



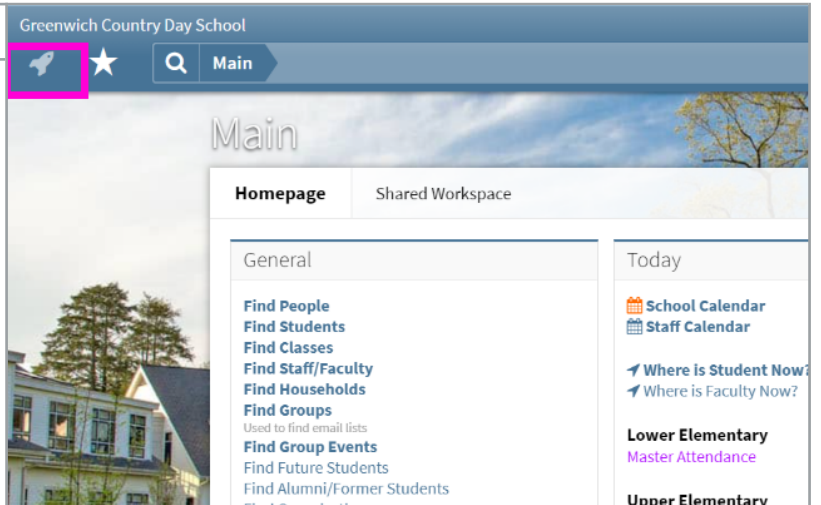
Add Athletic Events in Axiom

Evan Kanouse



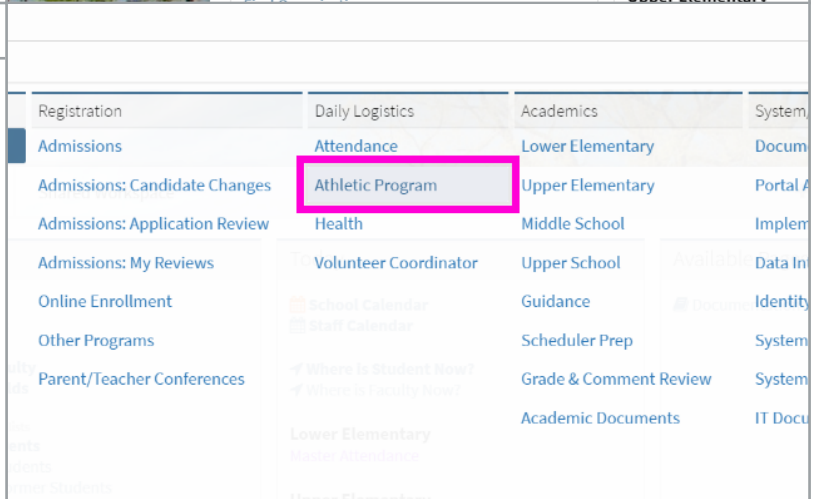
The first step is to open **Axiom** and click **Launchpad**

1



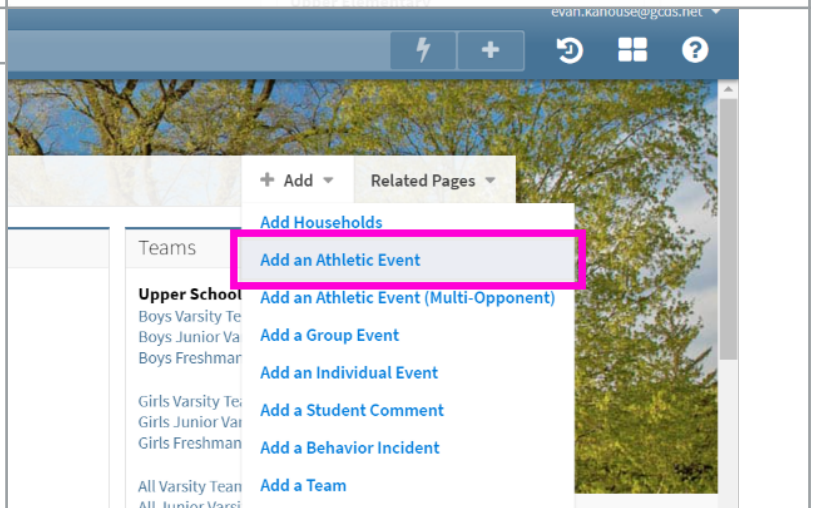
Click **Athletic Program**

2



Click **Add an Athletic Event**

3





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4

Choose the Event Type

Country Day School

Athletic Program

Athletic Event

GENERAL

ATHLETIC EVENT TYPE

<None Specified>

DESCRIPTION

START DATE

DAY OF WEEK

0

END DATE

START TIME

END TIME

CONTACT PERSON

Game

TEAM

OPPONENT

GAME TYPE

Regular

OUT OF CONFERENCE

NO

Outcome

GAME OUTCOME

<None Specified>

SCORE - US

5

Type the name of the event (i.e. GCDS vs. GA)

