

# LWYSA Practice Field Scheduling

Go to: <http://referees.lwysa.org/>

**Initial Log on only:** Click on "logon". Your "site name" is their first and last name as entered on your coach registration. The system is case sensitive so the first letter of both your first and last name are capitalized. The rest is lower case. The first name goes in the first box and the last name goes in the third box. The middle box is blank. The password box is empty. Click on "logon".

Another box will come up allowing you to request your password. You need to enter your site name (explained above) and the e-mail address you used when you registered as a coach. Click on "Request Password". The system will send you the password. If the e-mail address you entered does not match what we have in the system, you will get a message that reads:

**"You have not specified a combination that is currently defined to LWYSA Referees. Sorry!"**

You can log into your member account at [www.lwysa.org](http://www.lwysa.org) and see which e-mail address is listed for you.

## Log on

Site Name – Your name exactly as you used for your current RMA

Password – Initial password will be provided by LWYSA

The screenshot shows the LWYSA Referees website interface. At the top, there's a navigation bar with 'LWYSA Referees' and 'Logon' links. Below this is a sidebar with 'Information' and 'Logon' sections. The main content area contains a form titled 'Identify Yourself' with the following fields:

Identify Yourself	
SiteName	<input type="text"/>
Password	<input type="password"/>
Action	<input type="button" value="Logon"/>

Below the form, there is a link: [Need your INITIAL Password or forgotten your Password?](#)

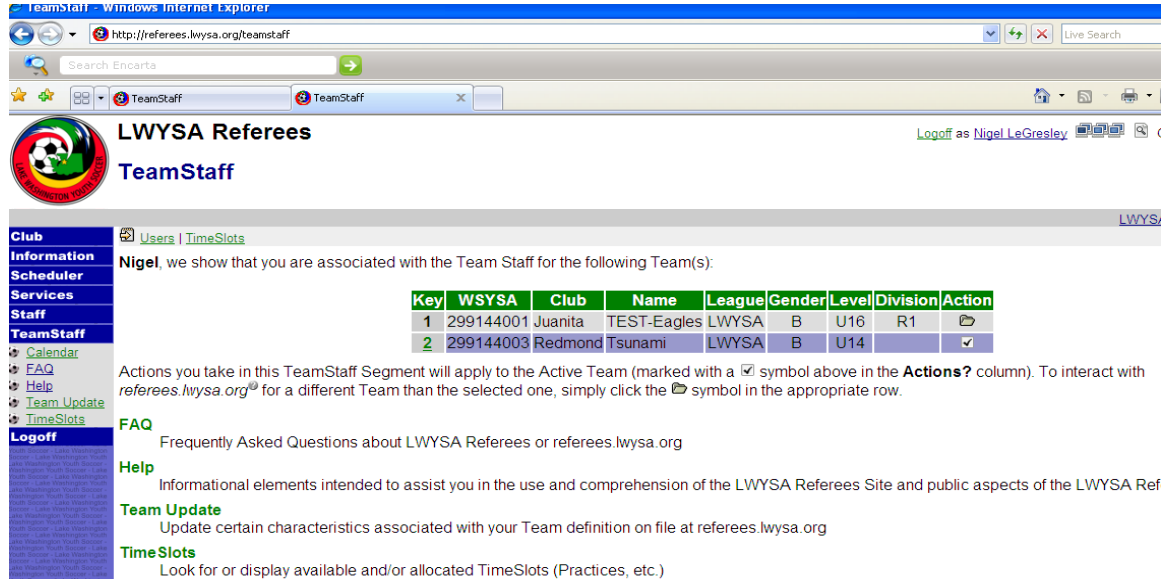
On the right side, there is a 'What's New?' section with the following content:

- Thursday April 17th, 2008**
  - Attention 14.15 yr old REFS It was brought to our attention that system was not allowing you to sign up for 6.15 games. That is a We have correctly that error and you should now be able to do so
- Tuesday April 15th, 2008**
  - Important Dates for Referees
    - April 25-27 - EYSA Sponsored Entry Level Clinic (Issaquah) [Data](#)
    - April 26 - [Soccerpalooza!](#) (formerly Soccerfair) - 5 hours of FREE recertification available in one-hour chunks at the Tacoma Conner Center.
    - May 5 - EKCSRA Monthly Meeting [In-Service Hours](#)

## Selecting the team you want to schedule practice

### Go to “TeamStaff”

Then review the “Action” field and make sure the “check mark” is on the team you want to schedule practices.



