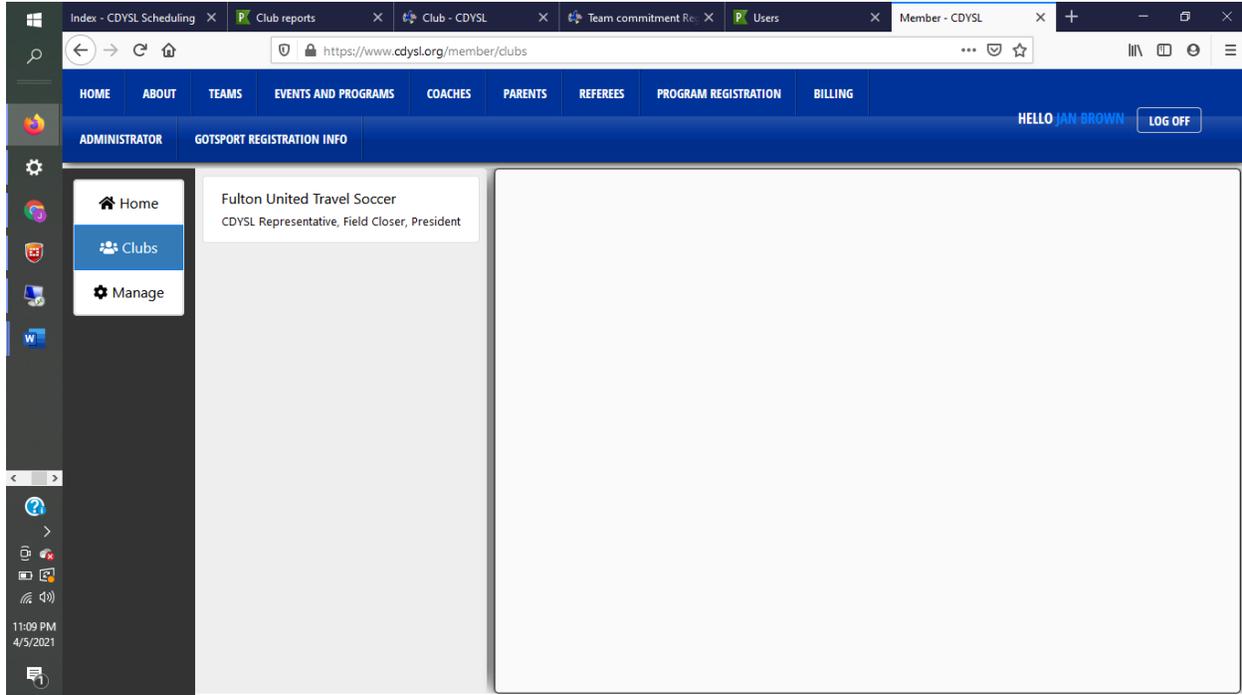


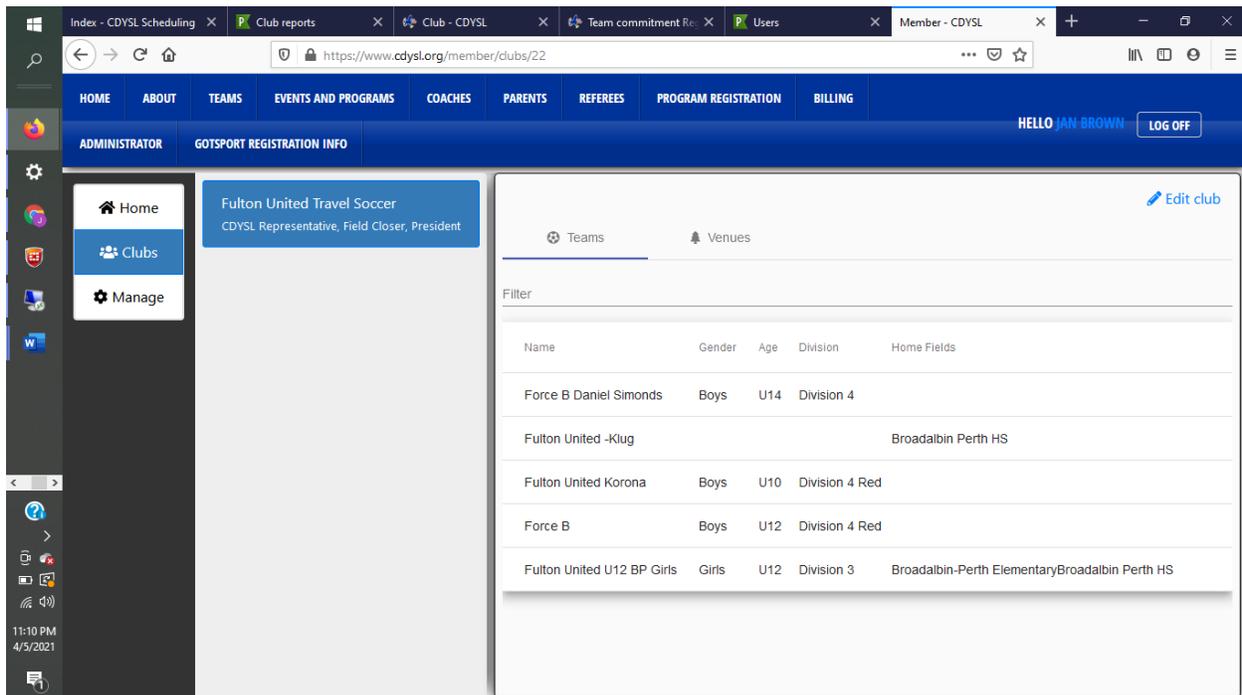
Adding a Editing a Club's Venue and Fields

Clubs administrators have the ability to add and edit club venues