

Entering Field and Permit Information

In order to schedule games for the Fall 2016 season any field that will be utilized **MUST** be in the LANCO database, **AND** a permit for the use of that field **MUST** be in the LANCO database as well. Any person with administrative rights to the LANCO website for a club will be able to enter or update field and permit information. There are two parts to this process. One is establishing the field in the LANCO database and the other is entering the permit information, that is the age group that can utilize the field (U9/U10 -7v7, U11/U12 - 9v9, U13- U19 - full-size), times the field can be utilized on each day, and any restrictions to the use. **It is important that the permit information be entered so that the appropriate Referee Assignor is notified in the event of a change to a scheduled game.**

Step 1 - To enter field and permit information login to the LANCO website as you normally do. On the LANCO home page click on "SCHEDULES" and then click on "CLUB DIRECTORY" then click on your club name. You will see the following screen:



The screenshot shows the LANCO website interface for LEBCO United. At the top, there is a green header with "LEBCO United" on the left and "LOGIN" on the right. Below the header is a grey box titled "Club Office Contact Information:". This box is divided into two columns. The left column contains the address: "ADDRESS: 651 Aspen Lane, Lebanon, PA 17042". The right column contains contact details: "PHONE: 610-972-3583", "FAX:", and "EMAIL: mark.strunk55@gmail.com". At the bottom of the grey box, there is a green bar with the text "Club Contacts".

Step 2 - Click on "Club Log-In" in the upper right-hand corner of the screen.



The screenshot shows the "Club Log-In" form. At the top, there is a green header with "Club Log-In" on the left. Below the header is a grey box containing the login fields. There is a text input field labeled "Email Address" and a password input field labeled "Password". To the right of the password field is a "Log In" button. Below the input fields is a yellow box with the text: "** You may retrieve your LOG IN info if you have forgotten (or never received) it **".

Enter your email address and password.

Step 3 - On the next screen click on "Club Field Info".

Step 4 - You will see all of your club's fields with permits that are currently in the LANCO database.

Entering Field and Permit Information

If this listing contains all of the fields you will use for the Fall 2016 season you do not need to enter any field information. You **MUST** confirm that the permit period, as shown in the Start and End columns does not expire before 11/30/16 as a minimum. Time must be added. **ONLY GAME DAY PERMITS NEED TO BE ADDED NOT PRACTICE FIELDS.** If the permits for the fields you will use for the Fall 2016 season run through at least 11/30/16. You are finished with this process. Adding new fields will be discussed further in Step 6 below.

Step 5 - If all of the fields you will use for the Fall 2016 season are listed but the permits must be updated then click on the link to “Maintain Field Permits” at the bottom of the page.

Instructions for Managing Field Permits

- "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.
- "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.
- "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.)
- "Other Details"** When you are adding, modifying, or cloning a permit, you may control a number of details about the use of the field.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.
 - Age and Gender* should be set to control who is allowed to use the field.
 - 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.
- "Limits"** You can simplify the list of permits by setting the filtering limits, such as only Saturdays, or only U13's, etc.

link will be under this text in blue and will say “Manage Field Permits”

The next screen allows you to update all permits for existing fields.

Add a New PERMIT to this Group | Maintain CONTACTS | **Permit Groups**
Field Complex Admin | Scheduling Administration

Directory of Field Complexes

4 | **A** | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | R | S | T | U | W | Y

Maintain Field Permits for PLY Legacy Fields

Show permits for specific date: Show permits ending after: 08/25/2016

Show Permits for Ages: All 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 Adult

