## **CPYSL FIELD CLOSING**

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#### Overview

In the event of inclement weather, clubs have the ability to close an individual field at a location (venue) rather than having to close the entire location (venue). Although you still have the ability to close a venue which closes all the fields in that location.

This will be a great tool if you have a location where one field drains well and remains playable while others retain moisture creating the need for closure. In order to make this system work properly, you will need to list each individual field for each location (venue) listed for your club; otherwise, you cannot close the venue or individual field.

A venue or a field can only be closed for one day: today, tomorrow and next day (2 days from now). Club officers with administrative rights can only close the venues that are listed as their home fields. Once a field is closed, all coaches of teams that play on that date and the referees scheduled to officiate those games will be notified via email and text messages. Coaches and referees must explicitly update their profile to receive text message from CPYSL.

Once a venue or a field is closed, it will automatically reopen after the designated closed date. The club does not have to manually re-open the field.

A venue may be shared by multiple clubs. If a venue is closed by a club, it is reflected to the other sharing clubs and notification will be sent to the other affected club coaches and assigned referees.

The club officer's name that closed the venue, the date and time when it was closed, and the reason for closing will be recorded.

## Adding a venue to your club

You must login as a club officer to close a venue. Once logged in to your club page click the URL link called "<u>Click here to Add a Club Venue</u>". Or you can click the button "Add A Venue". A page will display a list of fields that you can add to your club. Refer to the image on the right. →

SOCCER .	í l	Calendar	Schedule	Standings	Scores	Wor	kList	Report
Wendy C.	Deta	il Club						
łome				Clic	k here to Apply	y for Fall 2	018 Games	(last day 6/29/2018
eam Count		Print Name: Capital Area Soccer Assoc				Code:	09CAP	
leed Players		Street:	4141 Linglestown F	Road		Phone:	(717) 652	2-3676
Iubs		City:	Harrisburg		S	tate/Zip:	PA 1711	2
ields →		Club Website:	www.casasoccer.or	<u>a</u>		Status:	Active	
)ownloads	СЦ	JB OFFICERS				Click	here to add	d a Club Officer
-Library	Sort	Title	Club Offic (Click det	cers Pho ails) Pho	one S	end mail	Login	Forgot Password?
ournaments	1	General Manager	Richard Chinap	(717) 32	9-9073	3	Login	EmailPwd
)ffice →	2	Club President	John Bassoff	(717) 65	7-7780	3	Login	EmailPwd
Coaches →	4	Vice President	Michael Musse	er (717) 32	9-7856	3	Login	EmailPwd
.inks Referee ►	5	Travel Club Registrar Karen Crawford (717) 877-2353		7-2353	3	Login	EmailPwd	
Lub Reports )	CLUE	B VENUES				Click	here to add	a Club Venue
Iews →	(Clic	Club Venue ck To View Fields)	No of Status / Fields By	Today In	formation / Cl	osing Reas	son C	lick Remove Huture
Logoff	YOU Gam	R CLUB HAS NOT	ADDED THE HOME ' as club officer to add	VENUES FOR YOU the venue fields t	JR TEAMS TO	PLAY ON	FOR THE	CPYSL League league games.
	It all	ows your club office	ers to CLOSE THE VEN eferees, referee assig er checked by the CP	ILIE through your (	lub nage if fie	Ids are not	t nlavahle T	The concerned
Mirror				Add A Ver				
	Note	: Remove does not	delete venue. It remo			e list.		

Note: Remove does not delete venue. It removes venue from your club venue list.

2) Browse through the list of venues that have been registered to CPYSL. You can click the letters to list only fields whose fieldname begins with that letter. Use the paging navigation at the bottom of the page to view the next page.

