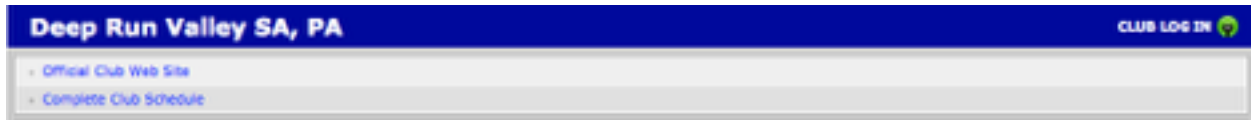


# FREQUENTLY ASKED QUESTIONS

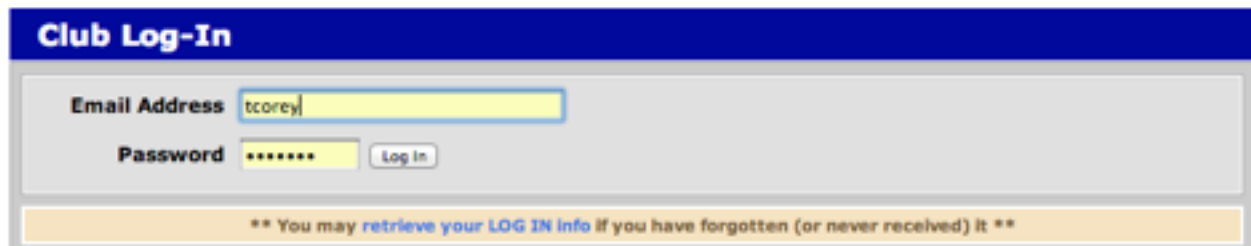
## DELEGATES

### Q. How do I change Club information, team information, field information, or enter Schedule information on the PAGES website?

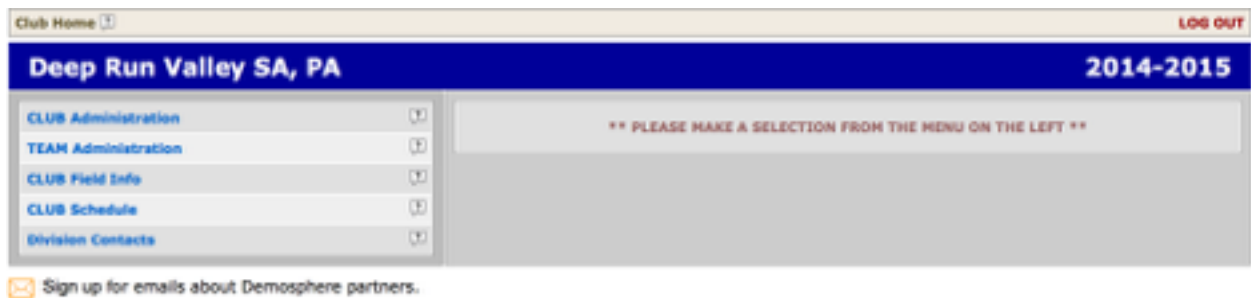
A. First log in to the PAGES website by going [www.pags.org](http://www.pags.org) and clicking on 'List of Clubs' in the upper right-hand corner of the page. Then click on your Club Name. Click on the login link in the upper right-hand corner of the screen.



Enter your email address and password in the dialog box. The email address **must be the same as one of the people listed for your club that has administrative access to the site**. If you have administrative rights to your Club page your password will have been mailed to you. If you have forgotten your login or password click on the link at the bottom of the dialog box.



You will see an administrative menu.



1. Select **CLUB Administration** to verify or update Club information or personnel.

Club Home > Club Administration

## Deep Run Valley SA, PA

2012-2013

- Edit Public CLUB PAGE
- Edit Club INFO
- Add new Club OFFICIAL
- EXPORT data

### OFFICIALS Assigned to the Club

Mod	Title
+	<b>President</b> Hana Sumpf Phone (H): 215-453-1780 Email: hja49@comcast.net
+	<b>Club Administrator (Club Delegate)</b> Mike Koch (Admin rights) Phone (H): 267-261-0213 Phone (C): 267-261-0213 Email: soccobkoch@hotmail.com (Game notification)
+	<b>Fields Coordinator</b> Mike Koch Phone (H): 215-822-6037 Phone (C): 267-261-0213 Email: drvsclubhouse@comcast.net (Game notification)
+	<b>Registrar</b> Mike Koch Phone (H): 215-822-6037 Phone (C): 267-261-0213 Email: drvsclubhouse@comcast.net (Game notification)

From this page you can update the information for **OFFICIALS Assigned to the Club**, shown to the right of the screen.

