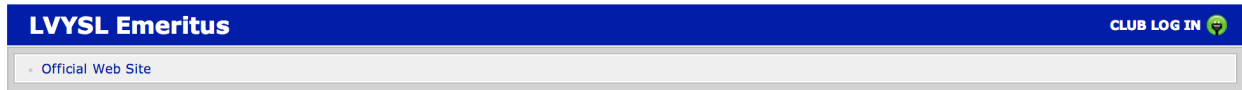
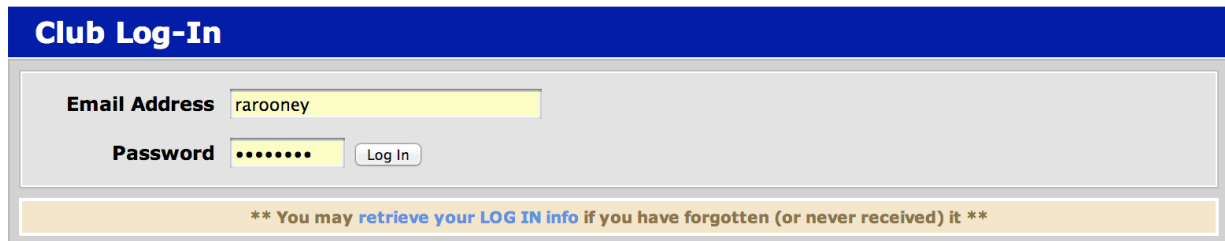


ENTERING FIELD INFORMATION/PERMITS

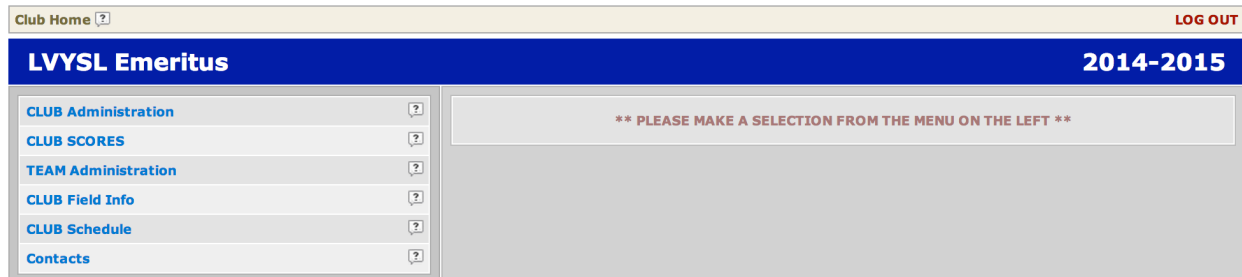
First log in to the LVYSL website by going to www.lvysl.org and clicking on 'Club Directory' in the left-side Site Contents menu. Then click on your Club Name. Click on the login link in the upper right-hand corner of the screen.



Enter your email address and password in the dialog box. The email address **must be the same as one of the people listed for your club that has administrative access to the site**. If you have administrative rights to your Club page your password will have been mailed to you. If you have forgotten your login or password, click on the link at the bottom of the dialog box.



You will see an administrative menu.



Select **CLUB Field Info** to enter/update field information and to enter permits for these fields.

Permits for Saturdays															
Field	Priority	Ages	M	T	W	T	F	S	S	From	Till	Max	Start	End	Notes
Lehigh County Sports Fields YF # 1 (ss)	-	9-19	-	-	-	-	-	X	X	9:00 AM	--dark--		Mon 9/1/14	Mon 8/31/15	

Permits for Sundays															
Field	Priority	Ages	M	T	W	T	F	S	S	From	Till	Max	Start	End	Notes
Lehigh County Sports Fields YF # 1 (ss)	-	9-19	-	-	-	-	-	X	X	9:00 AM	--dark--		Mon 9/1/14	Mon 8/31/15	

By the link below, you will be directed to a screen giving you control over your field permits. Please read the following instructions before proceeding.

