



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 Mass Youth with your Registrar access, URL below.

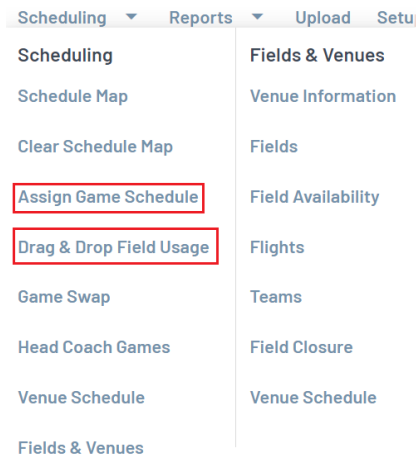
ma.affinitysoccer.com

If you don't have an account, then please check with your club's risk administrator.

Details on adding and assignor can be accessed at

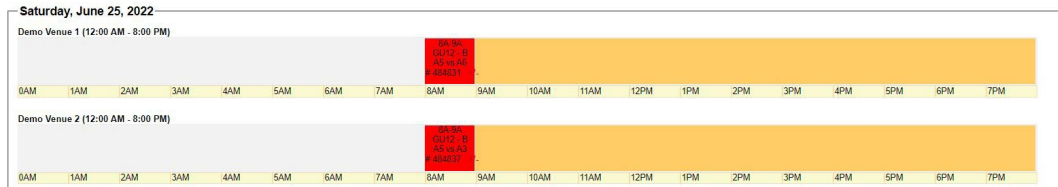
<http://www.southcoastsoccer.org/sites/default/files/CreatingFieldAssignorAccount.pdf>.

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.



- 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



Assign Game Schedule

- Once Assign Game Schedule is selected
- Utilize the filters shown to narrow down the search
- Click search once the filters have been adjusted to pull up unscheduled games
- Unscheduled games will appear
- Enter the desired game date, time and field
 - Click on the box next to field select the field from the drop down list.
- Once information is entered click Save
- 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.*

1	A2 vs A1 <input type="checkbox"/> swap team	()	Blue - B2007 DM01-04LB07-0044 (Sports Connect Demo Leagu...)	Boys U14 Bracket last modified at:	<input type="text"/>
sign Game:	Date: <input type="text"/>	Starting Time(hh:mm): <input type="text"/> AM	Field: <input type="text"/>	Reason: <input type="text"/>	
ail / SMS	copy to Dates below	copy to Times below	copy to Fields below		copy to statu
5	A2 vs A1 <input type="checkbox"/> swap team	Whales - GU10 DM01-04LG10-0001 (Sports Connect Demo Leagu...)	Porsche - GU10 - 4 DM01-06AG10-0003 (Sports Connect Demo Leagu...)	Girls U11 Bracket last modified at:	<input type="text"/>
sign Game:	Date: <input type="text"/>	Starting Time(hh:mm): <input type="text"/> AM	Field: <input type="text"/>	Reason: <input type="text"/>	
ail / SMS	copy to Dates below	copy to Times below	copy to Fields below		copy to statu
0	A3 vs A4 <input type="checkbox"/> swap team	()	()	Girls U12 Bracket last modified at:	<input type="text"/>
sign Game:	Date: <input type="text"/>	Starting Time(hh:mm): <input type="text"/> AM	Field: <input type="text"/>	Reason: <input type="text"/>	
ail / SMS	copy to Dates below	copy to Times below	copy to Fields below		copy to statu