Selecting **Edit Public CLUB PAGE** enables you to edit the information that is displayed for the public on your Club's page on the PAGS website.

Club Home > Club Page

Edit Club - Contacts - Logo - Official Web Site

## Deep Run Valley SA, PA

Club Home | LOG OUT

- Official Club Web Site
- Complete Club Schedule

Add Your Club's Logo Here

### Philadelphia Area Girls Soccer Spring 2013 Club Teams

Girls

U13 Girls [DEEP RUN Rage](#)

### Philadelphia Area Girls Soccer Fall 2012 Club Teams

Girls

U09 Girls [DEEP RUN Blaz](#)

U09 Girls [DEEP RUN Comets](#)

Club Field Directions		
Deep Run Complex Field #1	Deep Run Complex Field #11	Deep Run Complex Field #2 (ss)
Telegraph Rd Field #1	Telegraph Rd Field #3 (ss)	

Club Contact Information	
<b>President</b>	
Hans Sumpf [H] 215-453-1780	hs49@comcast.net
<b>Club Administrator</b>	
Mike Koch	soccerkoch@hotmail.com

Selecting **Edit Club INFO** enables you to edit the information contained in the PAGS database

Club Home > Club Administration > Edit Club INFO [X]

### Edit Club Info \*\* Deep Run Valley SA, PA \*\*

Club Code DEEPRU	Club Name Deep Run Valley SA, PA	Optional Team Prefix club abbrev. DEEP RUN
Club Web Address http://www.drvasa.org	Club Year Founded 1961	
<b>Club Contact Information:</b>		
ADDRESS: Box 390	City: Hilltown	STATE: PA ZIP: 18927
PHONE: 215-822-6037	FAX:	
PRIMARY EMAIL: soccerkoch@hotmail.com		

Selecting **Add New Club OFFICIAL** enables you to add additional **Officials** to your club that will displayed on the main Club page.

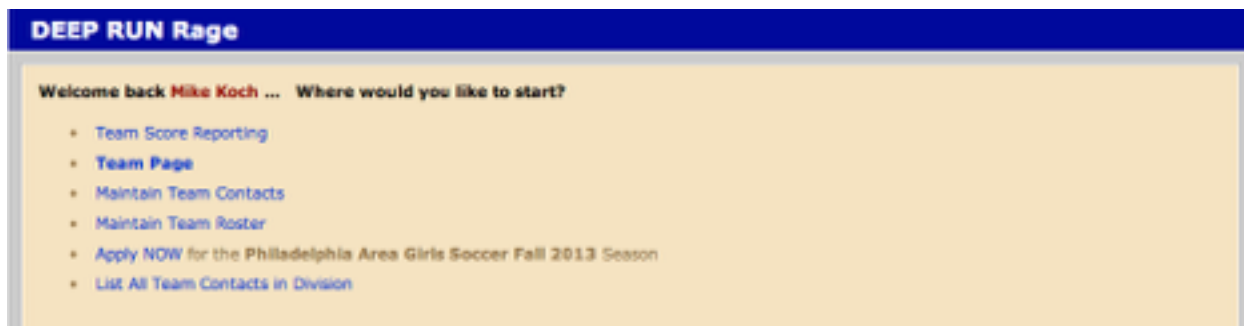
Selecting **EXPORT Data** will enable you export data about your **Club Officials** in an Excel format.

2. Select **TEAM Administration** to change information about any of your teams or to **look up the login information for any of your teams**.

When you select this option you will see a list of all of your teams that have participated in the last 3 seasons and columns listing the last 3 seasons.

