



# Club de Soccer Dollard / Dollard Soccer Club

Scheduling Committee

12001, boul. de Salaberry Dollard-des-Ormeaux, QC H9B 2A7

Tél: 514-421-2928

e-mail: [scheduler@dollardsoccer.ca](mailto:scheduler@dollardsoccer.ca)

PTS RESERVATION: <http://www.tsisports.ca/sc/soccer/reservations/>

## PTS RESERVATION User Guide 2016

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This user guide is to provide you the steps to request additional practices from Dollard Soccer Club:

### ACCESS PTS RESERVATION

1. **Option 1** Open Internet Explorer (there are issues with Mozilla & Google Chrome) and navigate to: <http://www.tsisports.ca/sc/soccer/reservations/> (It is a good idea to save this in your favorites)

User / Utilisateur  
Password / Mot de passe

Enter the coaches passport # (eight digits) for the user name and birthday for the password (you must use this format yyyy-mm-dd)

2. **Option 2** Open Internet Explorer (there are issues with Mozilla & Google Chrome) and navigate to: <http://www.tsisports.ca/league.html> (It is a good idea to save this in your favorites), Select the league you were your teams is playing (Dollard Soccer **7-a-side**, Lac St Louis Youth League Local **11-a-side**, Lac St Louis Youth League **Inter-City** or Metropolitan Soccer League **Seniors**)

UserID: 6704014 Password: ..... Login

Enter the teams user name and password for the League and click Login -> Click PTS-Reservations

PTS-RESERVATIONS

[Open PTS-Reservations in a new page](#)

then click



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### REQUEST A PRACTICE SLOT

1. If you are coaching multiple team you will be present a list of teams you are associated with, select the one that you would like to request a practice for:

Number	Team	Select
6704029-2016E	Dollard Dragons F15AA (DS) (U-15 F AA)	Select / Choisir
6704031-2016E	Dollard Dragons F17AA (FV) (U-17 F AA)	Select / Choisir

2. You will see the team you are reserving practice for at the top of the screen:

**Dollard Dragons F15AA (DS) (U-15 F AA)**



3. To request a practice slot click on **Add Reservation** under the Reservations Menu

4. You will be presented with a calendar of your teams' entire summer.

May 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14
<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20	<input type="checkbox"/> 21
<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28
<input type="checkbox"/> 29	<input type="checkbox"/> 30	<input type="checkbox"/> 31				

- a. Dates in RED are GAMES
  - b. Dates in PURPLE are PRACTICES
5. In order to request practices, the following 4 items must be done:
    - a. Check off the date(s) you would like practices
    - b. Select Duration of your practice either 75, 90 or 120 minutes
    - c. Select the time interval for your practice (18:00 – 19:30, 19:30 – 21:00, or 21:00 – 23:00) and click the 15 so it checks for 15 minute blocks)
      - i. During the week 18:00 (90 min), 19:30 (90 min) or 21:00 (120 min)
      - ii. During the weekend 9:00, 10:30, 12:00, 13:30, 15:00, 16:30, 18:00, 19:30 (90) 21:00 (120)

**NOTE IF THE REQUESTS DON'T MATCH THE TIME SLOTS LISTED ABOVE THEY WILL BE REFUSED**
    - d. Field Type:
      - i. 7-a-side teams you select 4 x 4 for ½ a field for a full 7 x 7 field (Email Request to Scheduler)
      - ii. 9-a-side teams you select 7 x 7 for ½ a field for a full 7 x 7 field (Email Request to Scheduler)
      - iii. 11-a-side teams you select 7 x 7 for ½ a field for a full 11 x 11 field (Email Request to Scheduler)



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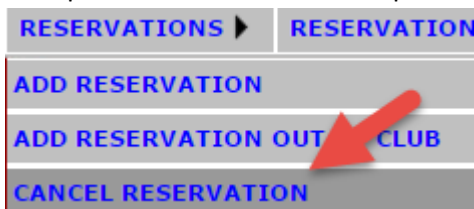
e. Highlight all the field you would like to check to see if they are free and click *Search*

f. If there is a slot available on the field it will be displayed at the bottom of the screen (scroll down). Check off the slot you would like to request and click (*Add*) **ADD**