TeamStaff - Windows Internet Explorer  
http://referees.lwysa.org/teamstaff

LWYSA Referees  
TeamStaff

Logoff as Nigel LeGresley

Users | TimeSlots

Nigel, we show that you are associated with the Team Staff for the following Team(s):

Key	WSYS	Club	Name	League	Gender	Level	Division	Action
1	299144001	Juanita	TEST-Eagles	LWYSA	B	U16	R1	
2	299144003	Redmond	Tsunami	LWYSA	B	U14		<input checked="" type="checkbox"/>

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

**FAQ**  
Frequently Asked Questions about LWYSA Referees or referees.lwysa.org

**Help**  
Informational elements intended to assist you in the use and comprehension of the LWYSA Referees Site and public aspects of the LWYSA Ref

**Team Update**  
Update certain characteristics associated with your Team definition on file at referees.lwysa.org

**Time Slots**  
Look for or display available and/or allocated TimeSlots (Practices, etc.)

## Scheduling practice

### Go to “TeamStaff/Timeslots/Recurring”

#### Important

- You must include am or pm in the start time and end time fields.
- To view a map of the practice field select the name of the practice field under “field”.
- Practice field scheduling options available
  - Single day (make start date and end date the same date)
  - One day as a series
  - Multiple days individually
  - Multiple days in a series

When the desired practice day, time and field is located place a “check mark” in the “Action” field and select “Reserve”

TeamStaff: TimeSlots-Recurring - Windows Internet Explorer

http://referees.lwysa.org/recurring.php?frhStartDate=08%2F11%2F2008&frhEndDate=10%2F29%2F2008&frhLocation=All&frhMonday=0&frhTuesday=0&frhW...

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TeamStaff

**LWYSA Referees** [Logoff as Nigel LeGresley](#)

**TeamStaff: TimeSlots-Recurring**

**Club** [Users](#) | [TimeSlots](#)

**Information** **Tsunami**

**Scheduler**

**Services** Please set the general characteristics of the **Recurring TimeSlot** you would prefer and click Show to see available TimeSlots:

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- [Permit](#)

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- [Request](#)

**Logoff**

**Recurring Time Slot Criteria**

**Date(s)** 08/11/2008 - 10/29/2008 **Location** All

**Day(s)**  Monday?  Tuesday?  Wednesday?  Thursday?  Friday?  Saturday?  Sunday?

**Time(s)** 6:00 pm - 7:00 pm **Minimum**

**Action**  10

If you would like to allocate an entire Series of TimeSlots (as represented in the following Results), simply check ON the desired checkboxes in the click "Reserve":

Key	Field	Day	Time	Dates (First-Last)	TimeSlots	Action
1	<a href="#">Audubon Elementary 1</a>	Monday	6:00 pm-7:00 pm	8/11/2008-10/27/2008	12	<input type="checkbox"/>
2	<a href="#">Audubon Elementary 1</a>	Wednesday	6:00 pm-7:00 pm	8/13/2008-10/29/2008	12	<input type="checkbox"/>
3	<a href="#">Ben Rush Elementary 1</a>	Monday	6:00 pm-7:00 pm	8/11/2008-10/27/2008	12	<input type="checkbox"/>
4	<a href="#">Ben Rush Elementary 1</a>	Wednesday	6:00 pm-7:00 pm	8/13/2008-10/29/2008	12	<input type="checkbox"/>
5	<a href="#">Mann Elementary 1 A</a>	Monday	6:00 pm-7:00 pm	8/11/2008-10/27/2008	12	<input checked="" type="checkbox"/>
6	<a href="#">Mann Elementary 1 A</a>	Wednesday	6:00 pm-7:00 pm	8/13/2008-10/29/2008	12	<input checked="" type="checkbox"/>
7	<a href="#">Mann Elementary 1 B</a>	Monday	6:00 pm-7:00 pm	8/11/2008-10/27/2008	12	<input type="checkbox"/>
8	<a href="#">Mann Elementary 1 B</a>	Wednesday	6:00 pm-7:00 pm	8/13/2008-10/29/2008	12	<input type="checkbox"/>
9	<a href="#">Rockwell Elementary 1 A</a>	Monday	6:00 pm-7:00 pm	8/11/2008-10/27/2008	12	<input type="checkbox"/>
10	<a href="#">Rockwell Elementary 1 A</a>	Wednesday	6:00 pm-7:00 pm	8/13/2008-10/29/2008	12	<input type="checkbox"/>