Deep Run Valley SA, PA				Club Home   LOG OUT	
Team	Age Group	Gender	Philadelphia Area Girls Soccer [3]		Philadelphia Area Girls Soccer
			[1] Spring 2013 P Voucher	[2] Spring 2012 P Voucher	[3] Fall 2012 P Voucher
DEEP RUN Rage			U1305 [applic P]		
DEEP RUN Blast	U9 (BvB Only)	Girls			U0903 [applic P]
DEEP RUN Comets	U9 (BvB Only)	Girls			U0905 [applic P]
DEEP RUN Crush	U10 (BvB Only)	Girls			U1001 [applic P]
DEEP RUN Crushers	U10 (BvB Only)	Girls			U1005 [applic P]

To change data for a team select the division under a given season (e.g. **Spring 2013 U13D5**). You will then be able to accomplish the following:



Selecting **Team Score Reporting** enables you to report scores for any completed games for this individual team.

Selecting **Team Page** enables you to update any of the following information for this individual team:



Selecting **Maintain Team Contacts** enables you to update the information for existing contacts, or to add or delete contacts for this individual team.

Selecting **Maintain Team Roster** enables you to create or modify the roster for this team. This roster is for purposes of the PAGS website **ONLY**.

Selecting **Apply NOW** enables you to apply for the season shown.

Selecting **List All Team Contacts** in Division provides a list of all contacts for all the teams in this individual team's division in the selected season.

3. Select **CLUB Field Info** to enter/update field information and to enter permits for these fields.

Permits for Saturdays															
Field	Priority	Ages	M	T	W	T	F	S	S	From	To	Max	Start	End	Notes
Telegraph Rd Field #1	1	13-19	-	-	-	-	X	X		8:00 AM	--dark--	4	Sat 9/8/12	Sun 6/30/13	

Permits for Sundays															
Field	Priority	Ages	M	T	W	T	F	S	S	From	To	Max	Start	End	Notes
Telegraph Rd Field #1	1	13-19	-	-	-	-	-	X	X	8:00 AM	--dark--	4	Sat 9/8/12	Sun 6/30/13	

By the link below, you will be directed to a screen giving you control over your field permits. Please read the following instructions before proceeding.

### 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.

If you just want to work on new fields or directions, click here to [Edit Fields and Directions](#).

The first screen shows your current field permits, permits that expire after the current date. If you do not have any new fields you can follow the instructions on this screen to update the permit information for your existing fields for the upcoming season.

If you need to add or modify the information for a field(s) or add directions to an existing field click on [Edit Fields and Directions](#) at the bottom of the page.

[Add a New Complex](#)
[Maintain Field Permits](#)
[Club Home](#)

Directory of Field Complexes

1 4 A B C D E F G H I J K L M N O P Q R S T U V W Y Z

**Field Complex Admin**

In the PAGES database fields are actually two pieces of information the Complex name and the Field name/number. Fields for small-sided games should have a ss designation. (e.g. USTC Field #11, Talley MS Lower Field, Telegraph Rd. Field #3 (ss))

To add a new complex/field(s) select on [Add a New Complex](#).

## Add a New Field COMPLEX

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

ADDRESS (City/State required for MapQuest link)	INDIVIDUAL FIELDS (more may be added later)
Complex Name: <input style="width: 90%;" type="text"/> Address: <input style="width: 90%;" type="text"/> City: <input style="width: 25%;" type="text"/> State: <input style="width: 15%;" type="text"/> ZIP: <input style="width: 15%;" type="text"/>	1. <input style="width: 90%;" type="text"/> 2. <input style="width: 90%;" type="text"/> 3. <input style="width: 90%;" type="text"/> 4. <input style="width: 90%;" type="text"/>
COMPLEX Directions	
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span>Font</span> <span>Size</span> <span>Format</span> </div> <div style="padding: 5px;"> </div> <div style="height: 150px; border: 1px solid #ccc;"></div> </div>	
Save	

Add the name (e.g. Telegraph Rd.) and the address of the complex. **It is important that you include the address for opponents to use a GPS to find the complex.** Add the name of the field(s) (e.g. Field #1, Field #2 (ss)). You can enter directions on this page as well. If only have 1 field at a complex and it doesn't have a name enter Field #1 or Field #1(ss) as appropriate.