Country Day School

Athletic Program

Athletic Event

GENERAL

ATHLETIC EVENT TYPE

Game

DESCRIPTION

START DATE

DAY OF WEEK

0

END DATE

START TIME

END TIME

CONTACT PERSON

Game

TEAM

OPPONENT

GAME TYPE

Regular

OUT OF CONFERENCE

NO

Outcome

GAME OUTCOME

<None Specified>

SCORE - US

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Pick the event date

Country Day School

Athletic Program

Athletic Event

GENERAL

ATHLETIC EVENT TYPE

Game

DESCRIPTION

START DATE

DAY OF WEEK

0

END DATE

START TIME

END TIME

CONTACT PERSON

Game

TEAM

OPPONENT

GAME TYPE

Regular

OUT OF CONFERENCE

NO

Outcome

GAME OUTCOME

<None Specified>

SCORE - US

June 2021

Sun

Mon

Tue

Wed

Thu

Fri

Sat

30

31

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

1

2

3

EVENT STATUS

NO

MAKE-UP

NO

Location

Logistics

Jun 28, 2021

2 of 5



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Enter the **event time**

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GENERAL

ATHLETIC EVENT TYPE	Game
DESCRIPTION	GCDS vs. GA
START DATE	06/29/21
DAY OF WEEK	0
END DATE	
START TIME	4
END TIME	
CONTACT PERSON	<input type="text"/>
EVENT STATUS	N/A
MAKE-UP	<input type="checkbox"/> NO

Game	
TEAM	<input type="text"/>
OPPONENT	<input type="text"/>
GAME TYPE	Regular
OUT OF CONFERENCE	<input type="checkbox"/> NO
Outcome	
GAME OUTCOME	<None Spe
SCORE - US	<input type="text"/>
SCORE - OPPONENT	<input type="text"/>
PLACEMENT	<N/A>
TIME	<input type="text"/>



Press the magnifying glass to **choose a team**

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ADD ATHLETIC EVENT

Game	
TEAM	<input type="text"/>
OPPONENT	<input type="text"/>
GAME TYPE	Regular
OUT OF CONFERENCE	<input type="checkbox"/> NO
Outcome	
GAME OUTCOME	<None Specified>
SCORE - US	<input type="text"/>

TEAM (CLASS)

Communication

EMAIL PLAYERS & COACHES

EMAIL PARENTS

Maps

MAP



Choose the team from the list. If there are no current teams in the active school year, uncheck "{Current_School_Year}" on the left and press "Run Query." This will show you all teams. When done, choose the team and press **Select Team**.

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Select Team

Cancel



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Repeat the same process to choose the **opponent**.

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The screenshot shows the 'ADD ATHLETIC EVENT' form. The 'OPPONENT' field is highlighted with a red box. The form includes sections for 'Game' (TEAM, OPPONENT, GAME TYPE, OUT OF CONFERENCE), 'Outcome' (GAME OUTCOME, SCORE - US), 'Communication' (EMAIL PLAYERS & COACHES, EMAIL PARENTS), and 'Maps' (MAP). The 'ADD ATHLETIC EVENT' button is visible in the top right corner.



When finished, click **ADD ATHLETIC EVENT**

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The screenshot shows the 'ADD ATHLETIC EVENT' form. The 'ADD ATHLETIC EVENT' button is highlighted with a red box. The form includes sections for 'Game' (TEAM, OPPONENT, GAME TYPE, OUT OF CONFERENCE), 'Outcome' (GAME OUTCOME, SCORE - US), 'Communication' (EMAIL PLAYERS & COACHES, EMAIL PARENTS), and 'Maps' (MAP). The 'ADD ATHLETIC EVENT' button is visible in the top right corner.



If you need to delete the event after saving, you can use the **Organize button (+)**

12

The screenshot shows the 'ADD ATHLETIC EVENT' form. The 'Organize button (+)' is highlighted with a red box. The form includes sections for 'Game' (TEAM, OPPONENT, GAME TYPE, OUT OF CONFERENCE), 'Outcome' (GAME OUTCOME, SCORE - US), 'Communication' (EMAIL PLAYERS & COACHES, EMAIL PARENTS), and 'Maps' (MAP). The 'ADD ATHLETIC EVENT' button is visible in the top right corner.



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This will allow you to press "Delete" and delete the event if needed.

The screenshot shows the Axiom software interface. At the top, there is a blue header bar with a user profile icon and the email address 'evan.kanouse@gcds.net'. Below the header, there is a toolbar with buttons for 'UPDATE', a lightning bolt icon, and a plus sign icon. The plus sign icon is highlighted with a pink box. A dropdown menu is open from the plus sign icon, showing options: 'Save to Workspace...', 'Copy Record...', and 'Delete'. The 'Delete' option is highlighted in red. Below the menu, there is a section titled 'Communication' with buttons for 'EMAIL PLAYERS & COACHES' and 'EMAIL PARENTS', each with a 'Send Email' button. Below that, there is a section titled 'Maps' with a 'MAP' button. The background of the interface is light gray with various icons and text elements.