Check on the desired Recurring TimeSlots and click ...

Review the practice schedule and select "Confirm" to schedule/reserve.

TeamStaff: TimeSlots-Recurring - Windows Internet Explorer

http://referees.lwysa.org/recurring.php?frhStartDate=08%2F11%2F2008&frhEndDate=10%2F29%2F2008&frhLocation=All&frhMonday=08&frhTuesday=08&frhW...

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TeamStaff

**LWYSA Referees** Logoff as Nigel LeGresley

**TeamStaff: TimeSlots-Recurring**

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The following Rule tests have been performed against each TimeSlot in the requested Series of TimeSlots. To actually allocate the available TimeSlots, scroll bottom and click "Confirm"

Key	Date	Day	Time	Field	Priority	Available	Date Time	Club	Level	Weekly
3097	8/11/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok
3127	8/18/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok
3157	8/25/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok
3187	9/1/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok
3217	9/8/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok
3247	9/15/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok
3277	9/22/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok
3307	9/29/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok
3337	10/6/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok
3367	10/13/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok
3397	10/20/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok
3427	10/27/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok

To actually allocate the available TimeSlots to your Team, please click:

You must click Confirm to actually allocate the TimeSlots. Until you do this, the TimeSlots ARE available to others.

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Practice is scheduled/reserved and confirmed.

TeamStaff: TimeSlots-Recurring - Windows Internet Explorer

http://referees.lwysa.org/recurring.php?action=Confirm

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**LWYSA Referees** Logoff as Nigel LeGresley

**TeamStaff: TimeSlots-Recurring**

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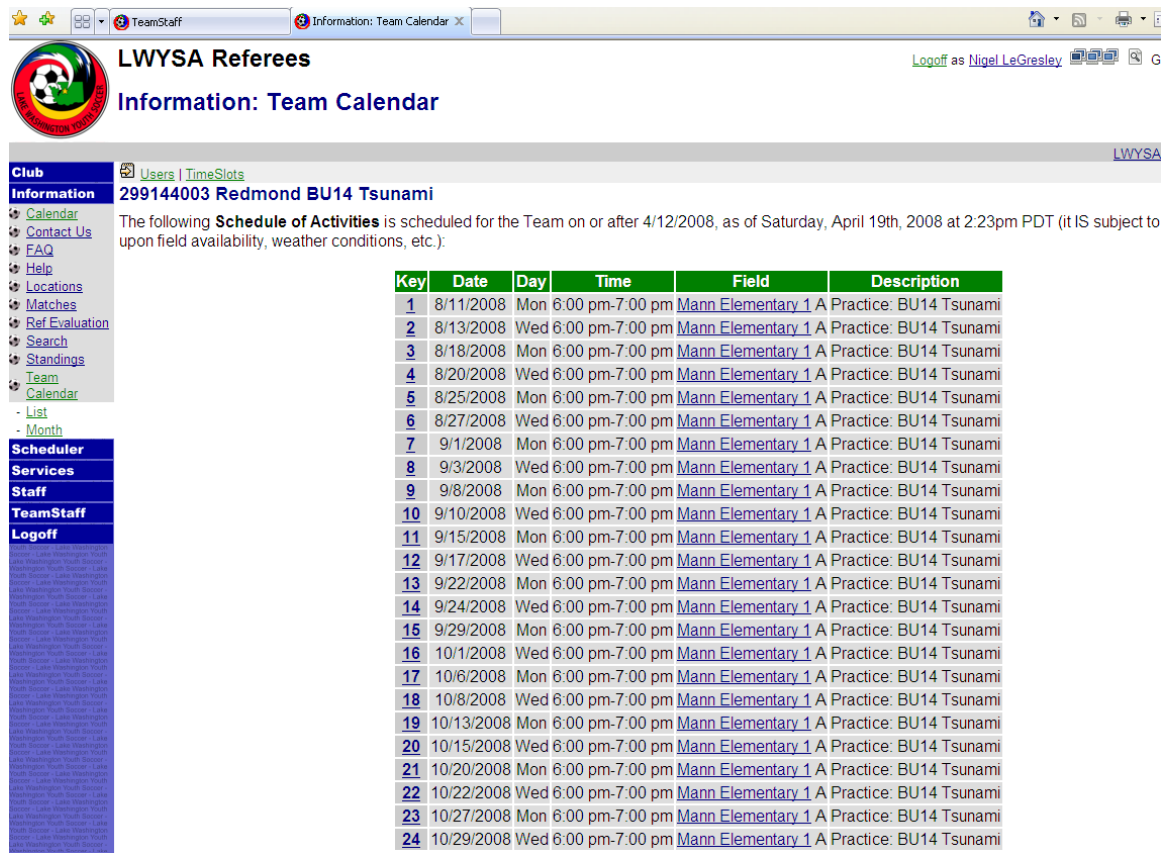
The following Rule tests have been performed against each TimeSlot in the requested Series of TimeSlots. To actually allocate the available TimeSlots, scroll bottom and click "Confirm"