Add a New Complex
Maintain Field Permits
Club Home

Directory of Field Complexes

[1](#) [4](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [Y](#) [Z](#)

### Field Complex Admin

To modify the information or to add directions to an existing field click on the the first letter of the complex name form the **Directory of Field Complexes**.

Add a New COMPLEX
Club Home
Field Complex Admin

Directory of Field Complexes

[1](#) [4](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [Y](#) [Z](#)

### Field Complexes listed by the letter "T"

COMPLEX NAME	INDIVIDUAL FIELDS at COMPLEX (Click cell to open field closures controls) <small>Note: Will not send closure texts, please close from Elements &gt; Field Complex Admin &gt; FIELD CLOSURE STATUS</small>
Talley Day Park	Field #1 - Field #2
Talley MS	Field #1
Telegraph Rd	Field #1 - Field #2 (ss) - Field #3 (ss)

Select the complex in the left-hand column (**Telegraph Rd.**)

[MODIFY this Complex](#) | [Add New FIELDS to this Complex](#)
[Club Home](#) | [Field Complex Admin](#)

Directory of Field Complexes

1 4 A B C D E F G H I J K L M N O P Q R S T U V W Y Z

## Telegraph Rd

**ADDRESS** **992 Telegraph Rd**  
Hilltown, PA 18944

[View Google™ Map](#)
[View Weather](#)
[Signup for closure text notifications!](#)

**DIRECTIONS** From North: From North: From the intersection of Route 309 and Route 113 (Souderton), take Route 113 North to Telegraph Road which is about ¼ mile past Rt. 152, turn left go approximately ½ mile, fields will be on the right. From South: From Route 309 and Hilltown Pike (Zoto's Diner, one traffic light south of the Walmart, town of Colmar), take Hilltown Pike - STAY ON THE MAIN ROAD - Hilltown Pike twists and turns. After 3 miles Hilltown Pike will junction with Route 152, about 300 yards after the junction, Hilltown Pike bears to the left, stay left, you will then come to a STOP except for right turn sign. Stop and stay on Rt. 152 north left. Go to next stop sign, which will be Rt. 113 turn right. Approximately ¼ mile turn left onto Telegraph Road. Approximately ½ mile are the fields on your right. From the Doylestown/Chalfont/New Britain Area: you can either take Route 152 North. Stay on Route 152, Hilltown Tavern and follow the directions above. Or you can take Route 313 north through Dublin and turn left onto Rt. 113. Continue on Rt. 113 through Blooming Glen. Approximately ¼ mile past Callowhill Road traffic light is Telegraph Road on your right. Turn right and fields are on your right approx. ½ mile. From West: From the intersection of Route 309 and Route 113 (Souderton), take Route 113 North (LEFT) to Telegraph Road which is about ¼ mile past Rt. 152, turn left go approximately ½ mile, fields will be on the right.

**RESTROOMS** YES

FIELDS	KEY	SEQ	FIELD NAME	GAME SCHEDULE	DIMENSIONS	SURFACE	LIGHTS	STATUS
	3556328	1	Telegraph Rd Field #1		75x110	G-365	NO	OPEN
	40792097	2	Telegraph Rd Field #2 (sa)	--	60x100	G-365	NO	OPEN
	57033773	3	Telegraph Rd Field #3 (sa)	--	60x100	G-365	NO	OPEN

Selecting **MODIFY this Complex** enables you to modify any of the existing information or to add directions for the complex. Selecting **Add New FIELDS to this Complex** enables you to add 1 or more field(s) to the existing complex.

Once you have added a new complex and field(s) or added new fields to an existing complex you need to add permit information for that field(s). Refer to the instructions regarding field permits above.

4. Select **CLUB Schedule** to view your Club's composite schedule by month or to enter scheduling data for the upcoming season. You can export the composite schedule into an Excel spreadsheet from this screen.

