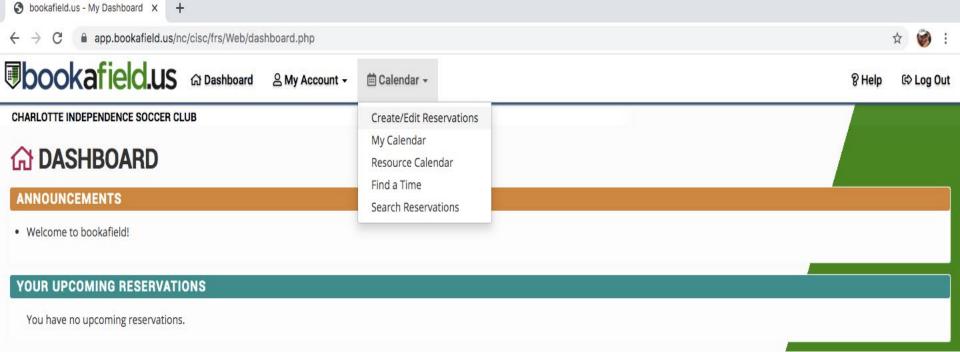
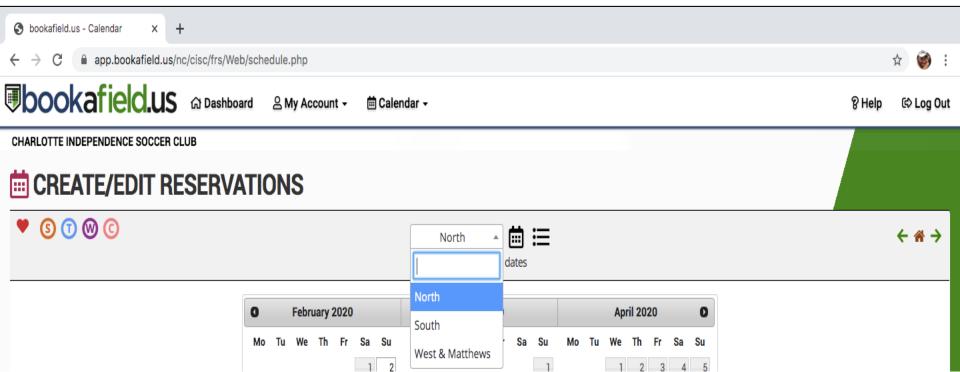
Book a Field Steps



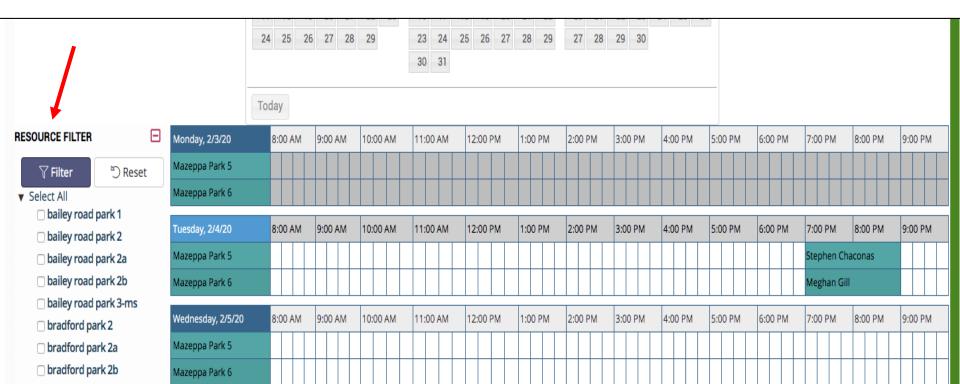
- 1. Log in
- 2. Select calendara. Select create/edit reservations