You can also search the name of the venue. For example, "George Park". This will display any field whose fieldname contains "George Park". Refer to the image on the right.  $\rightarrow$ 

ESL 1984			<u>}_</u>					
TH SOCCER IS		edule	Standings	Scores	;	WorkList	Repor	t
Wendy C.	List of Club Venue							
Home	Locate by: <u>A B C D E F G H I J K</u> <u>R S T U V W X Y Z All</u>	LMNOPQ				]		
Team Count	<u>K S I U V W X Y Z Ali</u>		Search A W	ord Within Location N	ame	1		
Need Players	Click the " <b>Add This Venue</b> " to	o include this fi	eld as vour	club home field	for you	ur teams during	the CPYSL	seasons.
Clubs	Location Name	Stree		City	State	County	Туре	Add
Fields	4 Seasons Complex	2710 Hampstead/M	lavica	Hampstead	MD	Baltimore	Sports	ADD VENUE
Downloads	+ Seasons Complex	Road	IEXICO	nampsteau	нD	Daltimore	Complex	ADD VENUE
e-Library	7th & Radnor (Gorgas Park)	7th St & Rad	nor St	Harrisburg	PA	Dauphin	Sports Complex	ADD VENUE
Tournaments	Aberdeen Park	12230 Triple	Crown	Gaithersburg	MD	Montgomery	Park	ADD VENUE
Office						2 ,	Sports	
Coaches →	Abington Friends School	575 Washing	ton Ln	Jenkintown	PA	Montgomery	Complex	ADD VENUE
Links	Abington High School South Campus	900 Highland	Avenue	Abington	PA	Montgomery	School	ADD VENUE
Referee	Academy & Torrey Roads	3530 Acaden	ny Rd	Philadelphia	PA	Philadelphia	Sports Complex	ADD VENUE
Club Reports >							Sports	
News ►	Academy of New Church	2815 Hunting	gton Pike	Bryn Athyn	PA	Montgomery	Complex	ADD VENUE
Logoff	Academy Sabres (Decatur Elementary School)	3500 Acaden	ny Road	Philadelphia	PA	Philadelphia	School	ADD VENUE

3) After you click the "ADD VENUE" button, your club page is displayed with the venue added to your club's venues. Refer the image on the right. →

CLUB VENUES (?) HELP		Instruct	ions to Add an	d Close a Field Click he	re to add a Clu	b Venue	
Club Venue (Click To View Fields)	No of Fields	No of Fields Open Today	No of Fields Closed Today	List Of Fields that are Closed Today	Click To	Remove	Closing History
Eisenhower 340 North 21st Street Camp Hill PA	1	<u>.</u> - 1	0		CLOSE	100	ľ
FIALA 417 South 22nd St. Camp Hill PA	5	<u>.</u> - 5	0		CLOSE	30	ľ

Note: Remove does not delete venue. It removes venue from your club venue list.

## Adding the fields to your venue

 List of venues are listed on your club page and the number of fields are displayed in the column. The image on the right shows that "<u>Adam Ricci Park</u>" with two fields. Click the venue name to add another field for your venue.

Home				Click h	ere to Apply for Fa	all 2018 Games (	last day 6/29/2018
Team Count		Print Name:	Capital Area Soccer Assoc		Code:	09CAP	
Need Players		Street:	4141 Linglestown Road		Phone:	(717) 652-30	576
Clubs	-	City:	Harrisburg		State/Zip:	PA 17112	
Fields 🕨	-	Club Website:	www.casasoccer.org		Status:	Active	
Downloads	CLU	<b>JB OFFICERS</b>			<u>c</u>	lick here to add a	a Club Officer
e-Library	Sort	Title	Club Officers (Click details)	Phone	Send Email	Login	Forgot Password?
Tournaments	1	General Manager	Richard Chinapoo	(717) 329-907	3 =	Login	EmailPwd
Office >	2	Club President	John Bassoff	(717) 657-778	0	Login	EmailPwd
Coaches 💦 🔸	4	Vice President	Michael Musser	(717) 329-785	6	Login	EmailPwd
Links	5	Travel Club Registr	ar Karen Crawford	(717) 877-235	3 =	Login	EmailPwd
Referee •	Ľ	Traver Club Registr		(/1/) 0//-233		Login	Linaiirwu
Club Reports 🕨		B VENUES			<u>Cli</u>	ick here to add a	
News 🕨	(Clic	Club Venue N K To View Fields	o of Status / Today elds By Today	Informati	on / Closing Reas	on Click T	o Remove Future Histor
Logoff	Adan 526 Enola	n- <u>Ricci park</u> Magaro Road a PÃ	2 OPEN 97/28/201	в,		CLOSE	🤗 P
	Note	: Remove does not d	elete venue. It removes venue	e from your club v	enue list.	I	
	CLUE	B TEAMS				Click here to	<u>add a Team</u>
Mirror		Female's T	eam (System TeamId)		Male's Tea	m (System Tea	mId)
				U09	Travel CAS	A 09M Arsenal(3	633)
				U10	Travel CAS	A 08M ARSENAL(	(3393)
				U10	Travel CAS	A 08M BAYERN(3	394)

