



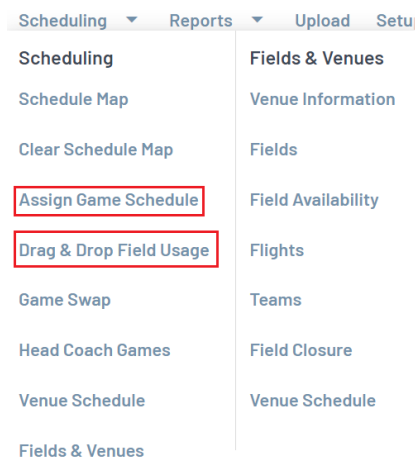
HOW TO: Add a Field and Time to a Game

There are two pathways to entering the field and time for your clubs home games, Drag & Drop and Assign Game Schedule Manually. Below you will find the instructions for both pathways.

To start, log in to Colorado Soccer Association with your Registrar access, URL below.

coloradosoccer.sportsaffinity.com

In the Navigation bar, hover over Scheduling select **Drag & Drop Field Usage** to use the drag and drop feature or select **Assign Game Schedule** to enter the time and the field manually for each game.



Drag & Drop Field Usage

1. Once Drag & Drop Field Usage is selected
2. Click on the box under bracket- once selected, it will turn yellow

- The system will automatically select the Field No under the venue TBD.
Please Note: In order to display the field you are going to use to schedule the game, you must also select the venue and fields you want to use by checking the box next to Field No.
- Click on the button Field Scheduler in Graph

Field Usage

This is the list of fields that have been assigned games. Select the field(s) that you like to display a usage report for. Selecting too many fields at a time may cause the slow page loading.

Select Tournament/Gaming:

Date range to display report
06/25/2022 through 08/28/2022

Each cell displays the number of fields assigned for active rounds in black, and the number of fields assigned for inactive rounds in red. All cells that have 1 or more fields in use, have a gold border and may be selected to view the field usage by clicking on them. Click a cell again to deselect it.

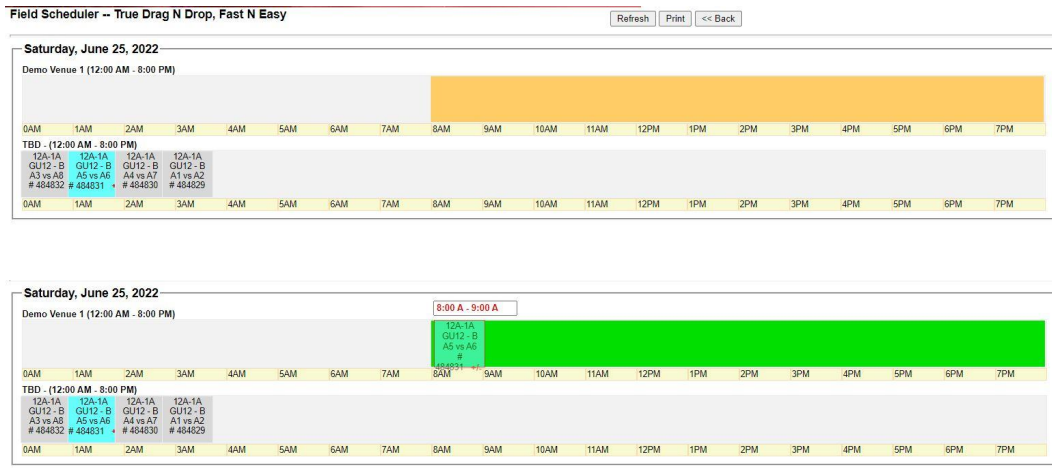
Bracket
Girls Under 12 **3**

Field No: 1 Field No: 2 Field No: 3 Field No: 4

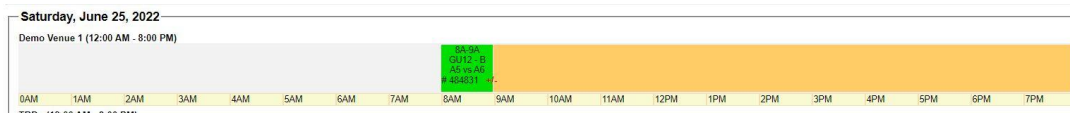
Demo Venue

TBD Field No: - Field No: 1 Field No: 2 Field No: 3 Field No: 4

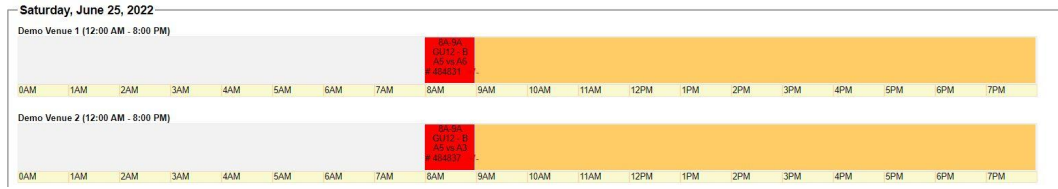
- Click the unscheduled game and drag to the field and time slot you want to use.
(Home games will appear in blue. Away games will appear in gray)



- Game box will turn green when game is scheduled and there are no conflicts



- Game box will turn red if there is a Head Coach conflict
Please note: The Head Coach must be on both teams in order to flag the Head Coach conflict.
If there is a conflict, move one of the games until you get a green box



Assign Game Schedule

- Once Assign Game Schedule is selected
- Utilize the filters shown to narrow down the search
- Click search once the filters have been adjusted to pull up unscheduled games
- Unscheduled games will appear
- Enter the desired game time and field
 - Click on the box next to field to select the field from the drop down list. If the field and venue you need is not available, please follow the instructions for adding a field.
- Once information is entered click Save
- A green box around the game number will appear when saving the information is successful. A red box around the game number will appear when there is a Head Coach conflict.

Please note: Click **SAVE** every 15 mins on this screen.

Tournament/Gaming schedule

To update a schedule, only input the field to be changed, other fields will keep unchanged. After Schedule locked date, any schedule changes must go through Rescheduling process. By clicking Reschedule Game button. For tournament admins to score a game, just click on GameNum of the played game. If you make a schedule change, please check the email check box and email button. The schedule change email template will notify your opponent, referee assignor, and assigned referees of this change to the schedule.

Select Tournament/Gaming: Report:

Only Show Fields Having Field Availability Data setup for this tournament.

Flight: Round: Venue: Field:

Date of scheduled game: Game: GameNum:

Display your league's own HOME GAMES only Display your league's own AWAY GAMES only

Games (0)

| GameNum | Rank | Relative Field | Game | Time Field | Home Team (League) | Away Team (League) | Flight |
|-------------------------------|------|----------------|----------|---------------------------|---|--------------------|--|
| Saturday, May 21, 2022 | | | | | | | |
| 484831 | 1 | 3 | AS vs A6 | 8A - 9A Demo Venue - 1 | Legends - G112 CS01-91CG12-0003 (Soccer Connect Demo) | | Girls Under 12 Bracket Last modified at: May 11 2022 10:22AM by Demo, Sc |

Re-Assign Game: Email / SMS Date: 5/21/2022 Starting Time(hh:mm): AM Field: season:

copy to Times below copy to Fields below