and its fields. To do this, the administrator must log into his/her CDYSL account.

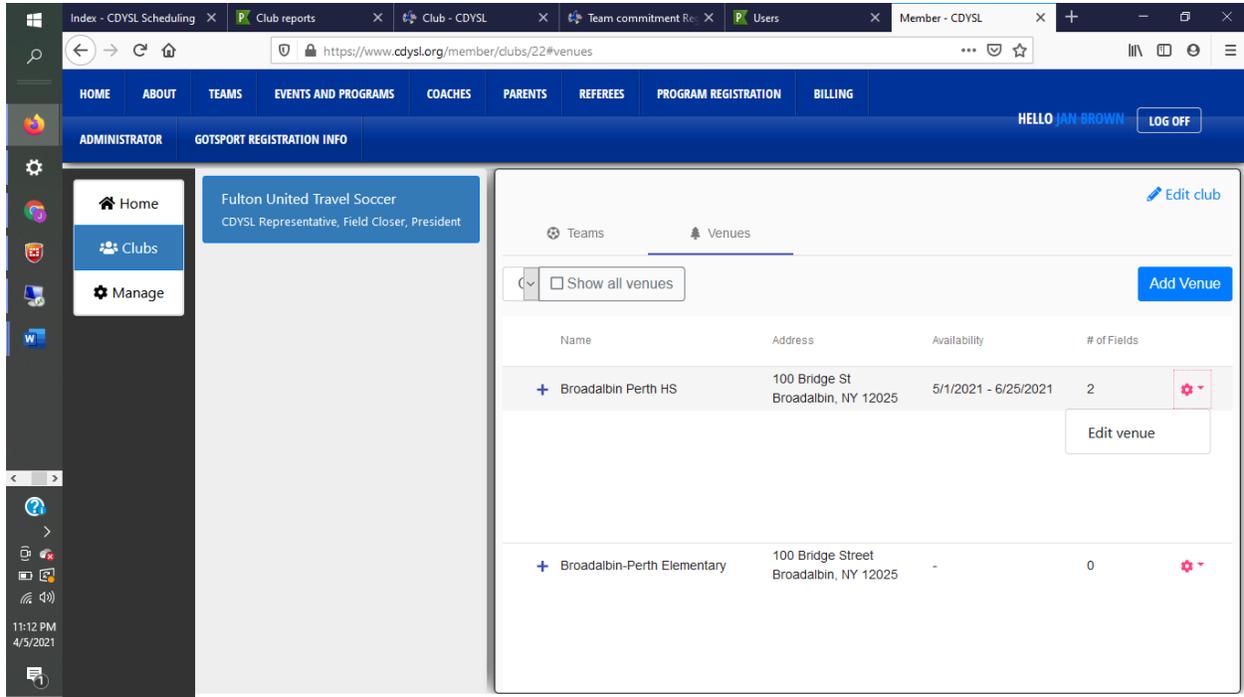
From the Home screen, select Clubs and then your Role in the Club.