12 TimeSlots have been marked for use by your Team

Key	Date	Day	Time	Field	Priority	Available	Date Time	Club	Level	Weekly	Action
3097	8/11/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok	✓
3127	8/18/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok	✓
3157	8/25/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok	✓
3187	9/1/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok	✓
3217	9/8/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok	✓
3247	9/15/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok	✓
3277	9/22/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok	✓
3307	9/29/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok	✓
3337	10/6/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok	✓
3367	10/13/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok	✓
3397	10/20/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok	✓
3427	10/27/2008	Monday	6:00 pm-7:00 pm	Mann Elementary 1 A	ok	ok	ok	ok	ok	ok	✓

## Viewing Practice Schedules

Go to “Information/Team Calender/ and then view by “list” or “month”



**LWYSA Referees**  
Information: Team Calendar

Logoff as Nigel LeGresley

Club: 299144003 Redmond BU14 Tsunami

The following **Schedule of Activities** is scheduled for the Team on or after 4/12/2008, as of Saturday, April 19th, 2008 at 2:23pm PDT (it IS subject to upon field availability, weather conditions, etc.):

Key	Date	Day	Time	Field	Description
1	8/11/2008	Mon	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
2	8/13/2008	Wed	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
3	8/18/2008	Mon	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
4	8/20/2008	Wed	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
5	8/25/2008	Mon	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
6	8/27/2008	Wed	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
7	9/1/2008	Mon	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
8	9/3/2008	Wed	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
9	9/8/2008	Mon	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
10	9/10/2008	Wed	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
11	9/15/2008	Mon	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
12	9/17/2008	Wed	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
13	9/22/2008	Mon	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
14	9/24/2008	Wed	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
15	9/29/2008	Mon	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
16	10/1/2008	Wed	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
17	10/6/2008	Mon	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
18	10/8/2008	Wed	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
19	10/13/2008	Mon	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
20	10/15/2008	Wed	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
21	10/20/2008	Mon	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
22	10/22/2008	Wed	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
23	10/27/2008	Mon	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami
24	10/29/2008	Wed	6:00 pm-7:00 pm	Mann Elementary 1 A	Practice: BU14 Tsunami

## Removing a Scheduled/Reserved Practice

Go to: TeamStaff/TimeSlots/ and then complete as many of the Time Slot Criteria possible to locate the specific team’s practices.

