

Town Administrators Only

Closing Fields Sports Manager

Closing Fields

Town administrators in Sports Manager have the rights to close a field.

First step is to login to your account and click on Playing Areas in the left column

WELCOME TO WEBSTER YOUTH SOCCER

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Click here to Review the New SportsManager Site Design

UPCOMING EVENTS

WYS Board Members Needed 2/1/2014 - Sat

WYS is in need of volunteers to serve on the board. We have the following opportunities: Vice President, U6 Coordinator, Equipment Manager, Assistant Facility Manager, Registrar

3/18/2014 - Tue

Seasons first game is scheduled for April 12th! So yes, spring IS around the corner. We are currently working on the team rosters. Please contact us ASAP for late registrations. Once we have Coaches and Teams ready we will contact you. More information will be posted on our website and on Facebook.

WEATHER

Weather Forecast | Weather Maps | Weather Radar

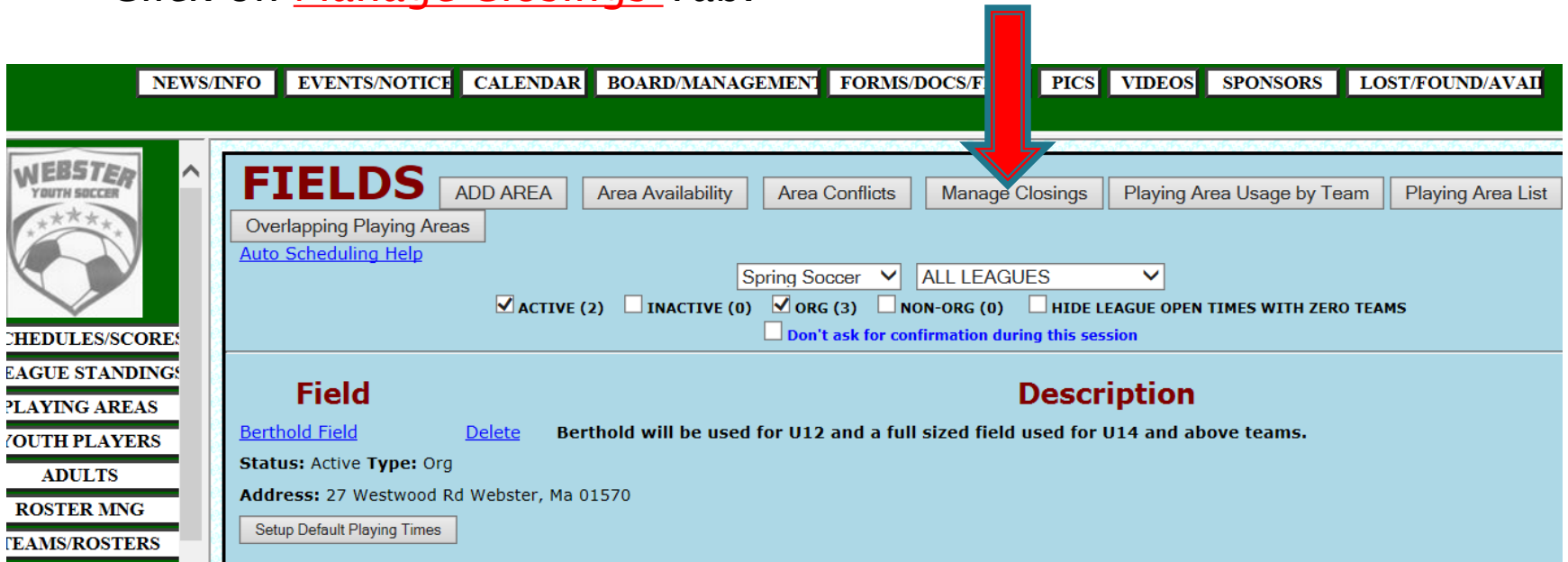
UPCOMING AND RECENT GAMES

Sun 4/6	U18G-U18G-D2-Kontoos	VS	GU19 Chestna-Spring 2014
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Closing Fields

You should now have a screen that looks like this. The next step is to

Click on [Manage Closings](#) Tab.



