

Practice Field Scheduling

Go to: https://fields.lwysa.org/

Initial Logon only:

- 1. Click on "Logon"
- 2. Enter your site name*
- 3. Leave the password box blank.
- 4. Click on Logon

*Your "site name" is your first and last name. The system is case sensitive so the first letter of both your first and last name are capitalized. The rest is lower case. There is a space in between your first and last name.

Password Reset Request:

- 1. After completing steps 1-4 above, another box will come up allowing you to request your password.
- 2. You need to enter your site name (explained above) and the e-mail address you used when you registered as a coach.
- 3. Click on "Request Password". The system will send you the password. If the email address you entered does not match what we have in the system, you will get a message that reads: "You have not specified a combination that is currently defined to LWYSA Fields. Sorry!"

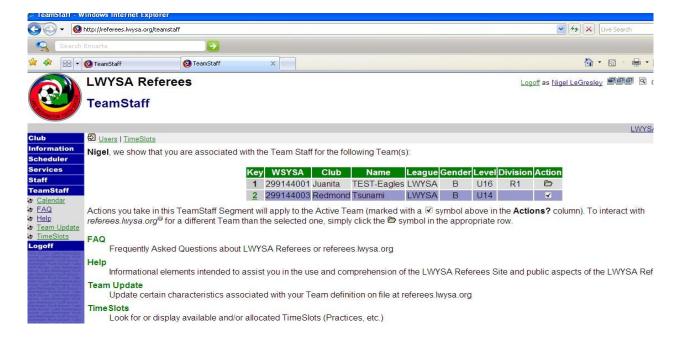




Selecting the team you want to schedule practice for:

Go to "TeamStaff"

Then review the "Action" field and make sure the "check mark" is on the team you want to schedule practices for.



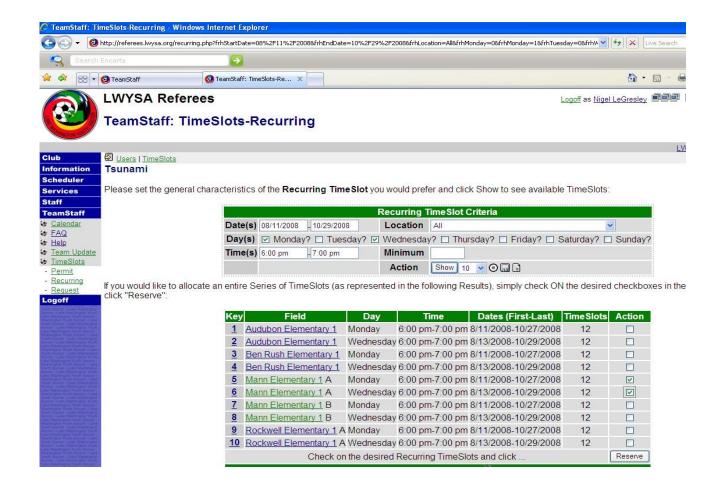
Scheduling practice

Go to "TeamStaff/Timeslots/Recurring"

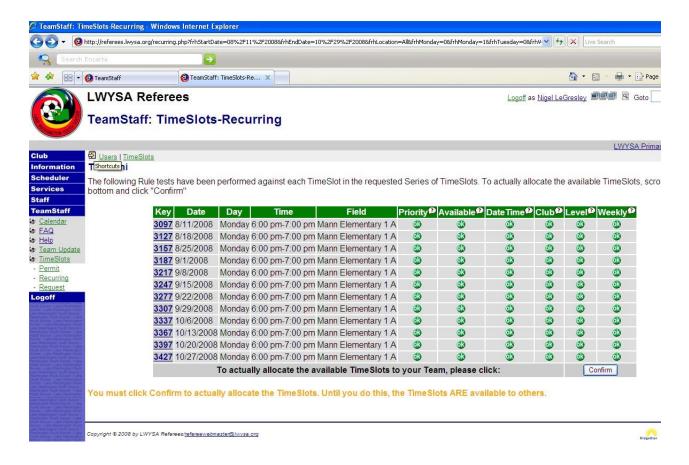
Important

- You must include AM or PM in the start time and end time fields.
- To view a map of the practice field, select the name of the practice field.
- Practice field scheduling options available:
 - o Single day (make start date and end date the same date)
 - o One day as a series
 - o Multiple days individually
 - o Multiple days in a series

