

Instructions for posting a Short Notice Field Availability

1. Login. All coaches have access to edit this calendar.
2. Click on Add Event on the yellow bar at the top of the calendar.
3. On Event Name put in Field Available or Cage Available.
4. Fill in the date and time in the appropriate sections.
5. Put the location in the appropriate section. Be sure to list the field number if applicable.
6. Click create this event at the bottom.
7. You've done your part and now others can look at this calendar and claim that availability if it fits into their schedule.

Instructions for Claiming a Short Notice Field Availability

1. Login
2. Click on the Calendar Event that you want to claim.
3. Once you have opened the event, click on Edit on the yellow bar at the top of the Event.
4. In the Event Name put the following:
 - a. Claimed – Last Name of Coach – Age Level
 - b. It should look like this....Field Available - Claimed - Urlaub 8 year old
5. Click Save Changes at the bottom and you are done.
6. For that instance that is your field/cage.