Instructions for Managing Field Permits

1. **"List"** Here you will see a list of all your current permits. When you start each season, chances are you have no current permits. To see old permits, change the date to sometime in the past, such as one year ago, and click the Set Limits button. This will let you see older, non-current permits, if any.
2. **"Add new" or "Clone"?** The easiest way to make a new permit is to "clone" an old one. If you see a permit that is suitable that just needs some adjustment, press the clone link, and you will have a new copy of the permit so you can make changes. Alternatively, you can click the link that says "Add a new permit" to create one from scratch. Please note in some cases such as leagues you may want to maintain a "Spring" set and "Fall" set of permits for easier modification each season - if so, you would clone a new set if you only have one typical season created so far.
3. **"MOD"** If you have any existing permits, you may click the green plus sign "+" to make any changes to a current permit. (It's best not to change old permits from prior seasons, as they serve a purpose as a historical record of past uses of each field.)
4. **"Other Details"** When you are adding, modifying, or cloning a permit, you may control a number of details about the use of the field.
 - a. *Priority* may be left blank, unless you have any reason to favor the use of a particular field. In this case, priority 1 fields will get used first, priority 99 will be used last.
 - b. *Days of the week* Click the check box beside the days of the week that this permit pertains to. If you have different hours of operation on Saturday and Sundays, for example, then make this permit for only Sat or Sun, not both.
 - c. *Max games* may be left blank, unless you must not exceed some limit on number of games played on the field on any single day.
 - d. *Dates and times* are required. If you must interrupt the use of the field for a holiday, then you must clone the permit into the period before the holiday, and the period after the holiday. Note however, that if your league doesn't even play games over a particular holiday, then you don't need to exclude those dates, because no games will be scheduled during that time anyway.
 - e. *End at dark* If your field does not have lights and/or the park closes at dark, then you ought to check the "End at dark" box. This means that the scheduling of games on this field will be limited to the time of sunset each day.
 - f. *Age and Gender* should be set to control who is allowed to use the field.
 - g. *Notes* Any special circumstances about this field may be noted. Bear in mind, however, the computerized scheduling system will of course not be able to react to the information provided here.
5. **"Limits"** You can simplify the list of permits by setting the filtering limits, such as only Saturdays, or only U13's, etc.

After you have read all the instructions above, click here to [Manage Field Permits](#).

If you just want to work on new fields or directions, click here to [Edit Fields and Directions](#).

The first screen shows your current field permits, permits that expire after the current date. If you do not show any new fields you can follow the instructions on this screen to update the permit information for your existing fields for the upcoming season.

If you need to add a new field or modify the information for a field(s) or add directions to an existing field click on [Edit Fields and Directions](#) at the bottom of the page.

Add a New Complex
Maintain Field Permits
Club Home

Directory of Field Complexes

[1](#) | [4](#) | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [Y](#) | [Z](#)

Field Complex Admin

In the LVYSL database fields are actually two pieces of information the Complex name and the Field name/number. Fields for small-sided games should have a ss designation. (e.g. Lehigh Valley Sports Field # 5 or Lehigh Valley Sports Field YF # 1 (ss)). A complex and have just one field.

To add a new complex/field(s) select on [Add a New Complex](#).

Add a New Field COMPLEX

** Please Note ** Fields are categorized by "Complexes" where more than one field may exist at the same general location.

