American Amateur Soccer League
Location/Field Maintenance Instructions

The AASL on-line system allows each community to enter and update all of the locations and fields that are used to play games. In the system, a location refers to a place where games are played. It can be a park, school or recreation area, etc. A field refers to a specific place at a location. A location may have many fields. Here is an example:

Location: City Park (1234 Main St. Anywhere, OH)
Fields: A-West (6v6), B-West (6v6), Field 3 (8v8)

You must be logged into the system to perform any community maintenance functions.

Entering Locations

- Select **League->Location Maint** from the menu.
  - ° You will see a page with a map on the right side and a list of locations on the right side.
- Click on the **Add Location** button on the left side of the page.
  - ° A form will appear underneath where you'll need to enter the address of the location.
  - ° The message at the top of the form will indicate that you are in *add mode*.
  - ° The notes box is for any special instructions.
    - ▪ For example you might want to indicate that the fields are behind a building or that parking is limited.
- Once you have completed the address, click the **Check >>** button.
  - ° The location will be plotted on the map and a window will display its information. If there is a error, you'll need to fix the address. Most likely the road or city is misspelled.
  - ° Once the location is properly entered, and **Add** button will appear.
- Click the **Add** button to add your location.
  - ° Your location will appear in the location list at the top-left of the page.

You must click on the **Add** button to add any new location.

Editing Locations

- Click on any of the entries to edit the information for that location.
  - ° You can change the information in any of the fields, but if you change the address, you'll have to use the **Check >>** button before you can save your changes.
  - ° The **active** check box is used to indicate whether the location is to be used in scheduling for the current season.

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Adding Fields

- Select the location from the selection list on the left side of the screen.
  - ° That location will be displayed on the map, and an information window will be shown.
- Click on the **Add/Update Fields** button.
  - ° The map will disappear and the location will be displayed on the left side of the page.
- Click on the **Add Field** button.
  - ° A form will appear underneath where you'll need to enter the field information.
  - ° You'll need to enter name and a field size in order to save the information.
- Click the **Add** button to save the information.
  - ° The field will display in the selection list at the top-left of the screen.

Click the **Add Field** button to add as many fields as needed at that location. Click on the **Return** button to get back to the Location Selection page.

Editing Fields

- Select the location of the field that needs to be edited.
- Click on the **Add/Update Fields** button in the information window on the map.
- Select the field that needs to be edited.
  - ° The edit form will appear.
  - ° The **active** check box is used to indicate whether the field is to be used in scheduling for the current season.
- Click on the **Update** button when you have completed your changes.
- Click the **Return** button to get back to the Location Selection page.