

**Field Assignor Instruction**

- 1) Go to the Log on screen – gs.affinitysoccer.com
- 2) Log on using your Field Assignor log provided by the League Registrar



- 3) Once logged in to the system, make sure your are in the current season.
- 4) **Click** on the League and Teams Tab at the top of the page.
- 5) From this Welcome page the system provides some basic functions that you can perform using the **Left Hand Navigation**
  - a) Home Venues Fields
  - b) Assign Game Schedule
  - c) Schedule by Venues
  - d) Schedule by Fields

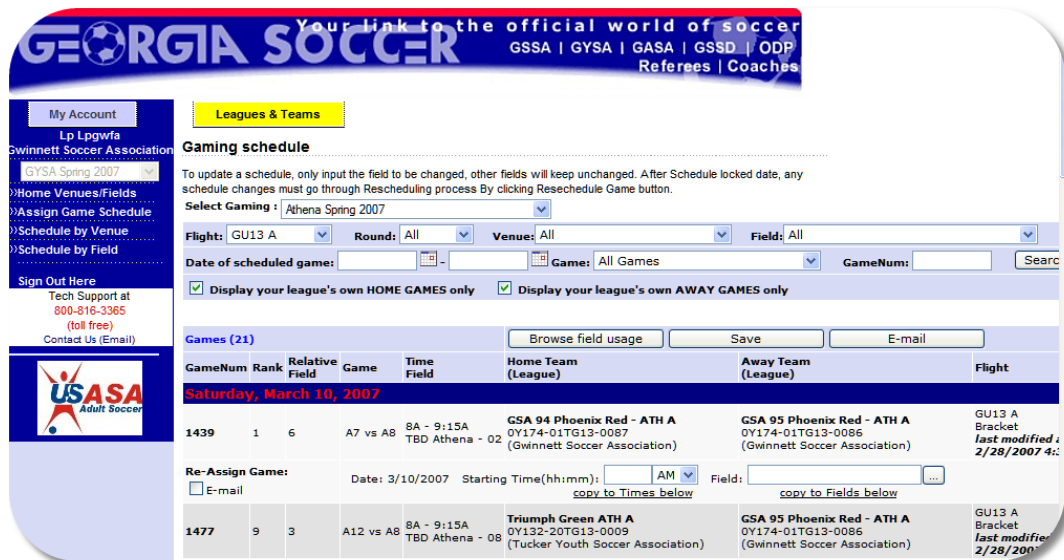


- To start scheduling the Games,
- 6) **Click** on the League and Teams Tab at the top of the page and then select the Assign Game Schedule on the **Left Hand Navigation**.
- 7) The gaming schedule page has numerous capabilities.
- 8) It allows you as a Field Assignor to schedule your Home games. This means that it allows you to define the **Time** and the **Venue and Field** for the Game.

Make sure that you select the current Georgia Soccer – youth season, i.e. Fall 09 Youth Classic, Athena, or RILS.



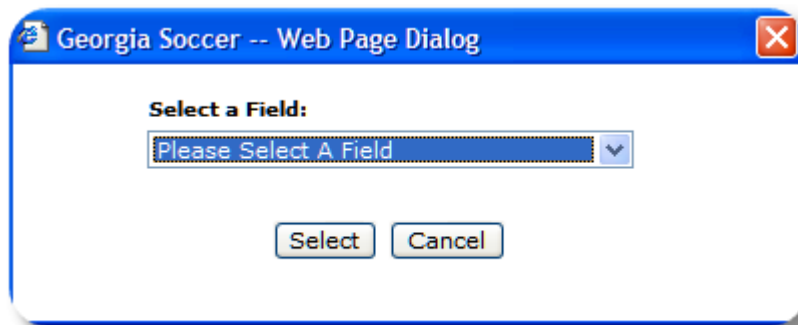
- 9) First the page allows you to select the Gaming Circuit for which you need to schedule the Home Games. This is done by using the **Select Gaming** field dropdown to select the desired Gaming Circuit.
- 10) Once the Gaming Circuit is selected then you can define the desired selection criteria to further refine your request for the games to be scheduled.
- 11) You may also select to view only the Home games for your organization or the Home and the Away games. Once the criteria is set **click** the **Search Button** on the right hand side



- 12) Once the search returns the results, the system will display the game information.
  - a) The current fields **TBD(to be Determined)** are **virtual** fields that **do not exist**.
  - b) The current **Time** is also **virtual** and is **not** the Real times for the games.



- 13) For the Home games the system provides the capability to change the Time and to define the Venue and Fields.
  - a) To enter the time you need to input the Time in the format as provided in the example(hh:mm).
  - b) To select the Venue Field **Click** on the Button on the right hand side of the Field field.



- c) This returns a selection window to find and select the Venue Field.
- d) Once the Time and the Venue Field have been selected then **click save to save the schedule**. You may provide multiple game information before **clicking** the save button. **Make sure the Save Button is clicked.**

- e) If the scheduling is successful the system will return the Gaming schedule page with a green block for the game on the left hand side.

**Games (2)** Browse field usage Save E-mail

GameNum	Rank	Relative Field	Game	Time Field	Home Team (League)	Away Team (League)	Flight
<b>Saturday, March 03, 2007</b>							
1365	1	6	A7 vs A8	8A - 9:15A TBD Athena - 02	GSA 94 Phoenix Black - ATH D 0Y174-01TG13-0066 (Gwinnett Soccer Association)	Lady Crew 94--ATH D 0Y220-01TG13-0006 (Carrollton P and R Dept)	GU13 D Bracket last modified at: 3/1/2007 1:00:32 A

Re-Assign Game:  E-mail  
 Date: 3/3/2007 Starting Time(hh:mm):  AM  Field:    
copy to Times below copy to Fields below

- f) If the scheduling is unsuccessful because the Time and block for the game encroaches on a game already scheduled on the field then the system returns a red block for the Game.
  - i) To find out what is conflicting with the proposed game schedule use the Browse Fields Usage Button to see the current games scheduled on the field.

Game to be change is conflicting with the other game, game number is in red

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Re-Assign Game:  E-mail  
 Date: 3/3/2007 Starting Time(hh:mm):  AM  Field:    
copy to Times below copy to Fields below

- 14) You may schedule one game or multiple games, however remember to **Click** the **Save Button** at the top or Bottom of the page.
- 15) Once finished scheduling the game you may view the schedule by using the **Left Hand Navigation** functions:
  - a) Schedule by Venue
  - b) Schedule by Field
- 16) The listings from this view are displayed in Crystal reporting services and allows you to print and/or export the results in various formats.

- 17) The information provide for each game includes :
  - a) The Date the game is scheduled to be played
  - b) Game Number
  - c) The two teams matched for the game, Home Team Away Team
  - d) The Flight(Division)
  - e) It also provides the capability to email the Administrators of both teams by clicking on the box on the right hand side and clicking the Email Button at the top of the page.
  - f) The capability to copy what has been entered for one game for the Time and or Venues and Fields to other games to be scheduled.
    - i) This is achieved by Clicking below the entry field for the respective entry on the line “copy to Times below” and/or “Copy to Fields below”.
    - ii) Important Note here is that when “copying to below” games the system will copy to all of the below games that appear on the page. Therefore if using this function the process is to start at the top of the list and then change to below as more changes are required.

- 18) Additionally the system provides the Browse Field Usage function that allows you to see how the Venues and or Fields are being utilized.
- 19) This is achieved by clicking on the Browse Fields Usage button at the top of the page. This returns a window where you can define the Venue, Filed and date for which you want to view the Filed usage in graphical form.