

## Entering Field and Permit Information

In order for a club to schedule their home games for the Fall 2016 season any field that will be utilized **MUST** be in the PAGES database, **AND** a permit for the use of that field **MUST** be in the PAGES database as well. Any person with administrative rights to the PAGES website for a club will be able to enter or update field and permit information. There are two parts to this process. One is establishing the field in the PAGES database and the other is entering the permit information, that is the age group that can utilize the field (U9/U10 - 7v7, U11/U12 - 9v9, U13-U19 - full-size), times the field can be utilized on each day, and any restrictions to the use. **It is important that the permit information be entered so that the appropriate Referee Assignor is notified in the event of a change to a scheduled game.**

**Step 1** - To enter field and permit information login to the PAGES website as you normally do. On the PAGES home page click on "PAGES Member Clubs" and then click on your club name. You will see the following screen:



**Step 2** - Click on "Club Log-In" in the upper right-hand corner of the screen.



Enter your email address and password.

**Step 3** - On the next screen click on "Club Field Info".



**Step 4** - You will see all of your club's fields with permits that are currently in the PAGES database.

Permits for <b>Sundays - All Future Dates</b>															
Field	Priority	Ages	M	T	W	T	F	S	S	From	To	Max	Start	End	Notes
Deep Run Complex Field #2 (S)	-	4-12	-	-	-	-	X	X		9:00 AM	5:00 PM	7	Mon 7/6/15	Sat 7/30/16	
Deep Run Complex Field #4 (S)	-	4-12	-	-	-	-	X	X		9:00 AM	5:00 PM	7	Fri 7/31/15	Sat 7/30/16	
Telegraph Rd Field #3 (S)	-	4-12	-	-	-	-	X	X		9:00 AM	5:00 PM	7	Fri 7/31/15	Sat 7/30/16	
Calvary Church 1	-	4-21	-	-	-	-	X	X		9:00 AM	5:00 PM		Sat 7/18/15	Sun 7/31/16	
Deep Run Complex Field #1	-	13-21	-	-	-	-	X	X		9:00 AM	5:00 PM	7	Fri 7/31/15	Sat 7/30/16	
Telegraph Rd Field #1	-	13-21	-	-	-	-	X	X		9:00 AM	5:00 PM	7	Fri 7/31/15	Sat 7/30/16	

  

Permits for <b>Saturdays - All Future Dates</b>															
Field	Priority	Ages	M	T	W	T	F	S	S	From	To	Max	Start	End	Notes
Deep Run Complex Field #2 (S)	-	4-12	-	-	-	-	X	X		9:00 AM	5:00 PM	7	Mon 7/6/15	Sat 7/30/16	
Deep Run Complex Field #4 (S)	-	4-12	-	-	-	-	X	X		9:00 AM	5:00 PM	7	Fri 7/31/15	Sat 7/30/16	
Telegraph Rd Field #3 (S)	-	4-12	-	-	-	-	X	X		9:00 AM	5:00 PM	7	Fri 7/31/15	Sat 7/30/16	
Calvary Church 1	-	4-21	-	-	-	-	X	X		9:00 AM	5:00 PM		Sat 7/18/15	Sun 7/31/16	
Deep Run Complex Field #1	-	13-21	-	-	-	-	X	X		9:00 AM	5:00 PM	7	Fri 7/31/15	Sat 7/30/16	
Telegraph Rd Field #1	-	13-21	-	-	-	-	X	X		9:00 AM	5:00 PM	7	Fri 7/31/15	Sat 7/30/16	

## Entering Field and Permit Information

If this listing contains all of the fields you will use for the Fall 2016 season you do not need to enter any field information. You **MUST** confirm that the permit period, as shown in the Start and End columns does not expire before 11/30/16 as a minimum. If the permits for the fields you will use for the Fall 2016 season run through at least 11/30/16. You are finished with this process. Adding new fields will be discussed further in Step 6 below.

**Step 5** - If all of the fields you will use for the Fall 2016 season are listed but the permits must be updated then click on the link to "Maintain Field Permits" at the bottom of the page.

By the link below, you will be directed to a screen giving you control over your field permits. Please read the following instructions before proceeding.