### Deep Run Valley SA, PA Complete Club Schedule [Export schedule to Excel](#)

September 2012
October 2012
November 2012
April 2013
May 2013

May 2013							
	Date	Time	Home Team	vs.	Away Team	Field	Division
1811	Sun May 5	4:30 pm	DEEP RUN Rage	vs.	BUCKINGHAM UTD Crush	Telegraph Rd Field #1	U1305
1824	Sun May 12	1:00 pm	LVI '99 Gold	vs.	DEEP RUN Rage	Lehigh University Goodman Campus Field C	U1305
1828	Sun May 19	3:00 pm	DEEP RUN Rage	vs.	GCVSA Coyotes	Telegraph Rd Field #1	U1305

● - rescheduled in last seven days, ● - rescheduled since Mar 20

To enter scheduling information select a month then click on your home team for a given game. This takes you to the team's page which includes the teams entire schedule.

DEEP RUN Rage Schedule						
<a href="#">Edit games</a>						
<b>April 2013</b>						
GAME#	Date	Time	Home	Score	Away	Location
1803	Sun Apr 14	5:00 pm	GCVSA Coyotes	0-0	DEEP RUN Rage	Line Road Complex #08
1804	Sun Apr 21	3:45 pm	WHITE CLAY WIGGOS	2-0	DEEP RUN Rage	Avon Grove High School Upper Turf Field
1807	Sun Apr 28	12:00 pm	DEEP RUN Rage	vs	PA RUSH Nike '00	Telegraph Rd Field #1
<b>May 2013</b>						
GAME#	Date	Time	Home	Score	Away	Location
1811	Sun May 5	4:30 pm	DEEP RUN Rage	vs	BUCKINGHAM UTD Crush	Telegraph Rd Field #1
1814	Sun May 12	1:00 pm	LVU '99 Gold	vs	DEEP RUN Rage	Lehigh University Goodman Campus Field C
1818	Sun May 19	3:00 pm	DEEP RUN Rage	vs	GCVSA Coyotes	Telegraph Rd Field #1
<span style="color: red;">●</span> - has been rescheduled in last seven days, <span style="color: yellow;">●</span> - has been rescheduled since Mar 20						

Select **Edit Games**. You can now enter game times and fields for all of the team's home games. You must enter one game at a time. First click on "enter me" under the "Time" column. Enter the time in the following format 9:15 am or 2:30 pm and click on "OK". Then click on "enter me" under the "Location" column. Select the appropriate field from the pull-down menu and click on "OK". If the field does not show up in the pull-down menu you must enter the field into the PAGS database. When you have entered all the information for the team click on "Save Changes" at the bottom of the page.

DEEP RUN Rage Schedule						
You have 3 home games to schedule! The Editable fields are marked below in GREEN. Click the on the GREEN TEXT to edit that field. A YELLOW row means that the row is not yet saved. Click SAVE CHANGES at the bottom to save your changes to the system.						
<b>April 2013</b>						
GAME#	Date	Time	Home	Switch	Away	Location
1803	Sun Apr 14	5:00 pm	GCVSA Coyotes	-	DEEP RUN Rage	Line Road Complex #08
1804	Sun Apr 21	3:45 pm	WHITE CLAY Wildcats	-	DEEP RUN Rage	Avon Grove High School Upper Turf Field
1807	04/28/2013	12:00 pm	DEEP RUN Rage	<=>	PA RUSH Nike '00	Telegraph Rd Field #1
<b>May 2013</b>						
GAME#	Date	Time	Home	Switch	Away	Location
1811	05/05/2013	4:30 pm	DEEP RUN Rage	<=>	BUCKINGHAM UTD Crush	Telegraph Rd Field #1
1814	Sun May 12	1:00 pm	LVU '99 Gold	-	DEEP RUN Rage	Lehigh University Goodman Campus Field C
1818	05/19/2013	3:00 pm	DEEP RUN Rage	<=>	GCVSA Coyotes	Telegraph Rd Field #1
<span style="color: red;">●</span> - has been rescheduled in last seven days, <span style="color: yellow;">●</span> - has been rescheduled since Mar 20						
<a href="#">Save Changes</a> <a href="#">Cancel Changes</a>						

Repeat this process for all of your teams playing in the season.