- 2) Enter the field information using the drop down to define the characteristics of the field:
  - a. Fieldname
  - b. Field Age Group
  - c. Dimension Name
  - d. Goal Size
  - e. Dimension width and length
  - f. Lights

#### g. Comments

Home	Location:	Adam-Ricci park	Street:	536 Magaro Road
Team Count	City:	Enola	State/Zip:	PA/ 17025
Need Players	FieldName:	Field 1 V	Status:	Open 🗸
Clubs	FieldAgeGroup:	14 Up 💙	Dimension Name:	3 x 3 V
Fields •	Goal Size:	4 x 6 ft ∨	Dimension	Width: 20 yds 🗸 Length: 20 yds 🗸
Downloads			Sizes:	
e-Library	Surface:	Grass V	Lights:	
Tournaments	Comments:	Limited Parkig		
Office				
Coaches >				
Links	This soccer venue, help other soccer p	"Adam-Ricci park", could be shared by multip players, parents and enthusiast. Thank you for	le clubs. You may a your consideration.	dd, update or delete a field for accuracy to
Referee				
Club Reports >				
News >				
Logoff				
Mirror				
		Cancel	Click Here	To Submit Your Form

3) Once a field is added, it is listed in venue information as show in this image → In this example, Adam-Ricci park has two fields Field A and Field B. You can add more field by pressing the "Add Field Name". To delete a field click name of the field and it display a delete and update button.

Wendy C.	Cal Detail Venue	endar	Schedule St	tandings	Score	5	WorkList	Report
lome			List of Clu	ubs Usina	This Soccer	Venue		
Feam Count		Club	Name				Leagu	•
leed Players	Capital Area Soco		Name	CPYSL		Leayu	e	
lubs								
ields 🔸	🖨 🐝 Location: Adam-Ricci park				Street: 536 Magaro Road			garo Road
)ownloads		City: Enol	а			State/Zip	PA/170	25
-Library	Co	unty: Cum	berland		Field Type: Sports Complex			Complex
	. Latit	ude: 40.2	79699		l	ongitude	-76.941	235
ournaments								Add Field Na
Office 🛛 🕨				Field Info	ormation			
Coaches 🛛 🕨	Field Name/No	Age Group	Dimension	Goal	Size Surfac	e Lights	Status	Comments
inks	Δ	14Up	60 x 100 yds: U14up		Grass	No	OPEN	
Referee 🔹 🕨	B	14Up	60 x 100 yds: U14up		Grass	No	OPEN	
lub Reports )			1		1			

1) You can remove a venue from your club's home venue list. Click the icon  $\overset{}{\overset{}_{\mathscr{V}}}$  to detach the venue from your club. Removing a venue from your club list does not delete the venue, nor chance the closed status of a field.

