

# Rinkfinder

How to create an Available Ice CSV file for import into Rinkfinder:

## MAX GALAXY

1. Login to <https://www.maxgalaxy.net>

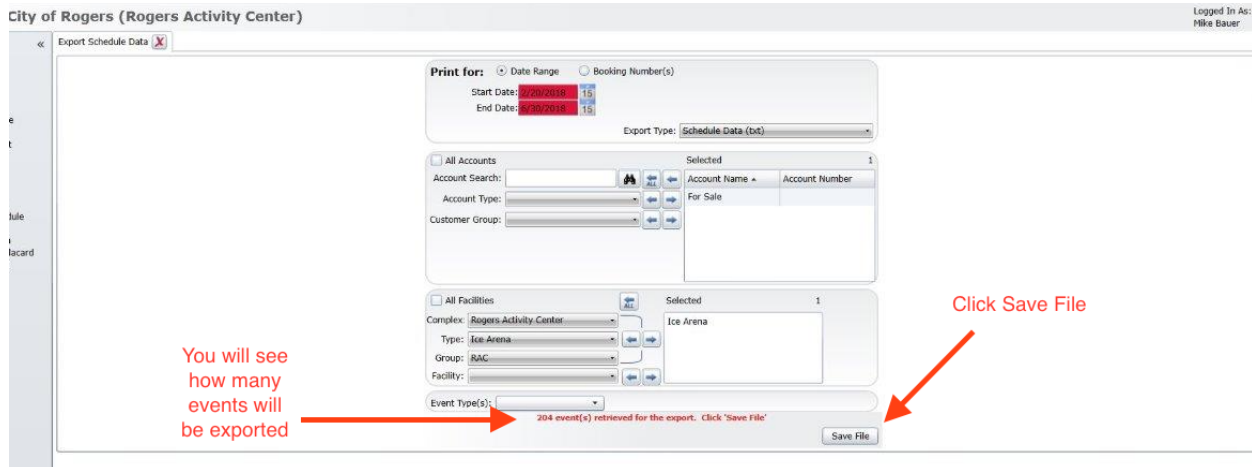


2. Follow the steps illustrated to create the Ice for Sale Export:

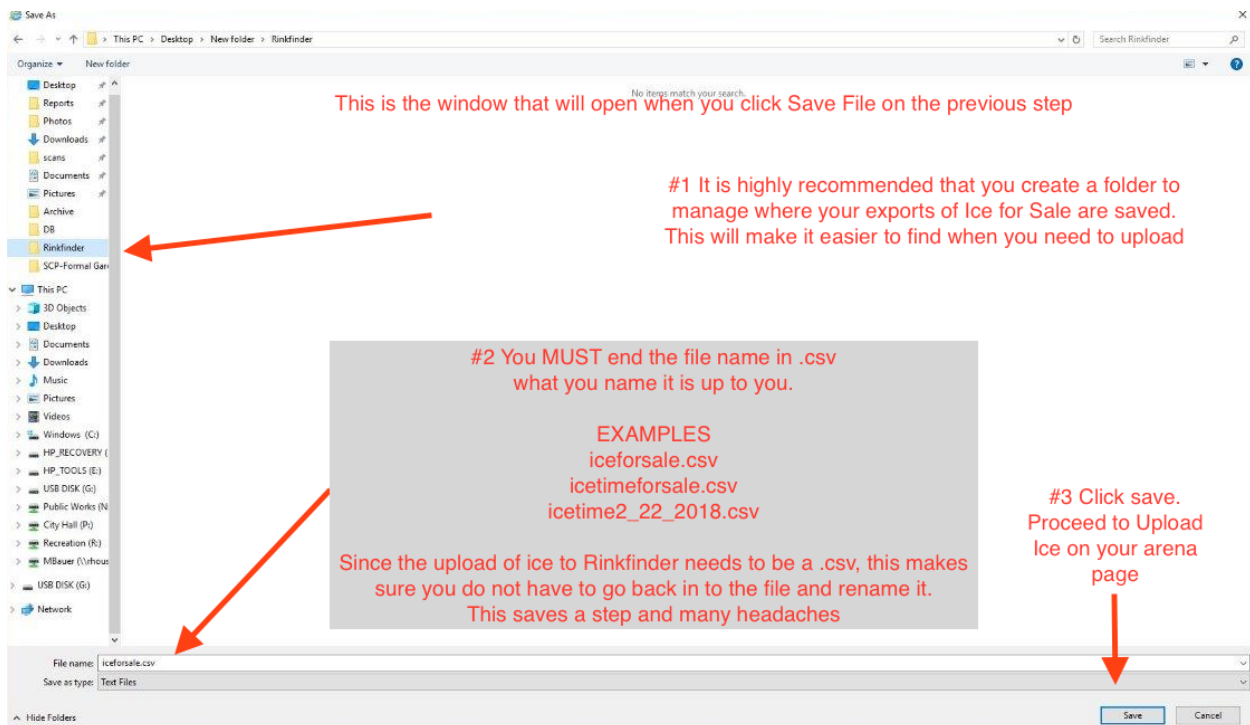
The screenshot displays the MaxGalaxy web application interface for the City of Rogers (Rogers Activity Center). The interface is annotated with seven numbered steps in red text and arrows:

- #1 Expand Facility section if necessary**: Points to the 'Facility' section in the left-hand navigation menu.
- #2 Select "Export Schedule Data"**: Points to the 'Export Schedule Data' option within the 'Facility' menu.
- #3 Select Date Range**: Points to the 'Start Date' and 'End Date' fields in the 'Print for:' section, which are set to 12/20/2018 and 1/5/2019 respectively.
- #4 Click Export Type dropdown and select Schedule Data (txt)**: Points to the 'Export Type:' dropdown menu, which is set to 'Schedule Data (txt)'. Other options include 'MaxEnterprise-From Facility (txt)' and 'Schedule Data (txt)'.
- #5 Choose the filters that you setup for Ice For Sale**: Points to the 'Account Search' and 'Customer Group' filters, which are set to 'For Sale'.
- #6 Choose filters that result in the rink(s) that have the Ice for Sale**: Points to the 'Facility' filter, which is set to 'Ice Arena'.
- #7 Click the Create Export button**: Points to the 'Create Export' button at the bottom right of the main form.

3. There will be a line at the bottom of the filter selection section indicating how many line items of Ice for Sale you will be exporting.  
Click the Save File. The NEXT step is very important for ease of use.



4. On this step ALWAYS name your file and end it with .csv. That is a DOT csv. This is the file type that is recognized by the upload. This saves a step



5. Proceed to the Upload Ice location on your arena page.