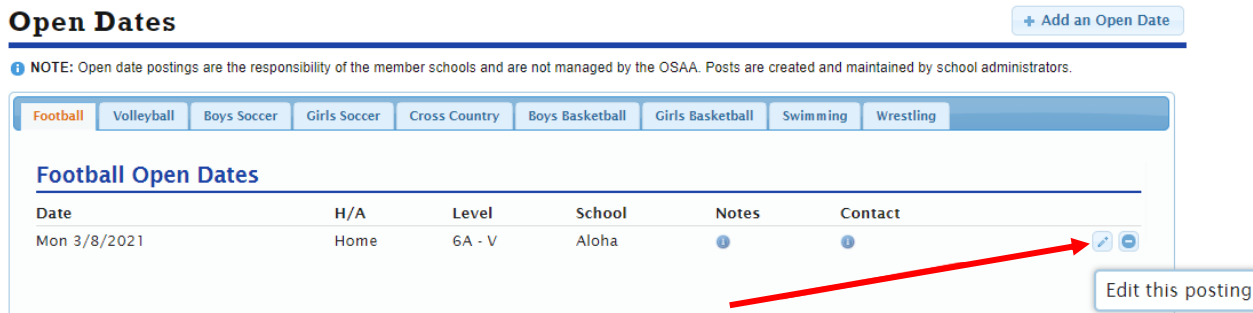
Insert my contact information

Save Cancel

5. Click the **Save** button to commit your changes
6. A confirmation will appear once your posting has been successfully created.

EDITING AN EXISTING OPEN DATE POST

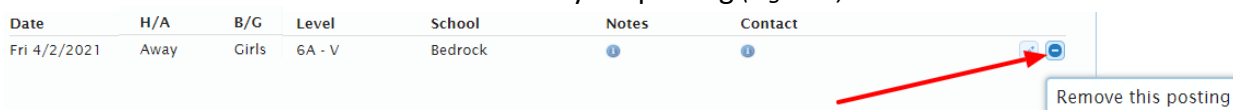
1. Visit the OSAA's open dates page: <https://www.osaa.org/open-dates>
2. Ensure you are logged into your OSAA website user account
3. Click the tab corresponding to the desired sport
4. Click the pencil icon button in the row for your posting (*Figure 2*)



5. Edit any details
6. Click the **Save** button to commit your changes
7. A confirmation will appear once the posting has been successfully updated

REMOVING AN EXISTING OPEN DATE POST

1. Visit the OSAA's open dates page: <https://www.osaa.org/open-dates>
2. Ensure you are logged into your OSAA website user account
3. Click the tab corresponding to the desired sport
4. Click the remove icon button in the row for your posting (*Figure 3*)



5. If you are sure, click the **Remove** button to close your posting and remove it from the list.

OPEN DATE INFORMATION

Schools are responsible for keeping their posts up to date and removing open date postings if the date is no longer open. Posting with past dates are automatically removed.

School Year *REQUIRED FIELD*

- Open date postings can only be created for the current school year.

School *REQUIRED FIELD*

- The drop-down list of schools will only show full member schools that your OSAA website user account is linked with administrative access.

Sport *REQUIRED FIELD*

- Open dates can be posted for the following team sports and individual sports: Football, Volleyball, Boys Soccer, Girls Soccer, Cross Country, Boys Basketball, Girls Basketball, Swimming, Wrestling, Baseball, Softball, Track and Field, and Tennis.
- Cross Country, Swimming, Track and Field, and Tennis sports will generate an additional form input to indicate if your open date is for boys, girls, or both.

Division REQUIRED FIELD

- You must specify the classification/division of your school's sport program. This field's value will be automatically updated whenever you select a new school/sport combination.

Level REQUIRED FIELD

- This is the team level that you are looking to fill your schedule.
- If you have multiple team levels that have open dates on the same day, you can include that in the notes or you can create a separate open date posting.

Open Date REQUIRED FIELD

- Click this field to bring up a date picker to easily select your open date from a calendar.
- Dates cannot be in the past.
- Dates cannot be beyond the last sanctioned contest date for the school year.

Preference REQUIRED FIELD

- This field indicates your preference in filling your schedule. Do you prefer to host a home contest, play on the road, or either?

Optional Notes/Comments

- This field is optional and allows you to include details, notes, or comments about your post. This information is viewable to anyone that looks at your post.

Contact Information

- This field is optional and allows you to list the name, email, and/or phone number of the individual who should be contacted about filling this open date.

QUICK JUMP LINKS

The following links have been setup to allow quick access to sport specific listings on the open dates page.

All	https://www.osaa.org/open-dates
Football	https://www.osaa.org/open-dates/football
Volleyball	https://www.osaa.org/open-dates/volleyball
Boys Soccer	https://www.osaa.org/open-dates/boys-soccer
Girls Soccer	https://www.osaa.org/open-dates/girls-soccer
Cross Country	https://www.osaa.org/open-dates/cross-country
Boys basketball	https://www.osaa.org/open-dates/boys-basketball
Girls Basketball	https://www.osaa.org/open-dates/girls-basketball
Swimming	https://www.osaa.org/open-dates/swimming
Wrestling	https://www.osaa.org/open-dates/wrestling
Baseball	https://www.osaa.org/open-dates/baseball
Softball	https://www.osaa.org/open-dates/softball
Track & Field	https://www.osaa.org/open-dates/track-and-field
Tennis	https://www.osaa.org/open-dates/tennis