Team Count		🗃 Print Nam	ne: Ca	amp Hill Soco	er Club			Code:	09CAM		
Need Players	_	Stre	et: P(	D Box 1484		Phone:					
Clubs	_	Ci	ty: Ca	amp Hill				State/Zip:	PA 170	01	
Fields		Club Websi	te: <u>w</u>	ww.camphills	occer.org			Status:	Active		
	LI CLI	JB OFFICERS						Click here	to add a C	Club Offic	<u>er</u>
Downloads	Sort	: Title		Club	Officers details)	Phone	Send Emai	L	ogin	For	rgot word?
e-Library	0	Club Presiden	t	Steven Ku	-	(717) 763-6875			in rights	rass	word
Tournaments											
Office	• 1	VP Travel		Anthony B	owser	(717) 779-5525	-24	No adm	in rights		
Coaches	• 3	Club Registra	r	Lynette Pe	<u>rtschi</u>	(717) 730-3829	-22	Lo	ogin	Ema	ailPwd
Links	4	Club Treasure	er	Joel Veit		(717) 503-9645		No adm	in rights		
Referee	▶ 5	Field Assignor	-	Desmond	Forbes	(717) 395-6347		No adm	in rights		
Club Reports		B VENUES						Click here t	o add a Cl	ub Venu	e
News	) (C	Club Venue Click To View Fields)	No of Fields	Status / By	Today	Information /	Closing F	Reason	Click To	Remove	Future Histor
	1060	idale Field ) E Chocolate nue Hershey	0		7/28/2018, Sat				CLOSE	0	Þ
Mirror		<u>A</u> South 22nd Camp Hill PA	0		7/28/2018, Sat				CLOSE	300	Þ
	3000	<u>a Plant</u> ) State Drive Inon PA	2		7/28/2018, Sat				CLOSE	30	Þ
	Stree 700-	<u>n Broad</u> e <u>t Park</u> 799 Broad et Akron PA	1	CLOSED By Lynette Pertschi	7/28/2018, Sat	Unplayable - incle Flooded again as ( 9:19AM	ment we of Jul 28	ather- 2018	OPEN	300	Þ
	Note	: Remove does	not dele	ete venue. It i	removes ven	ue from your club v	/enue list	t.			
	стл	B TEAMS						Click	here to ad	d a Tean	n

#### How to close a venue

1) You can close a venue when its status is "OPEN" with a smiley face  $\stackrel{\textcircled{}}{\textcircled{}}$ . The "Click To" column has a "CLOSE" button.

3010	THUS.	(Click details)	i none	Email	Login	Password?
1	Director of Club operations	Richard Chinapoo	(717) 329- 9073	-	Login	EmailPwd
2	Club President	John Bassoff	(717) 657- 7780	720	Login	EmailPwd
3	Club Field Assignor	Lori Wiest	(717) 571- 3084	-M	Login	EmailPwd
4	Club Registrar	Karen Crawford	(717) 877- 2353	-20	Login	EmailPwd

CLUB VENUES 🕐 HELP

Instructions to Add and Close a Field

Click here to add a Club Venue

Club Venue (Click To View Fields)	No of Fields	No of Fields Open Today	No of Fields Closed Today	List Of Fields that are Closed Today	Click To	Remove	Closing History
<u>George Park</u> 300 Nyes Road Harrisburg Pa	3	<u>.</u> - 3	0		CLOSE	00	Þ
<u>Lingle Park</u> Pleasant Drive Harrisburg PA	1	<u>•</u> - 1	0		CLOSE	8	Þ

Note: Remove does not delete venue. It removes venue from your club venue list.

CLUB TEAMS	Click here to add a Team
Female's Team (System TeamId)	Male's Team (System TeamId)
	U09 Travel CASA 10M ARSENAL(3887)

2) Click the "CLOSE" button to close the venue as shown in the image above and a page is displayed to allow you to close the entire venue or individual fields as shown in step 3)→

3) Select the date to close: "Today" or "Tomorrow" or Next Day (2 days from now). Select the reason for closing the venue or field and provide the required comments. Click the "CLOSE IT" or "CLOSE ALL" to click the field or venue.

	Club Name		League
Capital Area Soccer Assoc		CPYSL	
🖨 🐗 Location:	George Park	Street:	300 Nyes Road
City:	Harrisburg	State/Zip:	Pa/17112
County:	Dauphin	Field Type:	Sports Complex

NOTE: You may selectively close a field or close a venue which closes all fields. An email and text are sent to all coaches and referees scheduled to play or officiate at this field today and/or tomorrow. You can only close a venue or fields "ON THE DAY" or "THE DAY BEFORE" a scheduled game.

