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FIELD ASSIGNOR HANDBOOK

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

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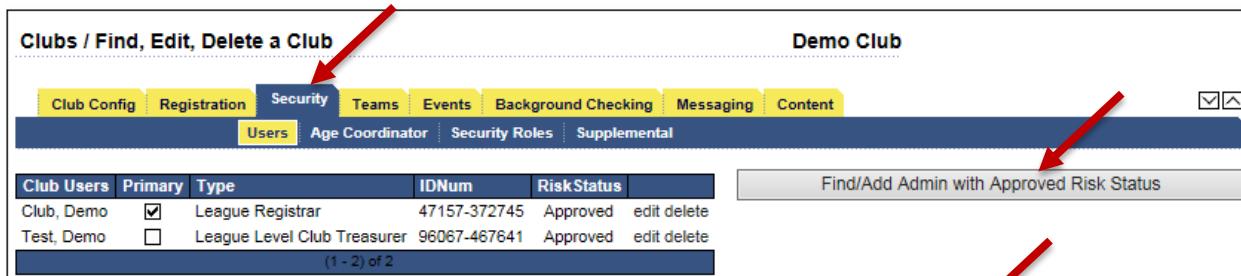
Granting Access to Field Assignors

- 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

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



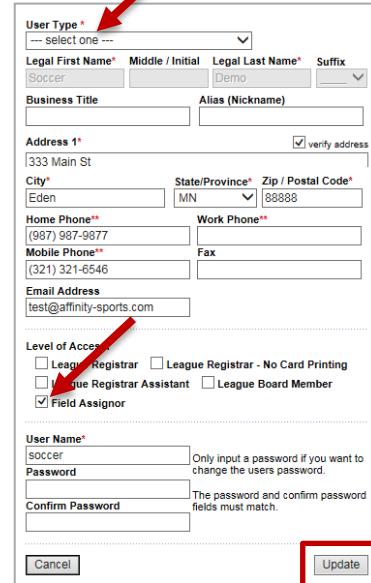
Club Users	Primary	Type	IDNum	RiskStatus	
Club, Demo	<input checked="" type="checkbox"/>	League Registrar	47157-372745	Approved	edit delete
Test, Demo	<input type="checkbox"/>	League Level Club Treasurer	96067-467641	Approved	edit delete

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- Enter the field assignors name or ID number and click Search.
- Click on the field assignors name to select him/her.
- Select Field Assignor as his/her User Type.
- Verify their information is correct.
- 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
- If the admin does not already have a username and password, please create one and provide it to him/her
 - Click Update to save.



User Type *

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

Business Title Alias (Nickname)

Address 1* verify address

City* State/Province* Zip / Postal Code*

Home Phone** Work Phone**

Mobile Phone** Fax

Email Address

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

User Name* Only input a password if you want to change the users password.
Password The password and confirm password fields must match.
Confirm Password

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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.

The screenshot shows the Minnesota Youth Soccer Association (MYSA) website. On the left, there's a sidebar with 'User Login' fields for Username and Password, and links for 'Forgot Password' and 'Tech Support Contact'. Below that is the US Youth Soccer logo. The main content area has a large 'MINNESOTA YOUTH SOCCER ASSOCIATION' header. It includes sections for 'Affinity Sports Help & Instructions', 'Team Administrators', and 'ASSOCIATION HOT SHEET' which lists 'Online Registration set to open for Spring/Summer Sessions', 'League Registrars Online!', and 'Coaches & Team Managers - Verify team rosters, use "Activate Account"'. There's also a note about a new mobile application for game information and reporting scores.

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.

The screenshot shows a navigation menu on the left side of a web application. At the top, it says 'Soccer Demo' and 'Demo Club'. Below that is a dropdown menu for 'Spring 2017'. The navigation items are: 'Clubs', 'Home Venues/Fields' (which is highlighted with a red box and a red arrow pointing to it), 'Assign Game Schedule', 'Head Coach Games', and 'Sign Out'.

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.

