



DICK'S
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SPORTS
HQ

AFFINITY
SPORTS

FIELD ASSIGNOR HANDBOOK

This guide will provide navigation instructions of the Affinity Sports system, for field assignors.

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Granting Access to Field Assignors

1. The Club registrar can add the Field Assignor to the security tab at the Club level.

TIP:

- Field Assignors must have an application created with the club and approved background check before they can be added
- Club Registrars have the capability to add Field Assignors

2. Use the Find/Add Admin with Approved Risk Status button to search for your admin.

Clubs / Find, Edit, Delete a Club Demo Club

Club Config | Registration | **Security** | Teams | Events | Background Checking | Messaging | Content

Users | Age Coordinator | Security Roles | Supplemental

Club Users	Primary	Type	IDNum	Risk Status	
Club, Demo	<input checked="" type="checkbox"/>	League Registrar	47157-372745	Approved	edit delete
Test, Demo	<input type="checkbox"/>	League Level Club Treasurer	96067-467641	Approved	edit delete

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Find/Add Admin with Approved Risk Status

3. Enter the field assignors name or ID number and click Search.
4. Click on the field assignors name to select him/her.
5. Select Field Assignor as his/her User Type.
6. Verify their information is correct.
7. Select Field Assignor as his/her Level of Access

TIP:

- If this admin is also a league registrar, only select League Registrar as their level of access. This level of access also has access to field assignment
8. If the admin does not already have a username and password, please create one and provide it to him/her
 9. Click Update to save.

User Type *
--- select one ---

Legal First Name* Middle / Initial Legal Last Name* Suffix
Soccer Demo

Business Title Alias (Nickname)

Address 1* verify address
333 Main St

City* State/Province* Zip / Postal Code*
Eden MN 88888

Home Phone** Work Phone**
(987) 987-9877

Mobile Phone** Fax
(321) 321-6546

Email Address
test@affinity-sports.com

Level of Access
 League Registrar League Registrar - No Card Printing
 League Registrar Assistant League Board Member
 Field Assignor

User Name*
soccer

Password Only input a password if you want to change the users password.

Confirm Password The password and confirm password fields must match.

Cancel Update

Field Assignor Functionality

1. The field assignor will log into mnyouthsoccer.sportsaffinity.com using either their existing login information or the login information provided by the Club registrar.



2. From the Welcome page, the system provides some basic functions that you can perform using the Left-Hand Navigation.

TIP:

- Once logged into the system, make sure you select the correct season from the season drop-down in the upper left.



Home Venues / Fields

1. Click the Home Venues/Fields tab on the Left-Hand Navigation.
2. Click the Search button to search for your venue.

Venues | Venue Information | Fields | Field Availability | Field Play Sizes | Flights | Teams | Field Closure

To edit venue, you must first click on the venue below. Venues can only be deleted if all of the games scheduled on the fields and fields are deleted.
 Venues appearing above the Red line (if it appears) represent Venues with fields that have a Field availability for the current tournament listed below.
 Venues appearing below the Red line represents Venues with fields that do not have any Field availability defined for the current Tournament
 You may search or choose from owner dropdown list to select a venue. To use the Venue for the current Tournament, Please define a field availability first.

Tournament:
 2017 MYSA Premier League

Select venues owned/used by others :
 2017 MYSA Summer Competitive League

Venue	Fields
Hartley Elementary	2
Lewis Park	5
Owatonna Soccer Complex	9

* Required field.

Venue Name *

Venue Short Name *

Address 1 verify address

Address 2

Country
 United States of America

City **State/Province** MN **Zip / Postal Code**

Direction

- Enter the name of the venue and click search.
- Once the list appears, you can select a Venue by clicking on the radio button for the respective Venue and then click the Select button

TIP:

- If your venue is not listed, please contact technical support to add a new field
 TF: 855-703-2578



- This will bring all the information to the Venue Page.
- Click the Field Availability tab at the top of the page
- On the left, select your field

TIP:

- If your field is not listed, please contact technical support to add a new field
 TF: 855-703-2578

Entering Field Availability for Individual Dates

1. Select Field Open as the Availability Type
2. Enter the date
3. Enter the time when the field opens
4. Click Add New
5. Change the Availability Type to Field Closed
6. Enter the time when the field closes
7. Click Add New

Field Availability | Venue Information | Fields | **Field Availability** | Field Play Sizes | Flights | Teams | Field Closure

Click on a field (below) to view its field availability records. Click on a field availability record (below right) to edit them if any exist.