Important

- Ensure the “Type” field is changed to “Practice” and “Status” field is changed to “Reserved”

To remove a scheduled/reserved practice select “-” in the “Action” field

TeamStaff: TimeSlots - Windows Internet Explorer

http://referees.lwysa.org/timeslots.php?fttShowDate=0&fttShowDate=1&fttStartDate=08%2F18%2F2008&fttEndDate=0&fttShowStartTime=0&fttShowStartTime=1&fttStartTir

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TeamStaff TeamStaff: TimeSlots

**LWYSA Referees** Logoff as Nigel LeGresley Goto

**TeamStaff: TimeSlots** LWYSA Prim

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Information **Tsunami**

Scheduler Please specify the **TimeSlot** criteria that you would like to use to search for available field time by specifying the desired Criteria and clicking "Show"

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**TimeSlots Criteria**

Date  08/18/2008 Start Time  6:00 pm End Time  7:00 pm

Type  Practice Field  For  Redmond U14

Day(s)  Monday?  Tuesday?  Wednesday?  Thursday?  Friday?  Saturday?  Sunday?

Status  Reserved Use  ReservedBy

Contact  ScheduledBy  Action  Show 10

The following TimeSlots meet the criteria you specified. Review the details for an individual entry by clicking on the appropriate Key below:

Key	Date	Day	StartTime	EndTime	Type	Field	Use	Status	ReservedBy	Action
3127	8/18/2008	Monday	6:00 pm	7:00 pm	Practice	Mann Elementary 1 A	Practice: BU14 Tsunami	Reserved	Nigel LeGresley	⊖
3157	8/25/2008	Monday	6:00 pm	7:00 pm	Practice	Mann Elementary 1 A	Practice: BU14 Tsunami	Reserved	Nigel LeGresley	⊖
3187	9/1/2008	Monday	6:00 pm	7:00 pm	Practice	Mann Elementary 1 A	Practice: BU14 Tsunami	Reserved	Nigel LeGresley	⊖
3217	9/8/2008	Monday	6:00 pm	7:00 pm	Practice	Mann Elementary 1 A	Practice: BU14 Tsunami	Reserved	Nigel LeGresley	⊖
3247	9/15/2008	Monday	6:00 pm	7:00 pm	Practice	Mann Elementary 1 A	Practice: BU14 Tsunami	Reserved	Nigel LeGresley	⊖
3277	9/22/2008	Monday	6:00 pm	7:00 pm	Practice	Mann Elementary 1 A	Practice: BU14 Tsunami	Reserved	Nigel LeGresley	⊖
3307	9/29/2008	Monday	6:00 pm	7:00 pm	Practice	Mann Elementary 1 A	Practice: BU14 Tsunami	Reserved	Nigel LeGresley	⊖
3337	10/6/2008	Monday	6:00 pm	7:00 pm	Practice	Mann Elementary 1 A	Practice: BU14 Tsunami	Reserved	Nigel LeGresley	⊖
3367	10/13/2008	Monday	6:00 pm	7:00 pm	Practice	Mann Elementary 1 A	Practice: BU14 Tsunami	Reserved	Nigel LeGresley	⊖
3397	10/20/2008	Monday	6:00 pm	7:00 pm	Practice	Mann Elementary 1 A	Practice: BU14 Tsunami	Reserved	Nigel LeGresley	⊖

Displayed 1 to 10 of 11

Select "Confirm" to remove the scheduled/reserved practice.

TeamStaff: TimeSlots-Turnback - Windows Internet Explorer

http://referees.lwysa.org/tturnback?action=turnback&key=3127

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TeamStaff TeamStaff: TimeSlots-Tur...

**LWYSA Referees** Logoff as Nigel LeGresley

**TeamStaff: TimeSlots-Turnback** LWYS

Club Users | TimeSlots

Information Nigel, you requested we **Turnback** your Team's Assignment to *TimeSlot* #3127. Turnback has applied the following tests to determine if you can Tu assignment.

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Rule	Condition	Limits	Computed	Result
Reserved	Is the TimeSlot Reserved by your Team?	True	True	OK
TurnbackNotice	Time interval prior to the TimeSlot	+1 day 4/20/2008 3:12 pm		OK
Action				Confirm

To schedule/reserve new practice, repeat the process under **Scheduling practice**.