### Instructions for Managing Field Permits

1. **"List"** Here you will see a list of all your current permits. When you start each season, chances are you have no current permits. To see old permits, change the date to sometime in the past, such as one year ago, and click the Set Limits button. This will let you see older, non-current permits, if any.
2. **"Add new"** or **"Clone"** The easiest way to make a new permit is to "clone" an old one. If you see a permit that is suitable that just needs some adjustment, press the clone link, and you will have a new copy of the permit so you can make changes. Alternatively, you can click the link that says "Add a new permit" to create one from scratch. Please note in some cases such as leagues you may want to maintain a "Spring" set and "Fall" set of permits for easier modification each season - if so, you would clone a new set if you only have one typical season created so far.
3. **"MOD"** If you have any existing permits, you may click the green plus sign "+" to make any changes to a current permit. (It's best not to change old permits from prior seasons, as they serve a purpose as a historical record of past uses of each field.)
4. **"Other Details"** When you are adding, modifying, or cloning a permit, you may control a number of details about the use of the field.
  - a. Priority may be left blank, unless you have any reason to favor the use of a particular field. In this case, priority 1 fields will get used first, priority 99 will be used last.
  - b. Days of the week: Click the check box beside the days of the week that this permit pertains to. If you have different hours of operation on Saturdays and Sundays, for example, then make this permit for only Sat or Sun, not both.
  - c. Max games may be left blank, unless you must not exceed some limit on number of games played on the field on any single day.
  - d. Dates and times are required. If you must interrupt the use of the field for a holiday, then you must clone the permit into the period before the holiday, and the period after the holiday. Note however, that if your league doesn't even play games over a particular holiday, then you don't need to exclude those dates, because no games will be scheduled during that time anyway.
  - e. End at dark: If your field does not have lights and/or the park closes at dark, then you ought to check the "End at dark" box. This means that the scheduling of games on this field will be limited to the time of sunset each day.
  - f. Age and Gender should be set to control who is allowed to use the field.
  - g. Notes: Any special circumstances about this field may be noted. Bear in mind, however, the computerized scheduling system will of course not be able to react to the information provided here.
5. **"Limits"** You can simplify the list of permits by setting the filtering limits, such as only Saturdays, or only U13's, etc.

After you have read all the instructions above, click here to [Manage Field Permits](#).

If you just want to work on new fields or directions, click here to [Edit Fields and Directions](#).

The next screen allows you to update all permits for existing fields.

Add a New PERMIT to this Group
Maintain CONTACTS
Permit Groups
Club Home
Field Complex Admin

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Directory of Field Complexes

Maintain Field Permits for DEEP RUN Fields

Show permits ending after: 06/29/2016 Home

Show Permits for Ages:  All  4  5  6  7  8  9  10  11  12  13  14  15  16  17  18  19  20  Adult

Show Permits for Gender:  All  Male  Female

Show Permits for Day:  All  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Permits ending after 06/29/2016

#	MOD	CLONE	FIELD NAME	M	T	W	T	F	S	S	Le	Hi	M	F	STARTS	ENDS	OPENS	CLOSES	DRK	MAX	NOTES	DEL
			Deep Run Complex Field #2 (ss)	-	-	-	-	-	X	X	4	12	X	X	07/06/15	07/30/16	9:00 AM	5:00 PM	-	7		
			Calvary Church 1	-	-	-	-	-	X	X	4	21	X	X	07/18/15	07/31/16	9:00 AM	5:00 PM	-			
			Deep Run Complex Field #1	-	-	-	-	-	X	X	13	21	X	X	07/31/15	07/30/16	9:00 AM	5:00 PM	-	7		
			Deep Run Complex Field #4 (ss)	-	-	-	-	-	X	X	4	12	X	X	07/31/15	07/30/16	9:00 AM	5:00 PM	-	7		
			Telegraph Rd Field #1	-	-	-	-	-	X	X	13	21	X	X	07/31/15	07/30/16	9:00 AM	5:00 PM	-	7		
			Telegraph Rd Field #3 (ss)	-	-	-	-	-	X	X	4	12	X	X	07/31/15	07/30/16	9:00 AM	5:00 PM	-	7		

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  - e. End at dark: If your field does not have lights and/or the park closes at dark, then you ought to check the "End at dark" box. This means that the scheduling of games on this field will be limited to the time of sunset each day.
  - f. Age and Gender should be set to control who is allowed to use the field.
  - g. Notes: Any special circumstances about this field may be noted. Bear in mind, however, the computerized scheduling system will of course not be able to react to the information provided here.
5. **"Limits"** You can simplify the list of permits by setting the filtering limits, such as only Saturdays, or only U13's, etc.

## Entering Field and Permit Information

To change the permit information simply follow the instructions provided.

**Step 6** - If in Step 4 above you do not see a field that you will be utilizing for the Fall 2016 season both the field and a permit **MUST** be added to the database. To enter a new field click on "Edit Fields and Directions" at the bottom of the page.

By the link below, you will be directed to a screen giving you control over your field permits. Please read the following instructions before proceeding.