Show Permits for Gender: All Male Female

Show Permits for Day: All Mon Tue Wed Thu Fri Sat Sun

Permits ending after 08/25/2016

^	MOD	CLONE	FIELD NAME	M	T	W	T	F	S	S	Lo	Hi	M	F	STARTS	ENDS	OPENS	CLOSES	DRK	MAX	NOTES	DEL
10			Junction Center Field #11	-	-	-	-	-	X	X	8	10	X	X	07/01/16	06/30/17	8:00 AM	5:00 PM	-			
10			Junction Center Field #12	-	-	-	-	-	X	X	8	10	X	X	07/01/16	06/30/17	8:00 AM	5:00 PM	-			
10			Junction Center Field #15	-	-	-	-	-	X	X	11	12	X	X	07/01/16	06/30/17	8:00 AM	5:00 PM	-			
10			Junction Center Field #16	-	-	-	-	-	X	X	11	12	X	X	07/01/16	06/30/17	8:00 AM	5:00 PM	-			

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Entering Field and Permit Information

To change the permit information simply follow the instructions provided.

Step 6 - If in Step 4 above you do not see a field that you will be utilizing for the Fall 2016 season both the field and a permit **MUST** be added to the database. To enter a new field, click on "Edit Fields and Directions" at the bottom of the page.

Instructions for Managing Field Permits

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The next screen allows you to enter new fields or to make changes to existing fields/directions to fields.

[Add a New Complex](#) [Maintain Field Permits](#) [Scheduling Administration](#)

Directory of Field Complexes

4 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | R | S | T | U | W | Y

Field Complex Admin

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

269 Complexes found containing 479 total Fields...

FIELD CLOSURE STATUS [EDIT](#)

**** 65 FIELDS ARE CLOSED ****

FIELD COMPLEX SETTINGS

Activate field closure Text Notifications?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Show Field Dimensions?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Show Field Surface Type?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Indicate Field Lighting Systems?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Show Restroom?	<input type="radio"/> YES	<input checked="" type="radio"/> NO

[Save](#)

EXPORT OPTIONS

- [Field Utilization by Club \(last 365 days\)](#)
- [List of Fields](#)
- [Field Directions](#)

Step 7 - If the field complex exists, i.e. Garys Field or Stephenson Rd. in Step 5 above, and you need to add another field then click on the link to the letter that equates to the first letter of the complex name, i.e D. The next screen shows all of the complexes beginning with the letter D.

Field Complex Admin | Scheduling Administration

Directory of Field Complexes

4 A B C D E F G H I J K L M N O P R S T U W Y

Field Complexes listed by the letter "D"

COMPLEX NAME	INDIVIDUAL FIELDS at COMPLEX (Click cell to open field closures controls)	DEL
Dallastown Middle School	Field 1 · Field 2 · Dallastown Middle School field 4	✖
Dauphin County Vo-Tech School	Field	✖
Doe Run School	Field 1 (SS)	✖
Donegal Intermediate School -	DIS	✖
Donegal Primary School	Field 1 11v11	✖
Donegal Primary School -	DPS	✖
Dover MS	Field	✖
Dunedin Park	Dunedin Park	✖

Entering Field and Permit Information

Step 8 - Click on the link for the name of the complex, i.e. Dover MS. On this screen you can either modify the information already provided for the complex or add new field(s).

MODIFY this Complex | Add New FIELDS to this Complex

Field Complex Admin | Scheduling Administration

Directory of Field Complexes

4 A B C D E F G H I J K L M N O P R S T U W Y

Dover MS

ADDRESS Route 74 North
Dover, PA 17344 [View Google® Map](#) [View Weather](#)

DIRECTIONS Just North of York off of Route 74 in Dover, PA

FIELDS	KEY	SEQ	FIELD NAME	GAME SCHEDULE	DIMENSIONS	SURFACE	LIGHTS	STATUS	DEL
	3504992		Dover MS Field	--	-	-	NO	OPEN	✖

To add a new field click on the “Add New FIELDS to this Complex” link and complete the required information. Once the field has been added follow Step 5 above to add the permit information.