Tournament: 2017 MYSA Premier League

Venue: Owatonna Soccer Complex

No	Rank	Name	Size	FieldAvailability
1	1	OWT05	11	View
2	2	OWT06	11	View
3	3	OWT07	11	View
4	4	OWT08	11	View
5	5	OWT09	11	View
6	6	OWT10	11	View
7	7	OWT11	11	View
8	8	OWT12	11	View
9	9	OWT13	11	View

* Required field.

Availability Type * [Dropdown]

Date: * [Calendar] **Time: *** [Time Selectors]

[Add New](#)

----- OR -----

Recur every week on: S M T W TH F SA

Date From [Calendar] **Open Time:** [Time Selectors]

Date To [Calendar] **Close Time:** [Time Selectors]

[Create](#)

[Delete](#) [Delete All](#) [Print](#)

Field Availability Records			
Date	Open	Close	Delete
2017 MYSA Premier League			
01/01/2005	10:00 AM	11:00 AM	

Entering Field Availability for Multiple Dates

Field Availability | Venue Information | Fields | **Field Availability** | Field Play Sizes | Flights | Teams | Field Closure

Click on a field (below) to view its field availability records. Click on a field availability record (below right) to edit them if any exist.

Tournament: 2017 MYSA Leagues Pilot Program

Venue: Owatonna Soccer Complex

No	Rank	Name	Size	FieldAvailability
10	10	Hy Vee	6	View

Availability Type * [Dropdown]

Date: * [Calendar] **Time: *** [Time Selectors]

[Add New](#)

----- OR -----

1. Use the area located under ----- OR -----
2. Select the days of the week when your games are played

3. Enter the date of the first game
4. Enter the time when the field opens
5. Enter the date of the last game
6. Enter the time when the field closes
7. Click Create

----- OR -----

Recur every week on: S M T W TH F SA

Date From Open Time: 00 00

Date To Close Time: 00 00

Adjusting Field Availability Time for a Specific Date

1. Click on the Open/Close the Field Availability Records list
2. Adjust the time
3. Click Update

Field Availability Venue Information | Fields | **Field Availability** | Field Play Sizes | Flights | Teams | Field Closure

Click on a field (below) to view its field availability records. Click on a field availability record (below right) to edit them if any exist.

Tournament: 2017 MYSA Leagues Pilot Program
Venue:

No	Rank	Name	Size	FieldAvailability
10	10	Hy Vee	6	<input type="button" value="View"/>
11	11	Viracon	6	<input type="button" value="View"/>
12	12	Wells Fargo	6	<input type="button" value="View"/>
13	13	US Bank	6	<input type="button" value="View"/>
5	5	Owatonna Foundation	11	<input type="button" value="View"/>
6	6	Wenger	11	<input type="button" value="View"/>
7	7	Federated Insurance	11	<input type="button" value="View"/>
8	8	Owatonna Soccer Association	8	<input type="button" value="View"/>
9	9	Mayo Clinic	8	<input type="button" value="View"/>

* Required field.

Availability Type *

Date: * **Time: ***

----- OR -----

Recur every week on: S M T W TH F SA

Date From Open Time: 00 00

Date To Close Time: 00 00

Field Availability Records			
Date	Open	Close	Delete
ECDL			
01/01/2017	08:00 AM	09:00 PM	<input type="checkbox"/>
01/07/2017	08:00 AM	▶ 09:00 PM	<input type="checkbox"/>
01/08/2017	08:00 AM	09:00 PM	<input type="checkbox"/>

Removing Dates; after entering Multiple Dates

1. From the Field Availability Records list, click the check box for the date you want to delete
2. Click Delete button

Field Availability Venue Information Fields **Field Availability** Field Play Sizes Flights Teams Field Closure

Click on a field (below) to view its field availability records. Click on a field availability record (below right) to edit them if any exist.

