

## Coach / Manager Tutorial

### Selecting a TimeSlot for your Home Matches

2/27/2010

Starting Spring 2010, Palo Alto Soccer Club and Stanford Soccer Club will be using a new feature of the Redwood League (RWL) website. Bob Wachs (Field Scheduler for PASC) and Norm Picker (Field Scheduler for Stanford SC) are responsible for uploading all their available league game time slots, assigned by the city of Palo Alto, onto the RWL website. Coaches and Managers for PASC and SSC teams will now be able to instantaneously schedule their home matches completely by themselves!

#### STEP 1

The coach, manager or team scheduler logs on to [www.redwoodsoccer.org](http://www.redwoodsoccer.org) and clicks on the Manager or Coach segment in the left hand column of the website. Team schedulers should log in as "Manager".

This page appears: This page is for a Manager or the Coach page is similar.

**Manager** Logoff as Manager\_Test | Search

Home | Locations/Fields | Links | Brackets Spring | RedwoodStandings | My Calendar | Notices

Manager, we show that you are the **Manager** of record for the following Team(s) and Placement(s):

Key	Team(s)			Placement(s)			Status	Actions
	TeamId	Club	Name	Playing League	Level	Season		
1	99-03-07-2021		Test Timeslots Team					<input checked="" type="checkbox"/> [ ] [ ]

Actions you take in this Manager Segment will apply to the Active Team (marked with a  symbol above in the **Actions?** column). To interact with RedwoodSoccer.org for a different Team than the selected one, simply click the [ ] symbol in the appropriate row.

**FAQ** Frequently Asked Questions provide information on how you can interact with this website.

**Manage** Contains the individual pages that permit you to directly manipulate the contents of the individual entries in the various Database tables.

**Matches** Review scheduled Matches for your Team and make key changes

**Registration** Complete Registration processes for a Team, roster Players, and/or submit an application for league participation

**Report Scores** File a recording of the results from a completed Match between two Teams

You may be the Manager/Coach for more than one team. All your teams and placements will be listed in the table shown.

Select your current team/placement by clicking the symbol where the (1) is. The team will then be highlighted in yellow (2). The website now knows which team you want to access.

#### STEP 2

Click on Matches (3) and you will come to the following screen:

**Matches** Logoff as Manager Test | Search

Home | Locations/Fields | Links | Brackets Spring | RedwoodStandings | My Calendar | Notices

Active Placement = Test TimeSlots Team in the Playing League, Season

We currently show the following scheduled **Matches** associated with your Team. You can change certain characteristics of the Matches where your Team is identified as the Home team by clicking on the Match number in the following table:

Match	Date	Time	Field	Home	Away	Ref	AR1	AR2	4th
<a href="#">39795</a>	12/25/2010		Unspecified	<a href="#">Test TimeSlots Team</a>	Mighty Snails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">39796</a>	12/26/2010		Unspecified	<a href="#">Test TimeSlots Team</a>	Killer Banana Slugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">39797</a>	12/27/2010		Unspecified	<a href="#">Test TimeSlots Team</a>	Freaking Fearless Frogs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">39798</a>	12/28/2010		Unspecified	<a href="#">Test TimeSlots Team</a>	Smooth Talkin Babies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">39799</a>	12/29/2010		Unspecified	<a href="#">Test TimeSlots Team</a>	Fly-a-Desk Wannabes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>1</sup>This date comparator box allows you to select a subset of your Matches. Use "<", ">", or "=" before a date in the mm/dd/yyyy format or the words "Today", "Yesterday", or "Tomorrow". To see all Matches (including those with no date), leave the box blank.

### STEP 3

This is the "Matches" page and will show your upcoming matches for the season. These matches are just the "skeleton" schedules as created by your league.

In this example we only show home matches, but you will also see your away matches on this page.

There is additional information on this page. Referee assignments are "Open" for the Referee and both Assistant Referee positions for these 5 home matches (4). You will see a "Green okay" when a referee has been assigned to your match.

The date in (2) controls the dates of the matches shown. Here we are looking at all matches from yesterday and into the future. Leave the date in (2) blank to see all your matches, past and present.

All right, let's get going. When you want to select a time slot for your match, click on the match number of the match of interest (1) and you will get a page like this:

**Matches** Logoff as Manager Test | Search

Home | Locations/Fields | Links | Brackets Spring | RedwoodStandings | My Calendar | Notices

Active Placement = Test Timeslots Team in the Playing League, Season

You can modify specific portions of this scheduled Match by moving to the appropriate data field, entering the appropriate value and clicking "Update":

Match #39795			
Date	12/25/2010 Saturday	ClientMatch	0
TimeSlot	[Dropdown]		
TimeSlots Club	Palo Alto Soccer Club	Referees Club	Palo Alto Soccer Club
PlayingLeague	Friendly	Status	Normal
Class	Class3	Season	Spring
Level	BU14	Bracket	
Team	Name	CYSA-N	
Home	Test TimeSlots Team	99-03-07-2021	
Away	Mighty Snails		
ChangeReason			
Referee(s)			
Position		Status	<input type="radio"/> Open
			<input type="radio"/> Open
			<input type="radio"/> Open
Action	Update		

