

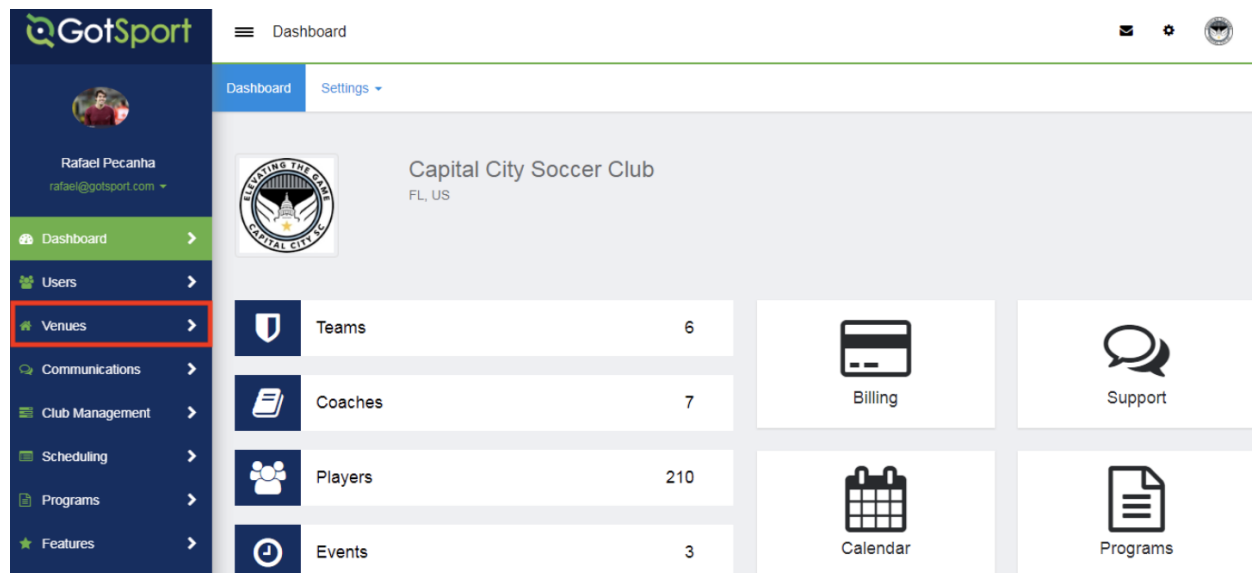
Follow these steps to add approved* fields to your club account:

*Requests to add fields to your approved list will go to NorCal's Executive Committee. To request additional fields, please email Jesus Mata at jmata@norcalpremier.com and respond to the questions below.

- Where is the field located (address)? Is it within your club's approved area of operation?
- Does your club have a historical use of the field? Can you provide evidence of this (e.g., a field permit or rental agreement)?
- Are any other NorCal clubs currently using the field?
- If current NorCal clubs are using the field, does your club have a) written support to share the field access, or b) a rationale for why your club should be permitted to use the field without support from the other club(s)?

Search for an Existing Venue or add a new one - PLEASE SEARCH & USE EXISTING VENUES!

Step 1: Click on “Venues” in the left menu bar.



Step 2: Find “Organization Venues” and choose “Add Venue”

~~Search My Venues~~ NOT this!

Venue Name City State Zip Search

Organization Venues Add Venue

Step 3: Use the “Global Venue Search” and type in the field name and location. Then, check to see if the location is already in the system.

Global Venue Search

Venue Name City State Zip Check

Clear Filters

Step 4: If the location you're trying to add appears in the search, click “Connect” to it (red rectangle). If it doesn't come up, click “Create New Venue” (red oval) - be cautious not to duplicate Venues!

Please note that the “Owner” of the field indicates which organization entered it first. If you share the field, you also should have access to it.

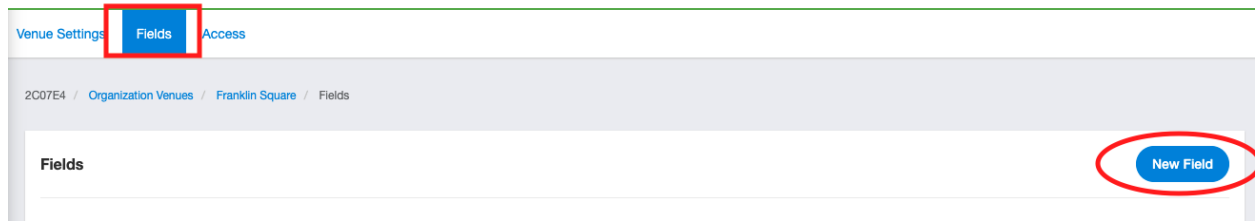
Connect To Existing Venue						Venue not listed? Create New Venue
Name	Owner	City	State	Zip	Country	
Beach Chalet 1400-1598 John F Kennedy Dr — 94121	SF United FC	San Francisco	CA	94121	US	+ Connect
Beach Chalet 9v9 1500 John F Kennedy Dr — 94122	Evolution FC	San Francisco	CA	94122	US	Connected
Beach Chalet Fields 1400-1598 John F Kennedy Dr — 94121	San Francisco Elite Academy	San Francisco	CA	94121	US	Connected
						Venue not listed? Create New Venue

Add Fields

Step 5: Return to “Venues” in the left menu bar; you should see the ones you added.

Step 6: Select a Venue from the list, then select “Fields” across the top bar and “New Field.”

Fill out the form that appears and click “Save.”



Repeat these steps for as many Venues and Fields as your club uses.