	Field Information								
Field Name	Reason For Closing	Explain (maximum 120 chars)	TODAY Tue 2/12/2019	TOMORROW Wed 2/13/2019	NEXT DAY Thu 2/14/2019				
1	Unplayable - inclement weather <b>v</b>		CLOSE IT	CLOSE IT	CLOSE IT				
2	Unplayable - inclement weather <b>v</b>		CLOSE IT	CLOSE IT	CLOSE IT				
3	Unplayable - inclement weather <b>v</b>		CLOSE IT	CLOSE IT	CLOSE IT				
All Fields	Unplayable - inclement weather <b>v</b>		CLOSE ALL	CLOSE ALL	CLOSE ALL				
		Back to Club Page							

4) Field 1 and Field 3 is closed as shown below. You can still close the field for tomorrow and next day (2 days from now).

	Field Information								
Field Name	Reason For Closing	Explain (maximum 120 chars)	TODAY Tue 2/12/2019	TOMORROW Wed 2/13/2019	NEXT DAY Thu 2/14/2019				
1	Unplayable - inclement weather V		CLOSED	CLOSE IT	CLOSE IT				
2	Unplayable - inclement weather <b>v</b>		CLOSE IT	CLOSE IT	CLOSE IT				
3	Unplayable - inclement weather <b>v</b>		CLOSED	CLOSE IT	CLOSE IT				
All Fields	Unplayable - inclement weather <b>v</b>		CLOSE ALL	CLOSE ALL	CLOSE ALL				

#### 1) Click the "CLOSE ALL" button and all the fields will be closed

	Field Information								
Field Name	Reason For Closing	Explain (maximum 120 chars)	TODAY Tue 2/12/2019	TOMORROW Wed 2/13/2019	NEXT DAY Thu 2/14/2019				
1	Unplayable - inclement weather <b>v</b>			CLOSE IT	CLOSE IT				
2	Unplayable - inclement weather <b>v</b>		CLOSE IT	CLOSE IT	CLOSE IT				
3	Unplayable - inclement weather <b>v</b>		CLOSED	CLOSE IT	CLOSE IT				
All Fields	Unplayable - inclement weather <b>v</b>		CLOSE ALL	CLOSE ALL	CLOSE ALL				

2) The screen below shows that all the fields are closed. WARNING: You cannot re-open a field or a venue once it is closed. It automatically re-opens after the designated closed dated.

	Field Information								
Field Name	Reason For Closing	Explain (maximum 120 chars)	TODAY Tue 2/12/2019	TOMORROW Wed 2/13/2019	NEXT DAY Thu 2/14/2019				
1	Unplayable - inclement weather <b>v</b>		CLOSED		CLOSE IT				
2	Unplayable - inclement weather <b>v</b>		CLOSE IT		CLOSE IT				
3	Unplayable - inclement weather <b>v</b>		CLOSED	CLOSED	CLOSE IT				
All Fields	Unplayable - inclement weather <b>v</b>		CLOSE ALL	CLOSED	CLOSE ALL				

3) Click the "Back to Club Page" button and the club page displays the screen's club venue. It displays the number of field open and closed. It also list fields that are closed.

CLUB VENUES 3 HELP		Instruc	tions to Add an	d Close a Field Click I	nere to add a Clu	<u>ub Venue</u>	
Club Venue (Click To View Fields)	No of Fields	No of Fields Open Today	No of Fields Closed Today	List Of Fields that are Closed Today	Click To	Remove	Closing History
<u>George Park</u> 300 Nyes Road Harrisburg Pa	3	<u>.</u> - 1	<mark>()</mark> - 2	1, 3	CLOSE	8	Þ
Lingle Park Pleasant Drive Harrisburg PA	1	<u>.</u> - 1	0		CLOSE	B	P

Note: Remove does not delete venue. It removes venue from your club venue list.

# History of a venue's closing

1) You can view the history of venue's closing by pressing this icon shown. The venue history page displays the list of fields that are closed today as shown in the image below.