**Instructions for Managing Field Permits**

1. **"List"** Here you will see a list of all your current permits. When you start each season, chances are you have no current permits. To see old permits, change the date to sometime in the past, such as one year ago, and click the Set Limits button. This will let you see older, non-current permits, if any.
2. **"Add new" or "Clone"?** The easiest way to make a new permit is to "clone" an old one. If you see a permit that is suitable that just needs some adjustment, press the clone link, and you will have a new copy of the permit so you can make changes. Alternatively, you can click the link that says "Add a new permit" to create one from scratch. Please note in some cases such as leagues you may want to maintain a "Spring" set and "Fall" set of permits for easier modification each season - if so, you would clone a new set if you only have one typical season created so far.
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4. **"Other Details"** When you are adding, modifying, or cloning a permit, you may control a number of details about the use of the field.
  - a. Priority may be left blank, unless you have any reason to favor the use of a particular field. In this case, priority 1 fields will get used first, priority 50 will be used last.
  - b. Days of the week Click the check box beside the days of the week that this permit pertains to. If you have different hours of operation on Saturday and Sundays, for example, then make this permit for only Sat or Sun, not both.
  - c. Max games may be left blank, unless you must not exceed some limit on number of games played on the field on any single day.
  - d. Dates and times are required. If you must interrupt the use of one field for a holiday, then you must clone the permit into the period before the holiday, and the period after the holiday. Note however, that if your league doesn't even play games over a particular holiday, then you don't need to exclude those dates, because no games will be scheduled during that time anyway.
  - e. End at dark If your field does not have lights and/or the park closes at dark, then you ought to check the "End at dark" box. This means that the scheduling of games on this field will be limited to the time of sunset each day.
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5. **"Limits"** You can simplify the list of permits by setting the filtering limits, such as only Saturdays, or only U13s, etc.

After you have read all the instructions above, click here to [Manage Field Permits](#).

If you just want to work on new fields or directions, click here to [Edit Fields and Directions](#).

The next screen allows you to enter new fields or to make changes to existing fields/directions to fields.

Club Home

Add a New Complex    Maintain Field Permits

Directory of Field Complexes

A B C D E F G H I J K L M N O P Q R S T U V W Y Z

**Field Complex Admin**

\*\* Please Note \*\* Fields are categorized by "Complexes" where more than one field may exist at the same general location.

3 Complexes found containing 1 total Fields...

**EXPORT OPTIONS**

- Field Utilization by Club (last 365 days)
- List of Fields
- Field Directions

**FIELD CLOSURE STATUS** EDIT

\*\* 38 FIELDS ARE CLOSED \*\*

**Step 7** - If the field complex exists, i.e. Deep Run Complex or Telegraph Rd. in Step 5 above, and you need to add another field then click on the link to the letter that equates to the first letter of the complex name, i.e D. The next screen shows all of the complexes beginning with the letter D.

Club Home    Field Complex Admin

Add a New COMPLEX

Directory of Field Complexes

A B C D E F G H I J K L M N O P Q R S T U V W Y Z

**Field Complexes listed by the letter "D"**

COMPLEX NAME	INDIVIDUAL FIELDS at COMPLEX (Click cell to open field closures controls) Note: Will not send closure texts, please close from Elements > Field Complex Admin > FIELD CLOSURE STATUS
Daniel Boone HS	Stadium
Danube Swabian	Field #1
Dauphin Vo-Tech	Field #1
Deep Run Complex	Field #1 - Field #2 (ss) - Field #3 - Field #4 (ss) - Field #11
Delacy Soccer Complex	Field #1 (ss) - Field #2 - Field #3 - Field #4 - Field #5 - Field #5 (ss)

## Entering Field and Permit Information

**Step 8** - Click on the link for the name of the complex, i.e. Deep Run Complex. On this screen you can either modify the information already provided for the complex or add new field(s).

Club Home > Field Directions

[MODIFY this Complex](#) | [Add New FIELDS to this Complex](#) Club Home | Field Complex Admin

Directory of Field Complexes

A B C D E F G H I J K L M N O P Q R S T U V W Y Z

### Deep Run Complex

**ADDRESS** 953 Callowhill Rd.  
Perkasie, PA 18944 View Google® Map | View Weather | Signup for closure (not modification)

**DIRECTIONS**  
Deep Run Valley Sports Association is located in the heart of Hilltown Township, Bucks County Pennsylvania. It is on Callowhill Road between Rickett Rd. & Hilltown Pike. The phone number to the clubhouse is (215) 822-4037. From North: From the intersection of Route 309 and Route 113 (Souderton), take Route 113 North to Callowhill Road. Callowhill Road will be the first traffic light (and Route 152) Make a right onto Callowhill Road, the road will T at a stop sign. This is Rickett Road. Make a left onto Rickett Road then an immediate right back onto Callowhill Road. The association entrance will be at the top of the hill on your left. Watch for the sign, you cannot see the fields from the road. If you reach a traffic light, that is Hilltown Pike, you went too far. From South: From Route 309 and Hilltown Pike (Zoo's Diner, one traffic light south of the Walmart, town of Calmar), take Hilltown Pike - STAY ON THE MAIN ROAD - Hilltown Pike twists and turns. After 3 miles Hilltown Pike will junction with Route 152, about 200 yards after the junction, Hilltown Pike bears to the left, stay left, you will then come to a STOP except for right turn sign. Go RIGHT, you will still be on Hilltown Pike (Route 152 will have gone left). You will come to a traffic light, this is Callowhill Road, make a left onto Callowhill Rd (5 1/2 miles from Rt. 309). The association is at the top of the hill on your right. Look for the sign, you cannot see the fields from the road, if you reach Rickett Rd, you went too far. From the Chafferty/New Britain area you can take either Callowhill Rd or Route 152 North. If taking Callowhill Road, cross Hilltown Pike and look for our sign on your right. If taking Route 152, make a right onto Hilltown Pike and follow the directions above.

