

Creating Venue

On the navigation hover over Scheduling and select Venue Information.

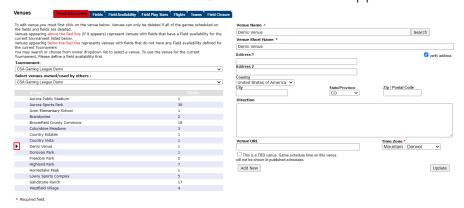
To avoid venue duplication, before adding a new venue please conduct a search to see if the venue already exists in the Sports Connect system.



If the venue exists, select the venue.



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



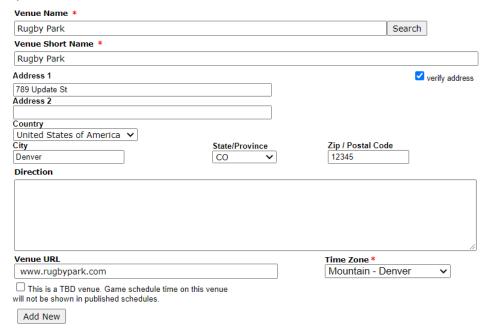
If the venue is not found, close out the screen and enter the venue information.



Creating a Venue: Fields & Venues> Venue Information



Input the venue information and click Add New.



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





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.

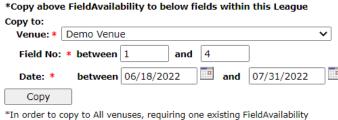
Select the recurring days

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



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



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