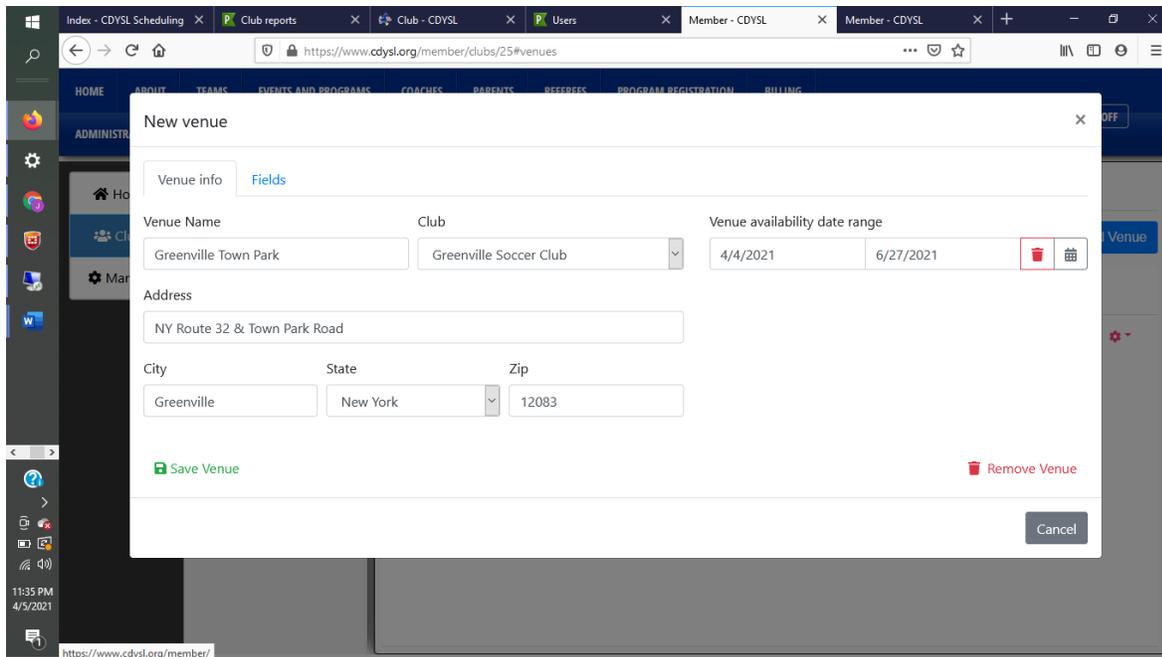
This will bring you to the Teams List. Select the Venue tab next to the Teams tab.



This will bring you to the list of the club’s venues. On this page you will see the venue’s address, the dates the club has determined the venue is available and the number of fields available at that site. To add an additional site, select the blue Add Venue. To edit the venue (or edit or add field information), click on the red cog and select Edit venue.