The screenshot shows the 'FIELDS' management interface. At the top is a green navigation bar with tabs: NEWS/INFO, EVENTS/NOTICE, CALENDAR, BOARD/MANAGEMENT, FORMS/DOCS/F, PICS, VIDEOS, SPONSORS, and LOST/FOUND/AVAIL. Below this is a sidebar with the Webster Youth Soccer logo and a list of links: SCHEDULES/SCORES, LEAGUE STANDINGS, PLAYING AREAS, YOUTH PLAYERS, ADULTS, ROSTER MNG, and TEAMS/ROSTERS. The main content area is titled 'FIELDS' and contains several sub-tabs: ADD AREA, Area Availability, Area Conflicts, **Manage Closings** (highlighted by a red arrow), Playing Area Usage by Team, and Playing Area List. Below the sub-tabs are filters: 'Overlapping Playing Areas' with a link to 'Auto Scheduling Help', dropdown menus for 'Spring Soccer' and 'ALL LEAGUES', and checkboxes for 'ACTIVE (2)', 'INACTIVE (0)', 'ORG (3)', 'NON-ORG (0)', and 'HIDE LEAGUE OPEN TIMES WITH ZERO TEAMS'. There is also a checkbox for 'Don't ask for confirmation during this session'. The main table has two columns: 'Field' and 'Description'. The first row shows 'Berthold Field' with a 'Delete' link. The description for Berthold Field is 'Berthold will be used for U12 and a full sized field used for U14 and above teams.' Below the table, there is a 'Status: Active Type: Org' line, an 'Address: 27 Westwood Rd Webster, Ma 01570' line, and a 'Setup Default Playing Times' button.

NEWS/INFO **EVENTS/NOTICE** **CALENDAR** **BOARD/MANAGEMENT** **FORMS/DOCS/F** **PICS** **VIDEOS** **SPONSORS** **LOST/FOUND/AVAIL**

WEBSTER YOUTH SOCCER

SCHEDULES/SCORES
LEAGUE STANDINGS
PLAYING AREAS
YOUTH PLAYERS
ADULTS
ROSTER MNG
TEAMS/ROSTERS

FIELDS **ADD AREA** **Area Availability** **Area Conflicts** **Manage Closings** **Playing Area Usage by Team** **Playing Area List**

Overlapping Playing Areas
[Auto Scheduling Help](#)

Spring Soccer ALL LEAGUES

☒ **ACTIVE (2)** ☐ **INACTIVE (0)** ☒ **ORG (3)** ☐ **NON-ORG (0)** ☐ **HIDE LEAGUE OPEN TIMES WITH ZERO TEAMS**

☐ **Don't ask for confirmation during this session**

Field	Description
Berthold Field Delete	Berthold will be used for U12 and a full sized field used for U14 and above teams.

Status: Active **Type:** Org
Address: 27 Westwood Rd Webster, Ma 01570

Closing Fields

On this page, only if needed, change the date. This is not required if the field closer is on the page. For this sample I'm going to click on [Set as Default Date](#). This will change the bottom of the screen

Manage Closings

☐ Show all areas ☒ Show only areas with assigned leagues ☐ Show only closed/warnings ☐ Show past closing

Default Date: 4/5/2014 Saturday **No Games**

Date	Day	Games	Fields
4/5/2014	Saturday	0	0
4/6/2014	Sunday	3	1
4/7/2014	Monday	0	0
4/8/2014	Tuesday	0	0
4/9/2014	Wednesday	0	0
4/10/2014	Thursday	0	0
4/11/2014	Friday	0	0



Set as Default Date

Close All Fields

Area	Date	Games	Status	Comment	Posted
Berthold Field	4/5/2014	0	Add Closing		
Leagues: U12B, U12G, U14B, U14G, U16B, U16G, U18B, U18G, U19B, U19G					
George St Field	4/5/2014	0	Add Closing		

Closing Fields

To close a field, either all the games or only the last one because of rain, click on [Add Closing](#) and another screen will open listing the games on this field.