NOTE: When naming fields use the following conventions: 1. **DO NOT** repeat the name of the complex in the field name, i.e. Gary Complex Gary Field #1; 2. wherever possible name fields Field #1, Field #2, Upper Field, Smith Field, etc.; 3. U9/U10 fields should include (7v7) after the field name, i.e. Field #2 (7v7); 4. U11/U12 fields should include (9v9) after the field name, i.e. Field #2 (9v9); 5. full-size fields DO NOT required (11v11) after the name.

Directory of Field Complexes

4 A B C D E F G H I J K L M N O P R S T U W Y

Add NEW Fields to Dover MS

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

Select number of NEW Fields to add:

Directory of Field Complexes

4 A B C D E F G H I J K L M N O P R S T U W Y

Adding 1 New Field to Dover MS

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

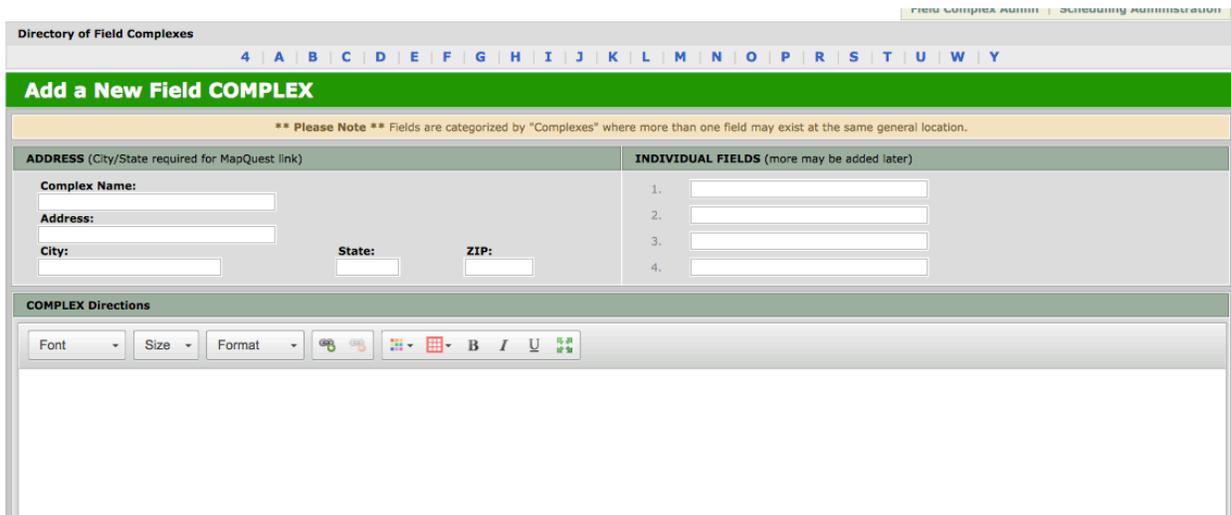
#	SEQ	New Field Name	Dimensions	Surface	Lighting System
1.	<input type="text"/>	<input type="text"/>	coming soon	coming soon	coming soon

Entering Field and Permit Information

Step 9 - In Step 7 if the complex to which you wish to add a field does not exist you must first add the complex before adding the field(s). To add a new complex click on “Add a New Complex”



Complete all of the information, to include directions if additional information is required in addition to the street address. For instance, “fields are behind the school” or fields are in the park over the footbridge, or “no parking on any grassy area”.

A screenshot of a web application interface for adding a new field complex. The page title is "Add a New Field COMPLEX". A yellow note states: "** Please Note ** Fields are categorized by 'Complexes' where more than one field may exist at the same general location." The form is divided into two main sections: "ADDRESS (City/State required for MapQuest link)" and "INDIVIDUAL FIELDS (more may be added later)". The address section includes input fields for "Complex Name:", "Address:", "City:", "State:", and "ZIP:". The individual fields section contains a numbered list (1-4) with corresponding input boxes. Below the form is a "COMPLEX Directions" section with a rich text editor toolbar containing options for Font, Size, Format, and various text formatting icons (bold, italic, underline, link, unlink, list, etc.).

THANKS LANCO BOARD