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Venues	Venue Information	Fields	Field Availability	Field Play Sizes	Flights	Teams	Field Closure								
<p>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.</p> <p>Venues appearing above the Red line (if it appears) represent Venues with fields that have a Field availability for the current tournament listed below.</p> <p>Venues appearing below the Red line represents Venues with fields that do not have any Field availability defined for the current Tournament.</p> <p>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.</p> <p>Tournament:</p> <p>2017 MYSA Premier League</p> <p>Select venues owned/used by others :</p> <p>2017 MYSA Summer Competitive League</p> <table border="1"> <thead> <tr> <th>Venue</th> <th>Fields</th> </tr> </thead> <tbody> <tr> <td>Hartley Elementary</td> <td>2</td> </tr> <tr> <td>Lewis Park</td> <td>5</td> </tr> <tr> <td>Owatonna Soccer Complex</td> <td>9</td> </tr> </tbody> </table> <p>* Required field.</p>								Venue	Fields	Hartley Elementary	2	Lewis Park	5	Owatonna Soccer Complex	9
Venue	Fields														
Hartley Elementary	2														
Lewis Park	5														
Owatonna Soccer Complex	9														
<p>Venue Name *</p> <input type="text"/> <p>Venue Short Name *</p> <input type="text"/> <p>Address 1 <input checked="" type="checkbox"/> verify address</p> <input type="text"/> <p>Address 2</p> <input type="text"/> <p>Country</p> <p>United States of America</p> <p>City State/Province Zip / Postal Code</p> <p>Direction</p>															

3. Enter the name of the venue and click search.
4. 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

Search Venue By Name <input type="text"/> <input type="button" value="Search"/>				
List Of Venues				
Select	Venue ID	Venue Short Name	Venue	Owned/Used By
<input type="radio"/>	8046160	Oak Bluff	Oak Bluff	Minnesota Youth Soccer Association
<input type="radio"/>	8049909	Oak Chase Park	Oak Chase Park	Minnesota Youth Soccer Association
<input type="radio"/>	8046141	Oak Grove City Hall	Oak Grove City Hall	Minnesota Youth Soccer Association

5. This will bring all the information to the Venue Page.
6. Click the Field Availability tab at the top of the page
7. 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

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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 *

Date: * Time: * 00

Add New

----- OR -----

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

Date From Open Time: 00

Date To Close Time: 00

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	Delete

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 *

Date: * Time: * 00

Add New

----- OR -----

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

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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	Hy Vee	6	<input type="button" value="View"/>
	11	Viracon	6	<input type="button" value="View"/>
	12	Wells Fargo	6	<input type="button" value="View"/>
	13	US Bank	6	<input type="button" value="View"/>
	5	Owatonna Foundation	11	<input type="button" value="View"/>
	6	Wenger	11	<input type="button" value="View"/>
	7	Federated Insurance	11	<input type="button" value="View"/>
	8	Owatonna Soccer Association	8	<input type="button" value="View"/>
	9	Mayo Clinic	8	<input type="button" value="View"/>

* Required field.

Availability Type *

Date: * Time: * PM

----- 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
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

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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	Viracor	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: * 00

Add New

----- OR -----

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

Date From Open Time: 00

Date To Close Time: 00

Create

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

Field Availability Records

Date	Open	Close	Delete
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.

Flights: Round: Venue: Field:

Date of scheduled game: Game: GameNum:

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 Team Field (League)	Away Team (League)	Flight

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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 a list of games under 'Un-Scheduled'. Game 644315 is selected, showing details like 'A4 vs A5' and 'swap team'. Below it, a 'Re-Assign Game' form is open. A modal dialog box titled 'Select a Field' is displayed, containing a dropdown menu with 'Please Select A Field'. An arrow points from the 'Save' button in the main header to this modal dialog.

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 game 755919 being re-assigned. The 'Field' dropdown is set to 'Northfield So - GU15'. The 'Select' button is highlighted in green, indicating a successful assignment. The 'Cancel' button is visible below it.

- 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.

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	755919 2 1	C6 vs C7 6A - 7:40A The Ponds - 03	Northfield So - GU15 OSNFD-0013G15-0012 (Northfield Soccer Assn)	RYSA U15 C301 0SROC-0013G15-0040 (Rochester Youth Soccer Assn)	G15 Classic 3 Bracket <i>last modified at: Mar 24 2017 12:45PM by Adams, Nathan</i>
Re-Assign Game:		Date: 5/11/2017 Starting Time(hh:mm): <input type="text"/> AM <input type="button" value="copy to Times below"/>	Field: <input type="text"/> <input type="button" value="copy to Fields below"/>		
<input type="checkbox"/> Email / SMS					

- 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

- Select one of the available options from the Reports drop-down located in the upper right-hand of the screen
- 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.

Report:

Select Tournament/Gaming: 2017 MYSA Summer Competitive League

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)

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

- A new page will appear.
- Click the Export icon to export your schedule.

 Find... 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
- Casperton Park
- Chippewa Middle School
- Clyde Andrews
- Commons Park
- Creek Valley 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