**RESTRICTIONS** NO

FIELD#	KEY	SEQ	FIELD NAME	GAME SCHEDULE	DIMENSIONS	SURFACE	LIGHTS	STATUS
	3118455	1	Deep Run Complex Field #1	---	-	Grass	NO	OPEN
	3118767	2	Deep Run Complex Field #2 (ss)	---	-	Grass	NO	OPEN
	38763135	3	Deep Run Complex Field #3	---	-	Grass	NO	OPEN
	38763136	4	Deep Run Complex Field #4 (ss)	---	-	Grass	NO	OPEN
	3554268	5	Deep Run Complex Field #11	---	-	Grass	NO	OPEN

To add a new field click on the “Add New FIELDS to this Complex” link and complete the required information. Once the field has been added follow Step 5 above to add the permit information.

NOTE: When naming fields use the following conventions: 1. **DO NOT** repeat the name of the complex in the field name, i.e. Deep Run Complex Deep Run Field #1; 2. wherever possible name fields Field #1, Field #2, Upper Field, Smith Field, etc.; 3. U9/U10 fields should include (7v7) after the field name, i.e. Field #2 (7v7); 4. U11/U12 fields should include (9v9) after the field name, i.e. Field #2 (9v9); 5. full-size fields DO NOT need (11v11) after the name.

Club Home | Field Complex Admin

Directory of Field Complexes

A B C D E F G H I J K L M N O P Q R S T U V W Y Z

### Add NEW Fields to Deep Run Complex

\*\* Please Note \*\* Fields are categorized by "Complexes" where more than one field may exist at the same general location.

Select number of NEW Fields to add:

Club Home | Field Complex Admin

Directory of Field Complexes

A B C D E F G H I J K L M N O P Q R S T U V W Y Z

### Adding 1 New Field to Deep Run Complex

\*\* Please Note \*\* Fields are categorized by "Complexes" where more than one field may exist at the same general location.

#	SEQ	New Field Name	Dimensions	Surface	Lighting System
1.	<input type="text"/>	<input type="text"/>	coming soon	coming soon	coming soon

## Entering Field and Permit Information

**Step 9** - In Step 7 if the complex to which you wish to add a field does not exist you must first add the complex before adding the field(s). To add a new complex click on “Add a New Complex”

The screenshot shows the 'Field Complex Admin' interface. At the top, there are navigation links for 'Add a New Complex' and 'Maintain Field Permits'. Below this is a 'Directory of Field Complexes' section with a search bar and a list of letters (A-Z) for filtering. The main content area displays a message: '\*\* Please Note \*\* Fields are categorized by "Complexes" where more than one field may exist at the same general location.' Below this, there is a search result summary: '3 Complexes found containing 1 total Fields...'. To the right, there is an 'EXPORT OPTIONS' section with three links: 'Field Utilization by Club (last 305 days)', 'List of Fields', and 'Field Directions'. At the bottom, there is a 'FIELD CLOSURE STATUS' section with a red banner that says '\*\* 38 FIELDS ARE CLOSED \*\*' and an 'EDIT' button.

Complete all of the information, to include directions if additional information is required in addition to the street address. For instance, “fields are behind the school” or fields are in the park over the footbridge, or “no parking on any grassy area”.

The screenshot shows the 'Add a New Field COMPLEX' form. At the top, there are navigation links for 'Club Home' and 'Field Complex Admin'. Below this is a 'Directory of Field Complexes' section with a search bar and a list of letters (A-Z) for filtering. The main content area displays a message: '\*\* Please Note \*\* Fields are categorized by "Complexes" where more than one field may exist at the same general location.' Below this, there is a form with two columns: 'ADDRESS (City/State required for MapQuest link)' and 'INDIVIDUAL FIELDS (more may be added later)'. The 'ADDRESS' section has fields for 'Complex Name:', 'Address:', 'City:', 'State:', and 'ZIP:'. The 'INDIVIDUAL FIELDS' section has four numbered input fields. Below the form is a 'COMPLEX Directions' section with a rich text editor toolbar containing options for Font, Size, Format, and various icons for text formatting and alignment.