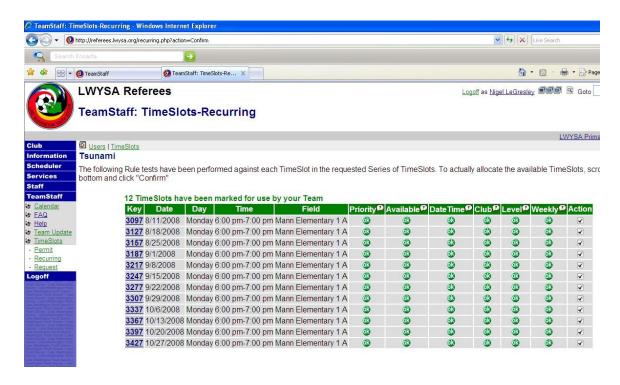
When the desired practice day, time and field is located place a "check mark" in the "Action" field and select "Reserve."



Review the practice schedule and select "Confirm" to schedule/reserve.

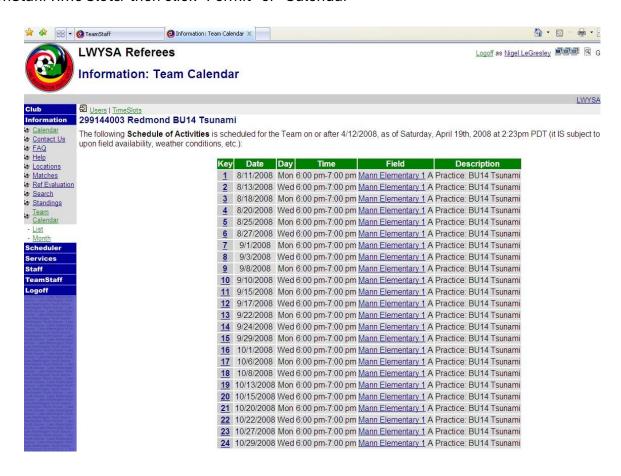


Practice is scheduled/reserved and confirmed.



Viewing Practice Schedules

Go to "TeamStaff/Time Slots/ then click "Permit" or "Calendar"



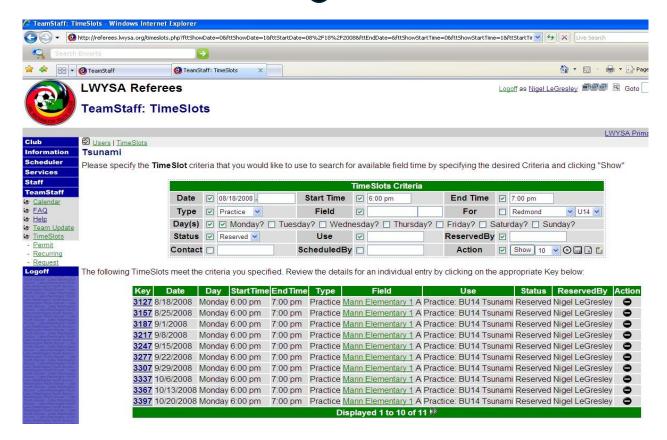
Removing a Scheduled/Reserved Practice

Go to: TeamStaff/TimeSlots/ and then complete as many of the Time Slot Criteria possible to locate the specific team's practices.

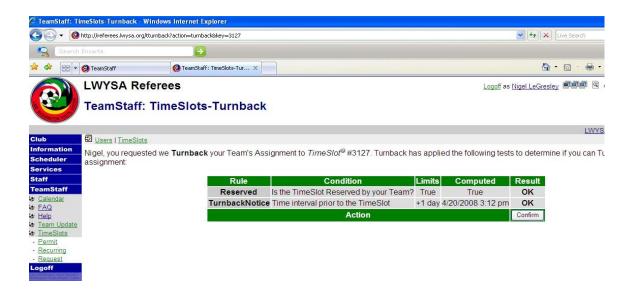
Important

- Ensure the "Type" field is changed to "Practice."
- Ensure the "Status" field is changed to "Reserved."

To remove a scheduled/reserved practice select in the "Action" field.



Select "Confirm" to remove the scheduled/reserved practice.



To schedule/reserve new practice, repeat the process under **Scheduling practice**.