Ohio Travel Soccer League
Community Maintenance Instructions

1. **Community Information:**
   - Community Information is where community contact information is stored. Each community is able to set up to 5 community members with access to the OHTSL website and to receive OHTSL communications. Typically each community sets up: President, Registrar, Scheduler and two community contacts.
   - To access Community Information:
     - Log into OHTSL website -> League -> Community Maintenance
     - <u>Update:</u> Click "Remove" and then follow steps for Add New
     - <u>Add New</u>: Click "Add" and select a member from the list or click "Add a New User" & click "Assign"

2. **Team Maintenance:**
   - Team Maintenance is where coach/manager information can be added or updated for the current season teams.
   - To access Team Maintenance:
     - Log into OHTSL website -> League -> Team Maintenance
     - <u>To Edit:</u> click the "Remove" or "Add" button to edit team coaches or managers. Select the new coach/manager and click the "Assign" button
     - <u>To Add a NEW coach/manager:</u> select the "Add a New User" link, enter information and click "Save"
       - Note: before adding a new coach/manager please ensure they are not already set up.

3. **User Information:**
   - User Information is where coach/manager contact information is stored and can be updated.
   - To access User Information:
     - Log into OHTSL website -> League -> User Maintenance
     - <u>To Edit</u>: select the user you would like to edit/delete, update or delete and click "save & done"

4. **My User Information:**
   - My Information is where each user contact information is stored and can be updated.
   - To access My Information:
     - Log into OHTSL website -> League -> My Info
     - <u>To Edit</u>: update and click "save"

5. **Community Field Location Maintenance:**
   - Location Maintenance is where field location information and fields status is stored and can be updated for each community.
   - To access Location Maintenance:
     - Log into OHTSL website -> League -> Location Maintenance

- ■ <u>To Edit Location/Status</u>: select the location you would like to edit/activate, update and click "update"
- ■ <u>To Edit Specific Fields</u>: select the location, select "Add/Updated Fields", select the field you would like to edit/activate, update and click "update"
- ■ <u>To Add a New Location</u>: click "Add Location" button, enter field name, address, ensure "active" is checked and click the "check"button.
  - ● Note: you must add a field to a location to be able to schedule games
- ■ <u>To Add a New Field to a Location</u>: select the location, select "Add/Updated Fields", click "Add Field" button, enter field name and format, click "Add" button

6. **Game Location:**
   - ○ Game Location is field assignments for each communities home games is stored
   - ○ To access Game Locations:
     - ■ Log into OHTSL website -> League -> Game Location
     - ■ <u>To Edit:</u> check the box next to the game you want to update, check the box for the field you want to change the game and click "update". Verify the game has been updated. This update will generate an email to all coaches and community reps for the teams impacted.

7. **Community Blackout Dates:**
   - ○ Blackout Dates is where up to two dates per team can be blocked to prevent games from being scheduled during the initial pre-season game scheduling. *Note: this does not prevent reschedules on these dates.*
   - ○ To access Blackout Dates:
     - ■ Log into OHTSL website -> League -> Blackout Dates
     - ■ <u>Field Blackout Dates</u>: select the field, enter the date, click "Add"