Tournament: 2017 MYSA Summer Competitive League
Venue: Owatonna Soccer Complex

No	Rank	Name	Size	FieldAvailability
10	10	Hy Vee	6	View
11	11	Viracon	6	View
12	12	Wells Fargo	6	View
13	13	US Bank	6	View
5	5	Owatonna Foundation	11	View
6	6	Wenger	11	View
7	7	Federated Insurance	11	View
8	8	Owatonna Soccer Association	8	View
9	9	Mayo Clinic	8	View

* Required field.

Availability Type *

Date: * **Time: ***

[Add New](#)

---- OR ----

Recur every week on: S M T W TH F SA

Date From **Open Time:**

Date To **Close Time:**

[Create](#)

[Delete](#) [Delete All](#) [Print](#)

Field Availability Records			
Date	Open	Close	Delete
ECDL			
03/24/2017	05:00 PM	10:00 PM	<input checked="" type="checkbox"/>
03/25/2017	05:00 PM	10:00 PM	<input checked="" type="checkbox"/>
03/26/2017	05:00 PM	10:00 PM	<input checked="" type="checkbox"/>
03/27/2017	05:00 PM	10:00 PM	<input checked="" type="checkbox"/>
03/29/2017	05:00 PM	10:00 PM	<input checked="" type="checkbox"/>
03/30/2017	05:00 PM	10:00 PM	<input checked="" type="checkbox"/>
03/31/2017	05:00 PM	10:00 PM	<input checked="" type="checkbox"/>

Assign Game Schedule

1. Click back to Clubs & Teams from the Top Navigation and then click the Assign Game Schedule tab on the Left-Hand Navigation to start scheduling your games.
2. Select your tournament or gaming league from the Select Tournament/Gaming drop-down.
3. You can use the available search criteria drop-downs to narrow down your search.
4. Click the Search button to populate a list of your games.

Tournament/Gaming schedule

To update a schedule, only input the field to be changed, other fields will keep unchanged. After Schedule locked date, any schedule changes must go through Rescheduling process By clicking Reschedule Game button. For tournament admins to score a game, just click on GameNum of the played game. **If you make a schedule change, please check the email check box and email button. The schedule change email template will notify your opponent, referee assignor, and assigned referees of this change to the schedule.**

Report: [Go](#)

Select Tournament/Gaming:

Only Show Fields Having Field Availability Data setup for this tournament.

Flight: Round: Venue: Field:

Date of scheduled game: - Game: GameNum: [Search](#)

Display your league's own HOME GAMES only Display your league's own AWAY GAMES only

[Games \(0\)](#) [Browse field usage](#) [Save](#)

GameNum	Rank	Relative Field	Game	Time Home Field (League)	Away Team (League)	Flight
---------	------	----------------	------	--------------------------	--------------------	--------

Assigning Games

1. Enter the date
2. Enter the time (hh:mm)
3. Click the ... button next to Field
4. Use the drop-down to select your field
5. Click Select
6. Click the Save button (the Save button is located both at the top and bottom of your page)

The screenshot shows the 'Un-Scheduled' section of the scheduling interface. At the top, there are buttons for 'Browse field usage', 'Save', 'Email', and 'SMS'. A red arrow points to the 'Save' button. Below this is a table of games. The first row shows game 644315, rank 1, relative field 1, game 'A4 vs A5', and flight 'G09 Gold Bracket'. Below the table, there are 'Re-Assign Game:' sections for each game, including fields for 'Date', 'Starting Time(hh:mm)', and 'Field'. A modal window is open over the 'Field' field of game 644966, titled 'Select a Field:' with a dropdown menu and 'Select' and 'Cancel' buttons.

TIP:

- If the scheduling is successful, the system will display a green block for the re-assigned game on the left-hand side.

The screenshot shows a game entry with a green block next to the game number 755919. The game details are: GameNum 755919, Rank 2, Relative Field 1, Game 'C6 vs C7', Time Field '6P - 7:40P', Home Team 'Northfield So - GU15', Away Team 'RYSA U15 C301', and Flight 'G15 Classic 3 Bracket'. The 'Re-Assign Game:' section shows 'Date: 5/11/2017' and 'Starting Time(hh:mm):' with a dropdown set to 'AM'. The 'Field:' field has a dropdown menu.

