

Creating Venue

On the navigation hover over Scheduling and select Venue Information.

To avoid venue duplication, before adding a new venue please conduct a search to see if the venue already exists in the Sports Connect system.

Venue Name *

If the venue exists, select the venue.

Search Venue By Name

Select	Venue ID	Venue Short Name	Venue	Owned/Used By
<input checked="" type="radio"/>	13966733	Demo Venue	Demo Venue	CSA Gaming League Demo

Once the venue is selected, a black arrow will appear next to the venue name.

Venues Venue Information Fields Field Availability Field Play Sizes Flights Teams Field Closure

To edit venue you must first click on the venue below. Venues can only be deleted if all of the games scheduled on the fields and fields are deleted.
Venues appearing above the Red line (if it appears) represent Venues with fields that have a Field availability for the current tournament listed below.
Venues appearing below the Red line represents Venues with fields that do not have any Field availability defined for the current Tournament.
You may search or choose from owner dropdown list to select a venue. To use the Venue for the current tournament, please define a field availability first.

Tournament:

Select venues owned/used by others :

Venue	Fields
Aurora Public Stadium	1
Aurora Sports Park	29
Avon Elementary School	1
Brandyvine	2
Broomfield County Commons	19
Columbine Meadows	3
Country Estates	1
Country Vista	1
Demo Venue	1
Dorowan Park	1
Freedom Park	2
Highland Park	7
Homestake Peak	1
Lenny Sports Complex	5
Sandstone Ranch	17
Westfield Village	4

* Required field.

Venue Name *

Venue Short Name *

Address 1 verify address

Address 2

Country

City **State/Province** **Zip / Postal Code**

Direction

Venue URL **Time Zone ***

This is a TBD venue. Game schedule time on this venue will not be shown in published schedules.

If the venue is not found, close out the screen and enter the venue information.

Search Venue By Name

Select	Venue ID	Venue Short Name	Venue	Owned/Used By
No data found.				

Creating a Venue: Fields & Venues> Venue Information

Input the venue information and click Add New.

Venue Name *

Venue Short Name *

Address 1 verify address

Address 2

Country

City **State/Province** **Zip / Postal Code**

Direction

Venue URL **Time Zone ***

This is a TBD venue. Game schedule time on this venue will not be shown in published schedules.

Creating Fields

Click on the Fields tab to see what fields are currently in the system

If a field you need is not in the system, create the field by entering the following information:

- Field No.- Field no. is normally a numerical number
- Rank- Rank is normally 1
- Field Name- Field name normally includes "Field" in the name
- Field Play Size

Click Add New

Fields Venue Information **Fields** Field Availability Field Play Sizes Flights Teams Field Closure

Click on a field (below) to view/edit its record. Fields can be deleted if fields don't have any schedules within past 365 days.

Tournament: CSA Gaming League Demo

Venue:

No	Rank	Name	Size	Modified
1	1	Field 1	7	5/10/2022

* Required field.
Field No must be unique within this venue.

Field No * **Rank ***

Field Name *

Field Play Size *

If the field exists, click on the Field Name. A black arrow will highlight what field you are working on.

Field Availability

Click on the Field Availability tab

Click on the field so the arrow is next to the Field No.

Select the recurring days

Input date from/ to and input time field opens and closes then click create

*Make sure you select the field and there is an arrow next to No. before inputting availability

Field Availability
Venue Information Fields **Field Availability** Field Play Sizes Flights Teams Field Closure

Click on a field (below) to view its field availability records. Click on a field availability record (below right) to edit them if any exist.

Tournament: CSA Gaming League Demo

Venue:

No	Rank	Name	Size	FieldAvailability
▶ 1	1	Field 1	7	<input type="button" value="View"/>

Add Field Availability:

Recur every week on: S M T W TH F SA

Date From: Open Time:

Date To: Close Time:

You can copy the field availability from one field to the other

***Copy above FieldAvailability to below fields within this League**

Copy to:

Venue: *

Field No: * between and

Date: * between and

*In order to copy to All venues, requiring one existing FieldAvailability record in each venue for this league .

Need Tech Support? Click on the Tech Support Contact link located in the left hand margin of any Affinity Sports web page and create a help ticket