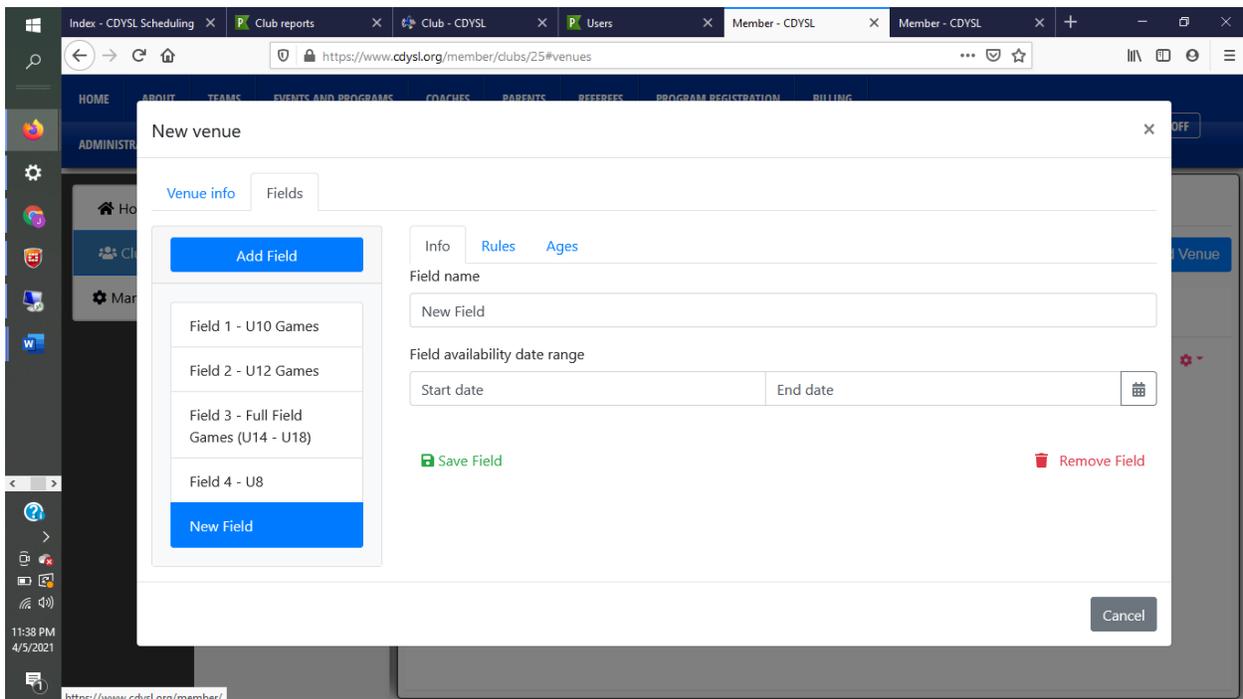
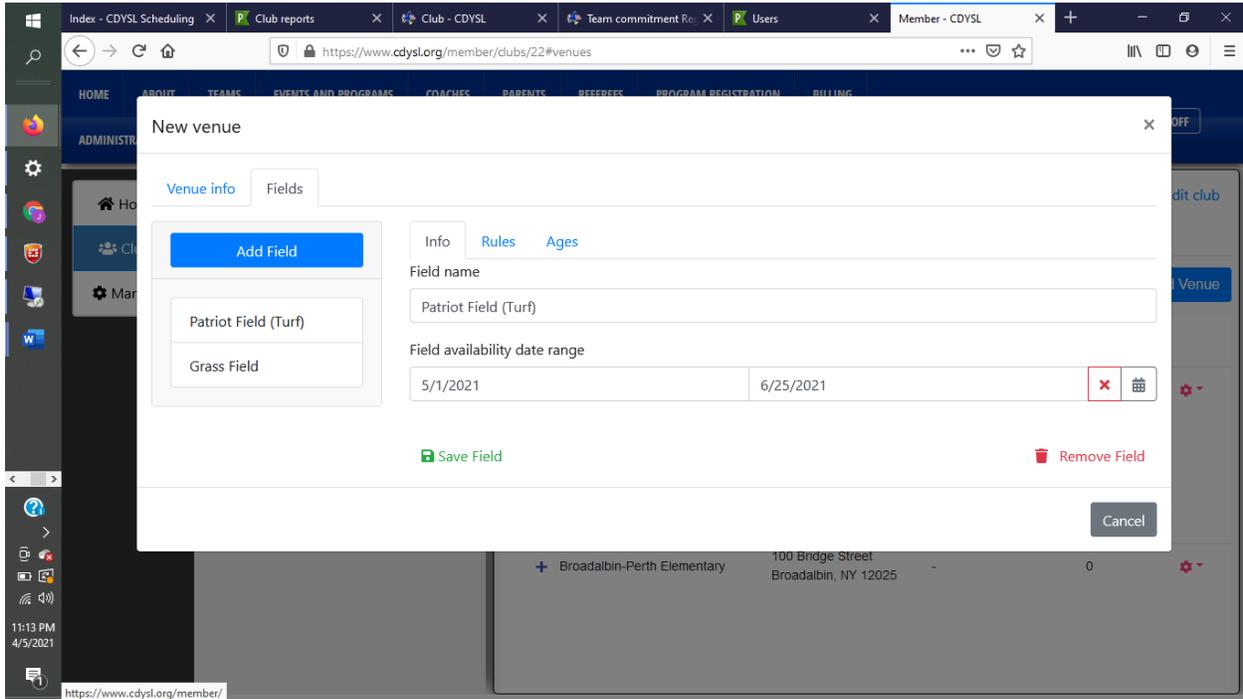