ADDRESS (City/State required for MapQuest link)	INDIVIDUAL FIELDS (more may be added later)
<p>Complex Name: <input style="width: 90%;" type="text"/></p> <p>Address: <input style="width: 90%;" type="text"/></p> <p>City: <input style="width: 60%;" type="text"/> State: <input style="width: 20%;" type="text"/> ZIP: <input style="width: 20%;" type="text"/></p>	<p>1. <input style="width: 90%;" type="text"/></p> <p>2. <input style="width: 90%;" type="text"/></p> <p>3. <input style="width: 90%;" type="text"/></p> <p>4. <input style="width: 90%;" type="text"/></p>
COMPLEX Directions	
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Font Size Format T B I U ABC x₂ x² </div> <div style="padding: 5px;"> </div> <div style="border: 1px solid #ccc; height: 150px; margin-top: 5px;"></div> </div>	
Save	

Add the name (e.g. Telegraph Rd.) and the address of the complex. **It is important that you include the address for opponents to use a GPS to find the complex.** Add the name of the field(s) (e.g. Field #1, Field #2 (ss)). You can enter directions on this page as well. If you only have 1 field at a complex and it doesn't have a name enter Field #1 or Field #1(ss) as appropriate.

Add a New Complex
Maintain Field Permits
Club Home

Directory of Field Complexes

[1](#) [4](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [Y](#) [Z](#)

Field Complex Admin

To modify the information or to add directions to an existing field click on the first letter of the complex name from the **Directory of Field Complexes**.

Add a New COMPLEX
Club Home | Field Complex Admin

Directory of Field Complexes

[A](#) [C](#) [G](#) [H](#) [L](#) [M](#) [N](#) [P](#) [S](#) [U](#)

Field Complexes listed by the letter "L"

COMPLEX NAME	INDIVIDUAL FIELDS at COMPLEX (Click cell to open field closures controls)
Lehigh County Sports Fields	Youth Field 1 · Youth Field 2
Lehigh County Sports Fields	NO INDIVIDUAL FIELDS CREATED YET
Lehigh County Sports Fields	YF # 1 (ss) · YF # 2 (ss) · YF # 3 (ss)
Lehigh University- Goodman Campus	Field D · Field E
Luzerne County SPorts Complex	#24

Select the complex in the left-hand column ([Lehigh County Sports Fields](#))

Club Home > Field Directions

[MODIFY this Complex](#) | [Add New FIELDS to this Complex](#) [Club Home](#) | [Field Complex Admin](#)

Directory of Field Complexes

[A](#) | [C](#) | [G](#) | [H](#) | [L](#) | [M](#) | [N](#) | [P](#) | [S](#) | [U](#)

Lehigh County Sports Fields

ADDRESS	4398 Broadway Allentown, PA 18104	View Google® Map	View Weather					
DIRECTIONS	<p>From the west:</p> <p>Take I 78 East To Route 22 East Exit at Route 309 South Exit Tilghman Street East (toward Allentown) Turn right at 1st traffic light onto Parkway Road Follow Parkway Road through traffic light into Lehigh County Fields</p> <p>From PA Turnpike:</p> <p>Take Lehigh Valley Exit 33 (Allentown) & follow signs to I 78/Route 22 East Take Route 22 East then follow directions above from there</p> <p>From NJ and points east:</p> <p>Take I 78 West/Route 309 North **Exit 53 (this is the 78/309 split – stay right for Route 309 North toward Tamaqua) **Route 309 North (stay right for exit at Tilghman St) **Exit Tilghman Street East **At 1st light (¼ mile), turn right onto Parkway Road **Follow Parkway Road through traffic light into Lehigh County Fields</p>							
RESTROOMS	YES							
FIELDS	KEY	SEQ	FIELD NAME	GAME SCHEDULE	DIMENSIONS	SURFACE	LIGHTS	STATUS
	70936202		Lehigh County Sports Fields YF # 1 (ss)	--	-	-	NO	OPEN
	70936204		Lehigh County Sports Fields YF # 2 (ss)	--	-	-	NO	OPEN
	70936205		Lehigh County Sports Fields YF # 3 (ss)	--	-	-	NO	OPEN

Selecting **MODIFY this Complex** enables you to modify any of the existing information or to add directions for the complex. Selecting **Add New FIELDS to this Complex** enables you to add 1 or more field(s) to the existing complex.

Once you have added a new complex and field(s) or added new fields to an existing complex you need to add permit information for that field(s). Refer to the instructions regarding field permits above.