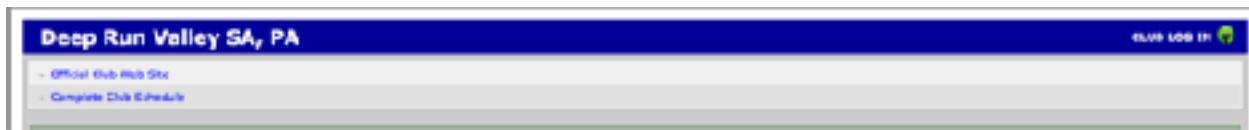


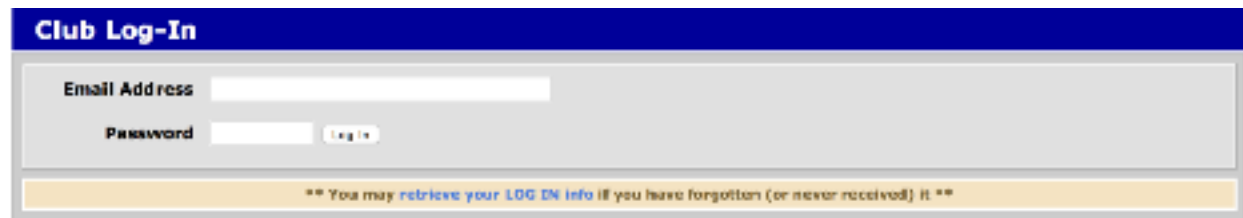
Entering Field and Permit Information

In order for a club to schedule their home games for the Spring 2018 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 Sundays - All Future Dates															
Field	Priority	Age	M	T	W	T	F	S	S	From	To	Max	Start	End	Notes
Deep Run Complex Field #2 (18)	-	4-12	-	-	-	-	X	X	X	9:00 AM	5:00 PM	7	Mon 7/6/15	Sat 7/10/16	
Deep Run Complex Field #4 (18)	-	4-12	-	-	-	-	X	X	X	9:00 AM	5:00 PM	7	Fri 7/10/15	Sat 7/10/16	
Reynolds Rd field #3 (18)	-	4-12	-	-	-	-	X	X	X	9:00 AM	5:00 PM	7	Fri 7/10/15	Sat 7/10/16	
Delany Church ()	-	4-12	-	-	-	-	X	X	X	9:00 AM	5:00 PM	7	Sat 7/10/15	Sun 7/10/16	
Deep Run Complex Field #1	-	13-21	-	-	-	-	X	X	X	9:00 AM	5:00 PM	7	Fri 7/10/15	Sat 7/10/16	
Reynolds Rd field #1	-	13-21	-	-	-	-	X	X	X	9:00 AM	5:00 PM	7	Sat 7/10/15	Sat 7/10/16	

Permits for Saturdays - All Future Dates															
Field	Priority	Age	M	T	W	T	F	S	S	From	To	Max	Start	End	Notes
Deep Run Complex Field #2 (18)	-	4-12	-	-	-	-	-	X	X	9:00 AM	5:00 PM	7	Mon 7/6/15	Sat 7/10/16	
Deep Run Complex Field #4 (18)	-	4-12	-	-	-	-	-	X	X	9:00 AM	5:00 PM	7	Fri 7/10/15	Sat 7/10/16	
Reynolds Rd field #3 (18)	-	4-12	-	-	-	-	-	X	X	9:00 AM	5:00 PM	7	Fri 7/10/15	Sat 7/10/16	
Delany Church ()	-	4-12	-	-	-	-	-	X	X	9:00 AM	5:00 PM	7	Sat 7/10/15	Sun 7/10/16	
Deep Run Complex Field #1	-	13-21	-	-	-	-	-	X	X	9:00 AM	5:00 PM	7	Fri 7/10/15	Sat 7/10/16	
Reynolds Rd field #1	-	13-21	-	-	-	-	-	X	X	9:00 AM	5:00 PM	7	Sat 7/10/15	Sat 7/10/16	

Entering Field and Permit Information

If this listing contains all of the fields you will use for the Spring 2017 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 6/30/17 as a minimum. If the permits for the fields you will use for the Spring 2017 season run through at least 6/30/17 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 Spring 2017 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. It allows set you see older, non-current permits, if any.
2. **"ADD NEW"** or **"UPDATE"** is the easiest way to make a new permit. It is "clone" an existing 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" and a "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. **"EDIT"** 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 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 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 does not even play games over a particular holiday, then you must mark in advance those dates, because no games will be scheduled during that time anyway.
 - e. **End of day** If your field does not have lights and/or the park closes at dark, then you ought to mark 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. **Alter 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 U13s, etc.

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

If you just want to work on your fields in the system, click here to [Edit Fields and Directories](#).