	Todays Venue Closing as of 2/12/2019 6:36:46 AM							
		cation:	Today's Closed Fields 🔻					
Date Closed	Venue	Field	Status	Closed By		Today's Closed Fields		
2/12/2019 Close Today	<b>George Park</b> 300 Nyes Road Harrisburg, Pa	1	Close	Wendy Campbell (717) 697-1002 Club Registrar of HMMS Youth Soccer Club On 2/12/2019 6:13:36 AM	Unplay flooded	Tomorrow, NextDay Chestnut Park George B. Stuart Ath	<b>her</b> - Field #1 is of Feb 12 2019 6:13AM	
2/12/2019 Close Today	<b>George Park</b> 300 Nyes Road Harrisburg, Pa	3	Close	Wendy Campbell (717) 697-1002 Club Registrar of HMMS Youth Soccer Club On 2/12/2019 6:14:42 AM	Unplay saturat	George Park eo with rain as of Feb 12	<b>her</b> - Field #3 is also 2019 6:14AM	
2/12/2019 Close Today	George B. Stuart Athletic Fields 1213 Rockledge Drive Carlisle, PA	1	Close	Wendy Campbell (717) 697-1002 Club Registrar of HMMS Youth Soccer Club On 2/12/2019 6:36:13 AM	Unplay	vable - Inclement wea	ther -	
2/12/2019 Close Today	George B. Stuart Athletic Fields 1213 Rockledge Drive Carlisle, PA	2	Close	Wendy Campbell (717) 697-1002 Club Registrar of HMMS Youth Soccer Club On 2/12/2019 6:36:13 AM	Unplay	able - Inclement wea	ther -	
2/12/2019 Close Today	George B. Stuart Athletic Fields 1213 Rockledge Drive Carlisle, PA	3	Close	Wendy Campbell (717) 697-1002 Club Registrar of HMMS Youth Soccer Club On 2/12/2019 6:36:13 AM	Unplay	able - Inclement wea	ther -	

2) You can also select "Tomorrow, NextDay" to display fields that are closed tomorrow and Next Day (2 Days from now). Or you can display fields that are closed for a Location (Venue) as shown below. For example. George Park is selected and the fields that are closed, "will be closed" and "has been closed" are displayed as shown below.

	Todays Venue Closing as of 2/12/2019 6:41:35 AM							
				Select Field Lo	cation: George Park			
Date Closed	Venue	Field	Status	Closed By	Reason			
2/12/2019 Close Today	<b>George Park</b> 300 Nyes Road Harrisburg, Pa	1	Close	Wendy Campbell (717) 697-1002 Club Registrar of HMMS Youth Soccer Club On 2/12/2019 6:13:36 AM	Unplayable - Inclement weather - Field #1 is flooded due to constant rain. as of Feb 12 2019 6:13AM			
2/12/2019 Close Today	<b>George Park</b> 300 Nyes Road Harrisburg, Pa	3	Close	Wendy Campbell (717) 697-1002 Club Registrar of HMMS Youth Soccer Club On 2/12/2019 6:14:42 AM	Unplayable - Inclement weather - Field #3 is also saturated with rain as of Feb 12 2019 6:14AM			
2/13/2019 Close Tomorrow	<b>George Park</b> 300 Nyes Road Harrisburg, Pa	2	Close	Wendy Campbell (717) 697-1002 Club Registrar of HMMS Youth Soccer Club On 2/12/2019 6:26:50 AM	Unplayable - Inclement weather -			
2/13/2019 Close Tomorrow	<b>George Park</b> 300 Nyes Road Harrisburg, Pa	3	Close	Wendy Campbell (717) 697-1002 Club Registrar of HMMS Youth Soccer Club On 2/12/2019 6:26:50 AM	Unplayable - Inclement weather -			
2/13/2019 Close Tomorrow	<b>George Park</b> 300 Nyes Road Harrisburg, Pa	1	Close	Wendy Campbell (717) 697-1002 Club Registrar of HMMS Youth Soccer Club On 2/12/2019 6:26:50 AM	Unplayable - Inclement weather -			

5 Venue Closing(s) found