

# Book a Field Steps

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***INDEPENDENCESOCCER.CLUB***



1. Log in

2. Select calendar

a. Select create/edit reservations

The screenshot shows a web browser window with the address bar displaying 'bookafield.us - My Dashboard' and the URL 'app.bookafield.us/nc/cisc/frs/Web/dashboard.php'. The website header includes the 'bookafield.us' logo, navigation links for 'Dashboard', 'My Account', and 'Calendar', and utility links for 'Help' and 'Log Out'. The main content area is titled 'CHARLOTTE INDEPENDENCE SOCCER CLUB' and 'DASHBOARD'. A 'CALENDAR' dropdown menu is open, showing options: 'Create/Edit Reservations', 'My Calendar', 'Resource Calendar', 'Find a Time', and 'Search Reservations'. Below the menu is an 'ANNOUNCEMENTS' section with a message: 'Welcome to bookafield!'. At the bottom, a 'YOUR UPCOMING RESERVATIONS' section states: 'You have no upcoming reservations.'

bookafield.us - My Dashboard

app.bookafield.us/nc/cisc/frs/Web/dashboard.php

bookafield.us Dashboard My Account Calendar Help Log Out

CHARLOTTE INDEPENDENCE SOCCER CLUB

DASHBOARD

ANNOUNCEMENTS

- Welcome to bookafield!

YOUR UPCOMING RESERVATIONS

You have no upcoming reservations.

# 3. Select location

The screenshot shows a web browser window with the address bar displaying `app.bookafield.us/nc/cisc/frs/Web/schedule.php`. The website header includes the **bookafield.us** logo, navigation links for [Dashboard](#), [My Account](#), and [Calendar](#), and utility links for [Help](#) and [Log Out](#). Below the header, the text **CHARLOTTE INDEPENDENCE SOCCER CLUB** is visible. The main content area features a large **CREATE/EDIT RESERVATIONS** button. A navigation bar contains a heart icon, social media icons for [S](#), [T](#), [W](#), and [C](#), and a calendar icon. A dropdown menu is open, showing the current selection **North** and other options: **South** and **West & Matthews**. Below the dropdown, two calendar views are shown: **February 2020** and **April 2020**. The February calendar shows days 1 and 2, and the April calendar shows days 1, 2, 3, 4, and 5.







# 7. Change end time

Jason Strange (jasons@independencesoccer.club) Change 

Cancel

begin 02/03/2020 8:00 AM 


end 02/03/2020 8:15 AM 



0 days 0 hours 15 minutes

repeat Does Not Repeat 

resources Change 

Mazeppa Park 4 

game or practice?

Game or Practice? 

Away team (04 CSA Predator Girls) \*

league

League 

field size

field size 

Game Number (4356) \*

Age Group/Team Name/Gender (04 CISC Blu) \*

NCYSA division (i.e. U15U G 2nd Piedmont) \*

Cancel

## 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 1<sup>st</sup> West 2
  - If national program, enter age group and program
    - > Ex. U16 ECNL G
- > **G. Select League**





## 8. Enter Information

game or practice?

Game

04 NCFC Gold North \*

league

NCYSA

field size

11v11

19604 \*

04 CISC North \*

16UB PREMIER \*

Cancel

More ▾

Update

## 9. Select Create

League

Cancel Create

# To Edit Reservations

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***INDEPENDENCESOCCER.CLUB***



# 1. Log in

# 2. Select reservation you want to change

# 3. Change date

Jason Strange (jstrange26@gmail.com) Cancel More ▾ Update

begin   ▾

end   ▾

0 days 2

repeat **April 2020**

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

resource

game or  ▾

\*

league  ▾

field size  ▾


\*


\*


\*

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


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Jason Strange (jasons@independencesoccer.club) [Change](#) 

**begin**   

**end**   

**0 days 0 hours 15 minutes**

**repeat**  



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 Create


Jason Strange (jasons@independencesoccer.club) Change 

begin 02/03/2020 8:00 AM 

end 02/03/2020 8:15 AM 

0 days 0 hours 15 minutes

repeat Does Not Repeat 

resources Change 

Mazenna Park 4 



## 6. Update reservation

game or practice?

league

field size