- If the assigned game is unsuccessful because the time for the game encroaches on a game already scheduled on the field, the system will display a red block on the game number.
- 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.

755919 2 1 C6 vs C7 6A - 7:40A The Ponds - 03

Northfield So - GU15
0SNFD-0013G15-0012
(Northfield Soccer Assn)

RYSA U15 C301
0SROC-0013G15-0040
(Rochester Youth Soccer Assn)

G15 Classic 3
Bracket
last modified at:
Mar 24 2017 12:45PM
by Adams, Nathan

Re-Assign Game: Date: 5/11/2017 Starting Time(hh:mm): [] AM Field: []

Email / SMS copy to Times below copy to Fields below

- The instructions for assigning games can be done for multiple games at once, remember to click Save when finished entering all your dates, times and fields.

Exporting Your Schedule

1. Select one of the available options from the Reports drop-down located in the upper right-hand of the screen
2. Click the Go button.

Tournament/Gaming schedule

To update a schedule, only input the field to be changed, other fields will keep unchanged. After Schedule locked date, any schedule changes must go through Rescheduling process By clicking Reschedule Game button. For tournament admins to score a game, just click on GameNum of the played game. If you make a schedule change, please check the email check box and email button. The schedule change email template will notify your opponent, referee assignor, and assigned referees of this change to the schedule.

Select Tournament/Gaming: 2017 MYSA Summer Competitive League

Report: **Schedule by Venue** | Schedule by Field | Schedule by Field(Excel format) | Accepted Applications

Go

Flight: --All Flights-- Round: All Venue: All Field: All

Date of scheduled game: [] - [] Game: All Games GameNum: [] Search

Display your league's own HOME GAMES only Display your league's own AWAY GAMES only

Games (0) Browse field usage Save

GameNum	Rank	Relative Field	Game	Time Field	Home Team (League)	Away Team (League)	Flight
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3. A new page will appear.
4. Click the Export icon to export your schedule.

1 of 419 100%

Group Tree

- 17th Avenue Sports Complex
- Affinity Sports Demo Field
- Alden Park
- Bandimere
- Belle Prairie Soccer Fields
- Bertram Fields
- Big Willow Field
- Blake Middle School
- Briana Scurry Field
- Casperson Park
- Chippewa Middle School
- Clyde Andrews
- Commons Park
- Cook Yellow School

Main Report

2017 MYSA Summer Competitive League

Field Schedule

Venue : 17th Avenue Sports Complex

Game #	Field #	Date	Day	Time	Flight	Home Team
764893	01	3/22/2017	Wed	9:00:00AM	B09 Gold Bracket H-O	Austin Youth Soccer As

FAQ & Tip Recap

- Q** : I clicked search for my games but nothing comes up at all.
A : Click Assign Game Schedules from the left Navigation > Check the Tournament / Gaming drop down to validate you are searching games for the correct schedule.
- Q** : I still do not see any games.
A : Make sure you select the correct season from the season drop-down in the upper left.
- Q** : I clicked search for my games and I am getting an error message after waiting a while for the next screen to load.
A : You may need to choose at least one filter prior to searching.
- Q** :When I click save etc. I am getting blue screen.
A : Try switching over to Internet Explorer and attempt the same process.
- Q** : I assign for multiple clubs, is there a different process for me?
A : No, once you hit search all of the games for each club will show.
- Q** : I do not see what is shown in the screen shots.
A : Contact your registrar to make sure they have added your account to the security tab.
- Q** : What is the green block mean when I try to save my changes?
A : If the scheduling is successful, the system will display a green block for the re-assigned game on the left-hand side.
- Q** : What is the red block mean when I try to save my changes?
A : If the assigned game is unsuccessful because the time for the game encroaches on a game already scheduled on the field, the system will display a red block on the game number.
- Q** : How do I figure out where the conflict is happening?
A : 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.
- Q** : Can I assign multiple games at one time?
A The instructions for assigning games can be done for multiple games at once, remember to click Save when finished entering all your dates, times and fields
- Q** : I searched for my field but I don't see it listed.
A : If your field is not listed, please contact technical support to add a new field
TF: 855-703-2578