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

User Home | Field Complex Admin

Maintain Field Permits for DEEP RUN Fields

Show permits ending after: 06/29/2016

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 06/30/2016

A	MOD	CLONE	FIELD NAME	M	T	W	T	F	S	S	Lo	Hi	H	F	STARTS	ENDS	OPENS	CLOSES	DRK	MAX	WRTS	DEL
			Deep Run Complex Field #3 (1st)	-	-	-	-	-	X	X	4	13	X	X	07/04/15	07/31/16	9:00AM	5:00PM	-	7		
			Lamary Lauren 1	-	-	-	-	-	X	X	9	11	X	X	07/04/15	07/31/16	10:00AM	5:00PM	-			
			Deep Run Complex Field #5	-	-	-	-	-	X	X	13	15	X	X	07/04/15	07/31/16	9:00AM	5:00PM	-	7		
			Deep Run Complex Field #4 (1st)	-	-	-	-	-	X	X	4	13	X	X	07/04/15	07/31/16	9:00AM	5:00PM	-	7		
			Telegraph Rd Field #1	-	-	-	-	-	X	X	13	21	X	X	07/04/15	07/31/16	9:00AM	5:00PM	-	7		
			Telegraph Rd Field #2 (1st)						X	X	4	13	X	X	07/04/15	07/31/16	9:00AM	5:00PM				

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. It allows set you see older, non-current permits, if any.
2. **"ADD NEW"** or **"UPDATE"** is the easiest way to make a new permit. It is "clone" an existing 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" and a "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. **"EDIT"** 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 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 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 does not 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 of day** If your field does not have lights and/or the park closes at dark, then you ought to mark 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. **Alter 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 U13s, 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 Spring 2017 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 list button. It will list all your previous, non-current permits, if any.
2. **"ADD NEW"** or **"LOAD"** If 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 requests you may want to maintain a "Spring" 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. **"EDIT"** If you have any existing permits, you may click the green button "E" to make any changes to a current permit. (Please do not change old permits from prior seasons, as they serve a purpose as a historical record of past uses of each field.)
4. **"FIELD CLOSURE"** When you are closing, moving, or closing 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 the field for a holiday, then you must close the permit into the period before the holiday, and the period after the holiday. Note however, that if you leave a permit open (play games) on a particular holiday, then you must mark its closure those dates, because no games will be authorized during that time anyway.
 - e. End of week: If your field does not have lights and/or the park closes at night, then you might to mark the "End of week" 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. After any special circumstances about this field may occur. Bear in mind, however, the computational scheduling system will of course not be able to mark in the information provided here.
5. **"Limits"** You can simplify the list of permits by setting the filtering limits, such as only Saturdays or only U12s, etc.

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

If you just want to make changes to fields without any 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.

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.

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).

Deep Run Complex

ADDRESS 653 Callowhill Rd.
Parkersburg, PA 15944

DIRECTIONS Deep Run Valley Sports Association is located in the heart of Hilltown Township, Bucks County Pennsylvania. It is on Callowhill Road between Ricket Rd. & Hilltown Pike. The phone number to the clubhouse is (215) 822-4051. Travel North: From the intersection of Route 309 and Route 112 (Souderton), take Route 112 North to Callowhill Road. Callowhill Road will be the first traffic light east Route 112. Make a Right onto Callowhill Road, the road will T at a stop sign. This is Ricket Road. Make a LEFT onto Ricket 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 want to go far. From South: From Route 309 and Hilltown Pike (Dob's Diner, one traffic light south of the Mammert, town of Conestoga), take Hilltown Pike - STAY ON THE RIGHT SCAR - Hilltown Pike north and turn. After 3 miles Hilltown Pike will junction with Route 152, about 200 yards after the junction, Hilltown Pike turns 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 Ricket Rd, you want to go far. From the Conestoga/Lebanon area you can take either Callowhill Road West 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.

KEY	SEQ	FIELD NAME	LANE SCHEDULE	DIMENSIONS	SURFACE	LIGHTS	STATUS
1118455	1	Deep Run Complex Field #1	--	--	Grass	90	OPEN
1118767	2	Deep Run Complex Field #2 (ss)	--	--	Grass	90	OPEN
38753135	3	Deep Run Complex Field #3	--	--	Grass	90	OPEN
38753136	4	Deep Run Complex Field #4 (ss)	--	--	Grass	90	OPEN
3395310	5	DEEP RUN COMPLEX FIELD #11	--	--	Grass	90	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 required (11v11) after the name.

Add NEW Fields to Deep Run Complex

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

Select number of NEW Fields to add:

Adding 1 New Field to Deep Run Complex

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

#	SEQ	New Field Name	Dimensions	Surface	Lights System
1.			coming down	coming door	coming down

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 tabs: 'Add a New Complex' (highlighted in green), 'Maintain Field Permits', and 'Club Home'. Below the tabs is a 'Directory of Field Complexes' with a horizontal menu of letters A through Z. The main content area has a blue header 'Field Complex Admin' and a yellow note: '** Please Note ** Fields are categorized by "Complexes" where more than one field may exist at the same general location.' Below this, there is a red message: 'Complexes found containing 0 total Fields...'. To the right, there is an 'EXPORT OPTIONS' section with three items: 'Field Utilization by Club (for 2011 only)', 'List of Fields', and 'Field Directions'. At the bottom, there is a green 'FIELD CLOSURE STATUS' section with a green 'EDIT' button and a red message: '** 36 FIELDS ARE CLOSED **'.

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 tabs: 'Club Home' and 'Field Complex Admin'. Below the tabs is a 'Directory of Field Complexes' with a horizontal menu of letters A through Z. The main content area has a blue header 'Add a New Field COMPLEX' and a yellow note: '** Please Note ** Fields are categorized by "Complexes" where more than one field may exist at the same general location.' Below this, there are two columns of input fields. The left column is labeled 'ADDRESS (City, State required for Requests, etc)' and contains fields for 'Complex Name:', 'ADDRESS:', 'City:', 'State:', and 'ZIP:'. The right column is labeled 'INDIVIDUAL FIELDS (more may be added later)' and contains a list of four numbered fields (1, 2, 3, 4) with input boxes. Below the input fields, there is a 'FIELD TV Directions' section with a toolbar containing icons for 'Full', 'Size', 'Print', and other functions.