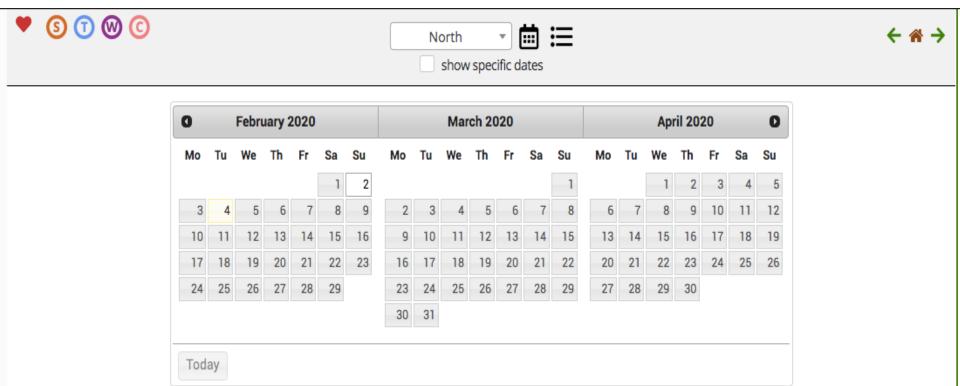
3. Select location



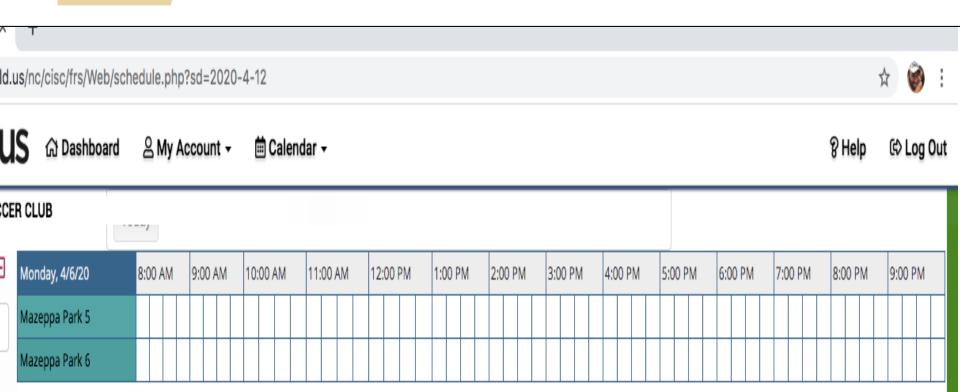
4. Select resource (field)



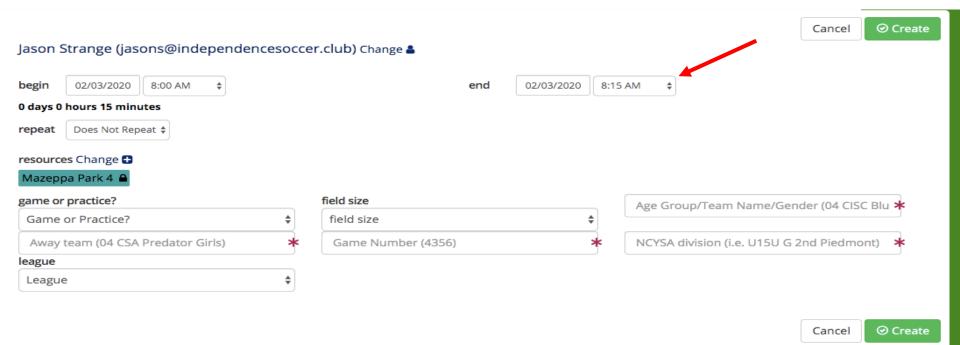
5. Select date



6. Select time



7. Change end time



8. Enter information (graphic next page)

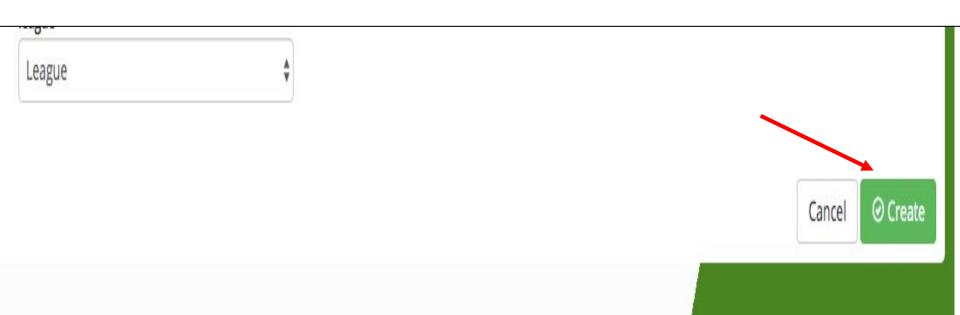
- > A. Game or Practice
- > B. Field Size
- > C. Home team name (birth year, team name, gender)
 - *If NCYSA game, needs to mirror the NCYSA website
 - Ex. 04 CISC North NM Tan G
- > D. Away Team (same set up as above)
- > E. Game Number
 - If national program just enter national program
 - > Ex. DA, PDA, ECNL, NPL
- > F. Division
 - If an NCYSA game, info needs mirror NCYSA website
 - > Ex. 16UG 1st West 2
 - If national program, enter age group and program
 - > Ex. U16 ECNL G
- > G. Select League



8. Enter Information



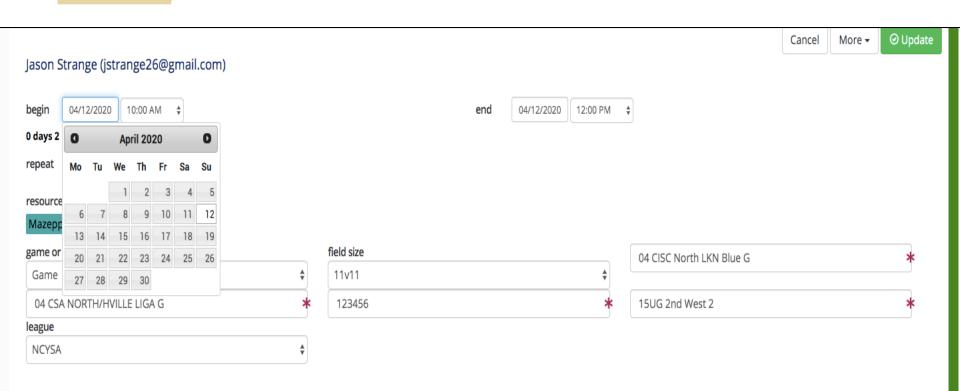
9. Select Create



To Edit Reservations



- 1. Log in
- 2. Select reservation you want to change
- 3. Change date



4. Change begin time (do not need to change end time)





- 5. Select "resources change" and select new field a. If you are changing fields be sure to deselect old field and select a new field
- Cancel



resources Change & Mazonna Bark 4 A

Does Not Repeat \$

repeat

6. Update reservation

