

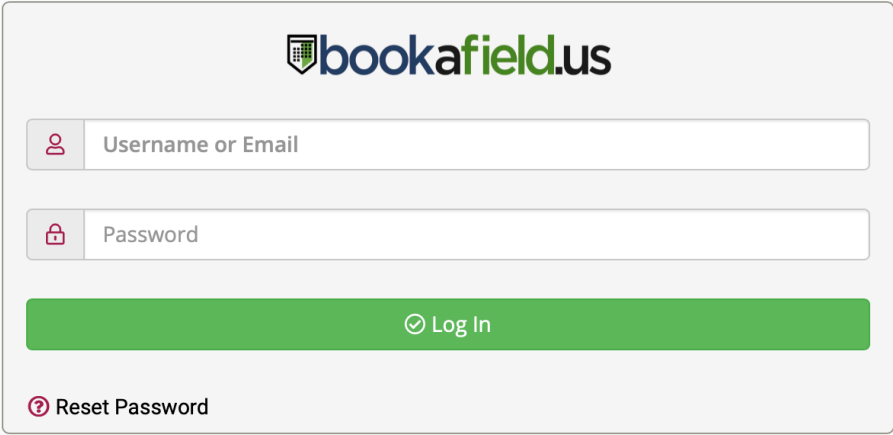
BookAField

Log on to <https://app.bookafield.us/mn/salvo2/frs/Web/index.php?redirect=>

User name is based on your team name, birth year, gender, region, color. Note there is a space after the gender and region. Some examples are:

- o 07G South Grey
- o 07B East Red
- o 06G Orange – HP teams do not have region.

The first time you log in, your password is “password.” However, the password may have been changed last season if you have an existing team. Please email Mike at MGuillou@SalvoSoccer.org to reset passwords. Please include your team name.



bookafield.us

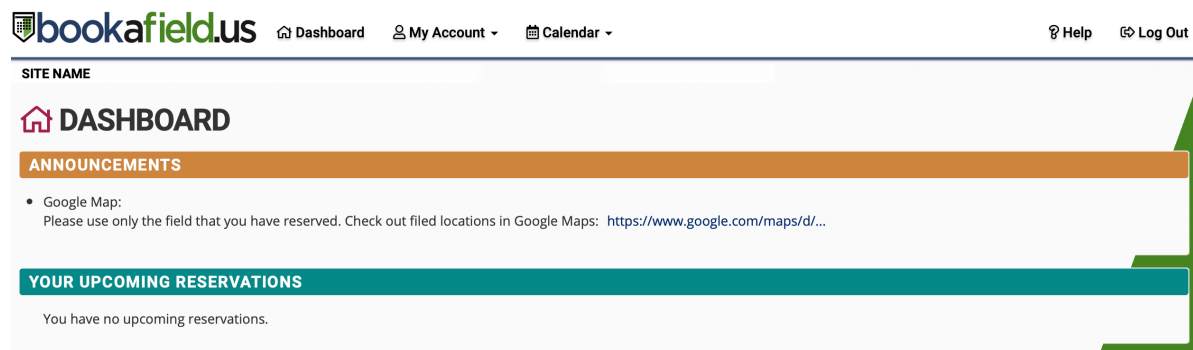
Username or Email

Password

Log In

Reset Password

Dashboard: Once you log in you will see the dashboard. It has a summary of your upcoming reservations and announcements. Please read the announcements since this contains valuable info. The Google Map is a link to a map of Salvo fields and training facilities.



bookafield.us Dashboard My Account Calendar Help Log Out

SITE NAME

DASHBOARD

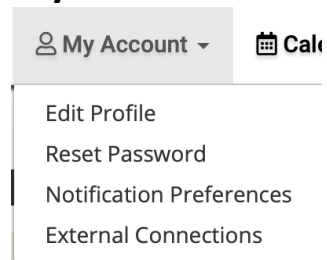
ANNOUNCEMENTS


- Google Map:
Please use only the field that you have reserved. Check out filed locations in Google Maps: <https://www.google.com/maps/d/...>

YOUR UPCOMING RESERVATIONS

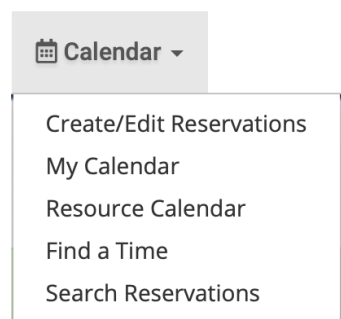
You have no upcoming reservations.

My Account: Has four sub tabs



- Edit Profile – DO NOT CHANGE USERNAME or FIRST NAME. Please update e-mail, last name should be the coach’s last name. Phone number, please add so we can contact you if there is an issue. Organization and Position can be left blank. Note that the email has to be unique, so if you are coaching two teams, you will need different e-mails on each account.
- Reset Password – You can change your password here. Note that each team only has one account, so login info needs to be shared with any co-manager and coach. So if you change the password, please keep others updated. If you forget your password, you can click on the “Reset Password” on the login page or e-mail Mike or Colleen.
- Notification Preferences – Default is set to send emails for reservation creation, reservation updates, reservation deletions and when pending reservations are approved. PLEASE do not change the default settings. Occasionally we will need to move, change or delete a reservation for games, field closures or other reasons. If you delete, then you will not be notified.
- External Connections – This is how to link your TeamSnap account. Click on the  button and follow the instructions on the screen.

Calendar: This is the tab that you will use the most and has five sub tabs



- Create/Edit Reservations – Reservations will be set up in the system, so you won’t be able to make reservations.
- My Calendar – Shows a calendar with your reservations.
- Resource Calendar – Shows you the different field calendars.
- Find a Time – Can help you find a time for practice or scrimmages. After entering date range info, click on Find a Time and system will show you your options.
- Search Reservations – You can search for reservations including other teams.

Key things to remember:

- If you are coaching two teams, you would need to log into each account to view your a reservations for each team.
- If you have any issues with BookAField, please email Mike at MGuillou@SalvoSoccer.org