Manage Closings

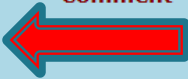
Spring Soccer

ALL LEAGUES

☐ Show all areas ☒ Show only areas with assigned leagues ☐ Show only closed/warnings ☐ Show past closing

Default Date: 4/6/2014 Sunday 3 Games

Date	Day	Games	Fields	
4/6/2014	Sunday	3	1	Set as Default DateClose All Fields
4/7/2014	Monday	0	0	
4/8/2014	Tuesday	0	0	
4/9/2014	Wednesday	0	0	
4/10/2014	Thursday	0	0	
4/11/2014	Friday	0	0	
4/12/2014	Saturday	2	1	Set as Default DateClose All Fields

Area	Date	Games	Status	Comment	Posted
Berthold Field	4/6/2014	3	Add Closing		
Leagues: U12B, U12G, U14B, U14G, U16B, U16G, U18B, U18G, U19B, U19G					
George St Field	4/6/2014	0	Add Closing		
Leagues: U10B, U10G					

Closing Fields

If you are closing the field for the day click on [Save](#).

If the rain starts later and you don't have to cancel the whole day,
Click the check mark off then click on [View Select Games](#)

	Date	Day	Games	Fields	
	4/6/2014	Sunday	3	1	Set as Default Date Close All Fields
	4/7/2014	Monday	0	0	
	4/8/2014	Tuesday	0	0	
	4/9/2014	Wednesday	0	0	
	4/10/2014	Thursday	0	0	
	4/11/2014	Friday	0	0	
	4/12/2014	Saturday	2	1	Set as Default Date Close All Fields

Area	Date	Games	Status	Comment	Posted
Berthold Field	4/6/2014	3	Add Closing		
Leagues: U12B, U12G, U14B, U14G, U16B, U16G, U18B, U18G, U19B, U19G					
Un Check	4/6/2014		Closed ▼		
		☒	Cancel 3 Games and send email	View/Select Games View Players/Coaches/Refs For Emails	Save Cancel
George St Field	4/6/2014	0	Add Closing		
Leagues: U10B, U10G					

Closing Fields

This new page list all the games on the field that you are about to close.

Example, The rain start early morning and the field was not closed within the 2 hour cutoff. You would un-check the 1'oclock game and leave the 3 and 5 O'clock game checked. This is shown on the next slide

Area	Date	Games	Status	Comment	Posted	
Berthold Field	4/6/2014	3	Add Closing			
Leagues: U12B, U12G, U14B, U14G, U16B, U16G, U18B, U18G, U19B, U19G						
-	4/6/2014	Closed	Save	Cancel		
☐ Cancel 3 Games and send email						
View/Select Games View Players/Coaches/Refs For Emails						
	Date	Time	Team 1	Team 2	League	Field
☒	4/6/2014	01:00 PM	MtnSC - ROHLAND-U16G-D1	CYS - Charlton/Sanborn-D2	U16 Girls Travel	Berthold Field
☒	4/6/2014	03:00 PM	WYSL - Kania - D2	U16B-D2-Suprenant	U16 Boys Travel	Berthold Field
☒	4/6/2014	05:00 PM	SuttYS - U16GD2-Russell	NBYSL - Orsi	U16 Girls Travel	Berthold Field
George St Field	4/6/2014	0	Add Closing			

Closing Fields

At this point you would now click on Save. This will send an e-mail to the coaches, refs and parents.

Area	Date	Games	Status	Comment	Posted		
Berthold Field	4/6/2014	3	Add Closing				
Leagues: U12B, U12G, U14B, U14G, U16B, U16G, U18B, U18G, U19B, U19G							
	4/6/2014		Closed ▼		Save		
☐ Cancel 3 Games and send email							
View/Select Games View Players/Coaches/Refs For Emails							
	☐	4/6/2014	01:00 PM	MtnSC - ROHLAND-U16G-D1	CYS - Charlton/Sanborn-D2	U16 Girls Travel	Berthold Field
	☒	4/6/2014	03:00 PM	WYSL - Kania - D2	U16B-D2-Suprenant	U16 Boys Travel	Berthold Field
	☒	4/6/2014	05:00 PM	SuttYS - U16GD2-Russell	NBYSL - Orsi	U16 Girls Travel	Berthold Field

Closing Fields