Annotations: 1 (TimeSlot dropdown), 2 (Referees Club), 3 (Referees Club), 4 (TimeSlots Club), 5 (Status), 6 (Date)

**STEP 4**

All the available field times are shown in the dropdown at (1) in the above screen. When you click on the dropdown at (1) you get the following:

**Matches** Logoff as Manager Test | Search

Home | Locations/Fields | Links | Brackets Spring | RedwoodStandings | My Calendar | Notices

Active Placement = Test Timeslots Team in the Playing League, Season

You can modify specific portions of this scheduled Match by moving to the appropriate data field, entering the appropriate value and clicking "Update":

Match #39795			
Date	12/25/2010 Saturday	ClientMatch	0
TimeSlot	[Dropdown]		
TimeSlots Club	11:45 am-1:00 pm on Jordan 2	Referees Club	Palo Alto Soccer Club
PlayingLeague	11:45 am-1:00 pm on Los Prados 1 (North)	Status	Normal
Class	1:45 pm-3:00 pm on JL Stanford (JLS) MS #2	Season	Spring
Level	1:45 pm-3:00 pm on Jordan 2	Bracket	
	1:45 pm-3:00 pm on Jordan 3	Team	Name
Home	Test TimeSlots Team	99-03-07-2021	
Away	Mighty Snails		
ChangeReason			
Referee(s)			
Position		Status	<input type="radio"/> Open
			<input type="radio"/> Open
			<input type="radio"/> Open
Action	Update		

Match History

2/22/2010 11:22 am By John Shield  
Created with copy via Administrator: Manage-Matches

Annotations: 1 (TimeSlot dropdown), 2 (TimeSlots Club), 3 (Match History), 4 (Update button), 5 (Match History), 6 (Date)

You now see all the available time slots on this date for the appropriate sized field (1). Highlight (select) the time slot you want for the game, then be sure to click on "Update" (4). That's it! You've now scheduled the match. To make sure the match is scheduled as you wish, press the "Matches" link in the left hand table of contents (5) and view the game, again, now with the date /field/time all completed.

If you have consulted with your opponent and want to change the date of the match, simply enter the desired date (6) and click update (4) to see what slots are available on that new date. Then select the desired slot and press update (4) once again.

This page also allows you to change the time slot on a game previously scheduled. Simply go back to the list of available slots in (1) and choose the new one you want. At this point, you can optionally indicate a reason for changing the game (2). For example: "Opponent requested late afternoon match." Or "8:00 AM selected because Coach has to be in Morgan Hill by 11 am." Any comments you add will appear as part of the Match History (3). Then, be sure and click Update (4).

### OTHER INFORMATION

This page has even more detail regarding your match, none of which is directly relevant to scheduling your match. If the match was imported from a tournament, D2Spring or NorCal, the Match Number from those organizations may be displayed as Client Match. The organization responsible for providing the referees is shown as Referees Club and the organization responsible for providing the field is shown as TimeSlots Club. For what it is worth, the database works on your Team ID Number "CYSA-Nö (not the team name). As before, details regarding the referee assignments status are shown here too.

### MORE POSSIBILITIES

If you wish to see an overview of all time slots on a given day, do the following.

Log in as Manager and select Time Slots (1)

Here is an example of what you can see:

**TimeSlots** Logoff as Manager Test | Search | Home | Locations Fields | Links | Brackets Spring | RedwoodStandings | My Calendar | Notices

**TimeSlot allocation for Saturday, December 25th, 2010**

**TimeSlots Graph Criteria**

Date: 12/25/10 Status: All

Club: All Area: All Location: All

Field: City: All

Age:  U06  U07  U08  U09  U10  U11  U12  U13  U14  U15  U16  U17  U18  U19

Action: Show

TimeSlot allocations are represented in the following chart as GREEN (Available), BLUE (Reserved), SILVER (Returned to City), BLACK (Start), GRAY (End).

Field	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm
JL Stanford (JLS) MS # 2							Blue	Blue							
Jordan 1							Blue								
Jordan 2					Green		Green								
Jordan 3					Green		Green								
Los Prados 1 (North)					Green										
Mayfield North					Green										
Mayfield South					Green										

Field 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm

Field 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm

« Saturday 12/25/2010 »»

Select a Date (3) and Club you want to view. You can also select the age levels of the fields you are interested in. A manager of a BU19 team will not be interested in playing a match on a 8v8 sized field.

After you click on "Show" (4) a bar graph with the time slots appears. Green is for available and blue is for reserved. On many browsers, if you hover your mouse pointer over the bar, more details on the slot will appear.

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This time slot selection system has been custom built for the use of PASC and SSC and is being newly implemented. It is likely there will be some problems or glitches. If you see a problem or have a suggestion, please pass it along to Bob Wachs or Norm Picker.