

Ohio Travel Soccer League

Location/Field Maintenance Instructions

The OHTSL on-line system allows each community to enter and update all of the locations and fields that they use to play games. In the system, a location refers to a place where games may be 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)

Entering Locations

You must be logged into the system to perform any community maintenance functions. To enter a location, **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. To enter a location, 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 it 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

To add a field to a location, 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 **Return** to get back to the Location Selection page.