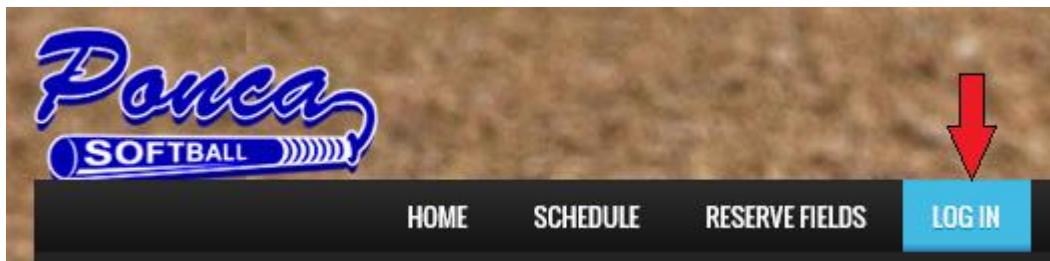


# RESERVE FIELDS – PONCASOFTBALL.COM

## LOG IN TO WEBSITE

In order to reserve a softball/baseball field you will need to log into the website.

1. Go to Poncasoftball.com and click on “Log In” on the menu bar

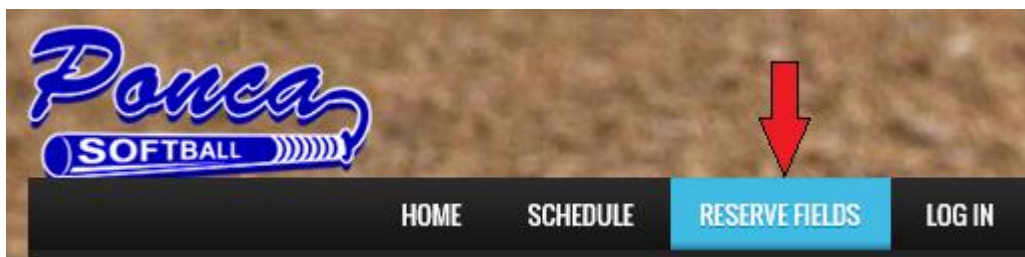


2. When the login screen come up, type in the username and password you were given.

A screenshot of the Ponca Softball Login screen. The background is dark. The text 'Log In' and 'Ponca Softball Login' is at the top. Below are two white input fields labeled 'Username:' and 'Password:'. At the bottom is a 'Login' button.

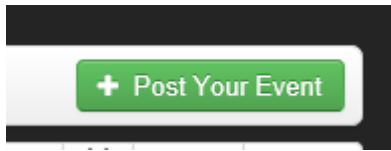
## HOW TO RESERVE A FIELD

3. Click on Reserve Fields on the menu bar



# RESERVE FIELDS – PONCASOFTBALL.COM

- When you are logged into the site you will now see a green button called “+ Post Your Events” will be shown. Click on the button to reserve a field



- For Even Title, enter your group (10U,12U, etc.) and type of even (Game, Practice, Tournament)

A screenshot of a web form titled "Post Your Event" with a close button (X) in the top right corner. Below the title is a large text input field with the placeholder text "Event Title".

- Enter the date of your event.

A screenshot of a date selection interface. It features a "Date" input field, a checkbox for "Add time", and a checkbox for "Add end date". Below these is a calendar for April 2016. The date 23 is highlighted in blue. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 30. The word "Today" is centered at the bottom of the calendar.

- Enter a start and end time of your event

A screenshot of a time selection interface. It shows four input fields: "4/23/2016", "Time", "4/23/2016", and "End time". Below these fields are two checkboxes: "Add time" and "Add end date/time", both of which are checked.

8. For Venue Name enter the field you will be using. (Field 1, Field 2, Field 3, Field 4, Batting Cages)

9. Click in the Categories field and pick your team. If your team is not listed, please send an email to [teamponca@poncasoftball.com](mailto:teamponca@poncasoftball.com)

- 10U - Ponca #1
- 10U - Ponca #2
- 12U - Ponca
- 14U - Ponca
- 16U - Ponca
- 18U - Ponca

10. Enter your name for “Organizer Name”. First and Last Name

11. Click on “Submit Event” green button to complete your booking.

12. Verify your new event was published.

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