



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



- 3. 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.
- 4. Click on the button Field Scheduler in Graph

Field Usage															
This is the list of fields that have been assigned g	is 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: CSA Gaming Lea	gue Demo		~												
			Date range to display report												
		0	6/25/2022 through 08/28/2022												
iach cell digslags 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															
			Demo Venue												
Field No: 1	Field No: 2														
					Check All Field Scheduler in Graph										
			TBD												
Field No: -															
	-				Check All Field Scheduler in Graph										

5. 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)

Satur	day, June	25, 2022 —																	
Jemo V	anue 1 (12:00	AM - 8:00 PM)																
OAM	1004	24M	34M	44.14	5AM	GAM	7014	SAM	9AM	10.044	110M	12DM	1DM	2PM	304	APM	5DM	6PM	7014
OF GEE	10 10 10	A-C 1011	20.014			0.044	11-911	00 100	20-011	107-071	11/10/11	14.1 111		4.1 111	31 111		24 141	01 111	
TBD /1	2.00 AM . 8.0	PM)																	
TBD - (1 12A-1, GU12 - A3 vs A # 4848	2:00 AM - 8:0 A 12A-1A B GU12 - B 8 A5 vs A6 I2 # 484831	0 PM) 12A-1A GU12 - B A4 vs A7 # 484830	12A-1A GU12 - B A1 vs A2 # 484829																

Saturda	ay, June 2	25, 2022-																	
Demo Ver	ue 1 (12:00	AM - 8:00 P	M)					8:00 A - 9	9:00 A										
0.4M	104	24M	BAM	AAM	5aM	GAM	7414	12A-1A GU12 - I A5 vs A # 484831	B 6	10AM	114M	12PM	1PM	2PM	зри	4PM	5PM	6PM	704
	00.000 0.00	22500	350	4000	LIMON .	OPUM	1000	unun	SPON .	TUPUN	1100	12Pm	1P W	21.141	JEW	46.14	OF IM	0PW	712.00
BD - (12:	00 AM - 8:00	PM)																	
12A-1A GU12 - B A3 vs A8 # 484832	12A-1A GU12 - B A5 vs A6 # 484831	12A-1A GU12 - B A4 vs A7 # 484830	12A-1A GU12 - B A1 vs A2 # 484829																
0AM	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10.AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM

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

Satu	Saturday, June 25, 2022																		
Demo	iemo Venue 1 (12:00 AM - 8:00 PM)																		
								8A-9A GU12 - E A5 vs A6 # 484831	3 +1-										
0AM	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM
TOD	10.00 444 0.	OO DAN																	

7. 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



Saturo	lay, June	25, 2022																	
Demo Ve	nue 1 (12:00	AM - 8:00 F	(M																
								8A-9A GU12 - B A5 vs. A6 # 484831											
0AM	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM
Demo Ve	nue 2 (12:00	AM - 8:00 F	PM)																
								8A-9A GU12 - B A5 vs A3 # 484837											
0AM	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM

Assign Game Schedule

- 1. Once Assign Game Schedule is selected
- 2. Utilize the filters shown to narrow down the search
- 3. Click search once the filters have been adjusted to pull up unscheduled games
- 4. Unscheduled games will appear
- 5. Enter the desired game time and field
 - a. 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.
- 6. Once information is entered click Save
- 7. 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 in just click on GameNum of the to the schedule.	nput the field to b a played game. I	e changed, other f you make a sch	fields will keep unchar redule change, pleas	nged. After Schedule loo e check the email che	cked date, any schedule ck box and email butto	changes must go through Reschedu n. The schedule change email tem	ling process By cli plate will notify y	icking Resechedule (your opponent, refe	Same button. For tournament ree assignor, and assigned	admins to score a game , referees of this change
									Report: Schedule by Ver	nue 🗸 Go
Select Tournament/Gan	ning: CSA Gar	ning League Dem	0		~					
							(Only Show Fields	Having Field Availability Data	a setup for this tournament.
Flight:All Flights 🗸	Round:	All 🗸	Venue: All		✓ Field: All ✓					
Date of scheduled game	:	-	🛄 Gam	e: All Games	~	GameNum:	Search			
Display your league	's own HOME	GAMES only	Display your le	eague's own AWAY	GAMES only					
Games (6)	Browse fi	eld usage	Save	Email	SMS					
GameNumRank <mark>Relative</mark> Field	Game F	ime ield	Home Team (League)		Away Team (League)	Flight				
🔤 Saturday, May 2	21, 2022									
484831 1 3	A5 vs A6 [IA - 9A Demo Venue - 1	Legends - G CS01-01CG1: (Soccer Conn	U12 2-0003 ect Demo)		Girls Under 12 Bracket Jast modified at: May 11 2022 10:2 by Demo, Sc	2AM			
Re-Assign Game:	Date: 5/21/20	022 Starting Tin	ne(hh:mm): <u>copy to Times</u>	AM V Field:	copy to Fie	Reason:	~			