The screen that opens will be the Venue information. Changes to the address and availability can be made on this page. If you make changes here, do not forget to select the green Save Venue found at the bottom left-hand screen.

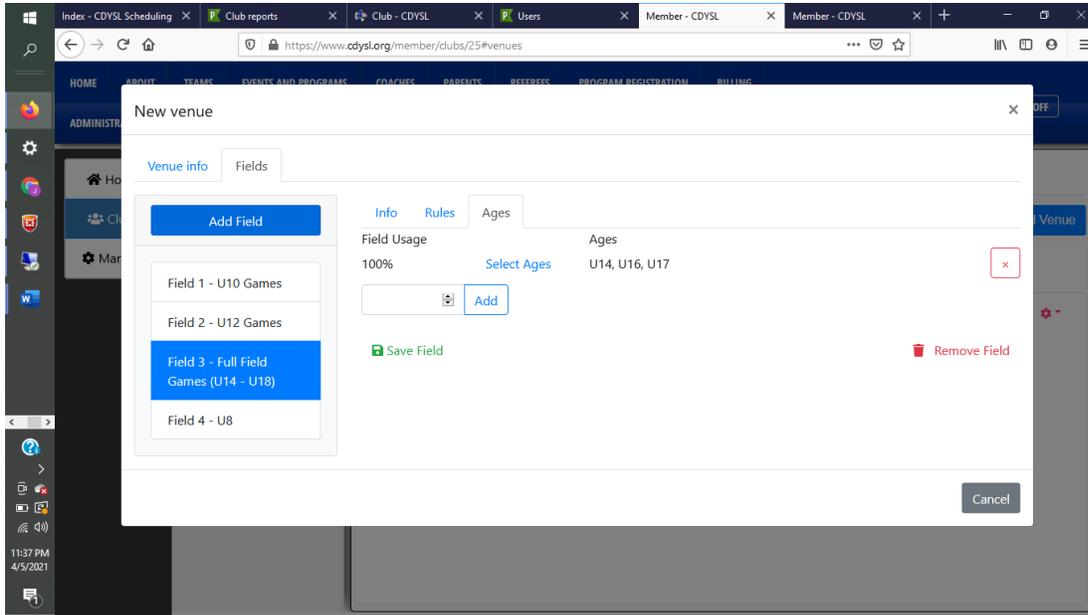


Next, a club will need to add or edit the fields at the venue. Select the Fields tab next to the Venue Info tab.

To add a field, click on the Blue Add Field and then on New Field. Next, fill out the information for the field and then select the green Save Field. You may leave the field availability blank if the availability is the same as the venue availability.



Next, Assign the Ages for the field. **DO NOT skip this step. If Ages are not assigned to a field, games Will Not be scheduled for this field.** Select the Fields tab and then the field you want to age the age group that will use the field. **Note, you may indicate that multiple age groups use the same field, for example, if your U14-U19s all use the same field.** Remember to Save Field when you have finished.



In addition to having Ages assigned to a field, a club may want to create special rules for a field. For example, a club might want to indicate that a field is not available one weekend (perhaps for a tournament or for a town festival). To set a rule for a field, select the Rules tab and then the field you want the rule to apply. You then can customize the use of the field. Remember to save the Rule before leaving the Rules tab.