Date	De l'heure	A l'heure	Numéro	Terrain	Sélectionner	Autre réservations
2010-06-04	18:00	19:15	6704314	FAIRVIEW 1 (SOUTH) DEMI/HALF A	<input type="checkbox"/>	
2010-06-04	18:00	19:15	6704414	FAIRVIEW 1 (SOUTH) DEMI/HALF B	<input type="checkbox"/>	
2010-06-04	18:15	19:30	6704314	FAIRVIEW 1 (SOUTH) DEMI/HALF A	<input checked="" type="checkbox"/>	
2010-06-04	18:15	19:30	6704414	FAIRVIEW 1 (SOUTH) DEMI/HALF B	<input type="checkbox"/>	

## CANCEL A PRACTICE SLOT

1. To cancel a practice that has been accepted or in progress please select **Cancel reservation** under the **Reservation**



Menu

2. You will be present all the practices that have been accepted or requested by your team, check of the ones that are no longer required.

Cancel reservations

6704025-2012E - Dollard B Dragons F11 (RL) (F U-11 A)

Date	From time	To time	Field	Reservation type	Select	Availability	Match & Practice
2012-03-25	14:45	16:00	DES SOURCES West (67040772)	Accepted	<input checked="" type="checkbox"/>		
2012-03-31	16:30	18:00	DOLLARD 2 SYNTHETIC B (67040472)	Accepted	<input type="checkbox"/>		

3. Then select **Cancel reservations** at the bottom of the screen.



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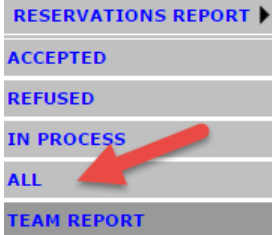
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## CHECK IF REQUEST PRACTICES HAVE BEEN ACCEPTED/REFUSED

1. Click on **All** under the Reservation Report menu

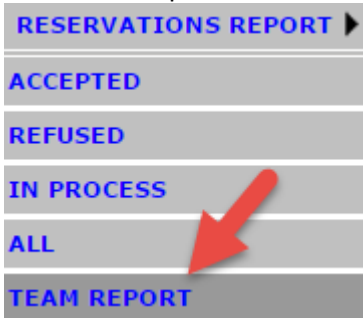


2. This will display all request that have been made by the team (In Progress, Refused, Accepted)

2010-06-04	18:15	19:30	FAIRVIEW 1 (SOUTH) DEMI/HALF A (6704314)	Refusées
2010-06-11	17:00	18:30	FAIRVIEW 1 (SOUTH) DEMI/HALF A (6704314)	Acceptées
2010-06-18	17:00	18:30	FEDERICK WILSON 2 (EAST) (6704115)	Non traitées

## VERIFY THE TEAMS FULL SCHEDULE OF GAMES AND PRACTICES

1. Click Team Report under the Reservation Report menu



2. Select the month you would like to check and click **Search** and you will see all your games and accepted practices listed.

Rapport équipe

Équipe:  Date:

Lundi	Mardi	Mercredi	Jeudi	Vendredi	Samedi	Dimanche
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Date	De l'heure	A l'heure	Type	Info
2010-06-01	18:30	19:25	Match	Terrain DES SOURCES EAST (7) (M A U-09) Dollard Dragons M09 A vs LaSalle M09 A (SP)
2010-06-08	18:30	19:25	Match	Terrain 6728120 (M A U-09) Pierrefonds Cobras M09 A vs Dollard Dragons M09 A
2010-06-11	17:00	18:30	Pratique	Terrain - FAIRVIEW 1 (SOUTH) DEMI/HALF A
2010-06-22	18:30	19:25	Match	Terrain DES SOURCES EAST (7) (M A U-09) Dollard Dragons M09 A vs CSMRO Griffons M09 A
2010-06-29	18:30	19:25	Match	Terrain DES SOURCES EAST (7) (M A U-09) Dollard Dragons M09 A vs LAKESHORE M09 A (RD)



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## TO VIEW THE FIELD THAT ARE AVAILABLE IN DOLLARD FOR GAMES AND PRACTICES

**FIELD** ▶

**LIST OF FIELDS**

1. Select **Fields** then **List of Fields**
2. You will see a list of all the fields and sub fields that are available to be reserved.

List of fields for your club available for adding reservations

# Reference	Principal field name	Sub-field name	Number	Field Type	From time	To time
670410	CENTENNIAL		67041070	(7 x 7)	08:00	21:00
		A	67041041	(4 x 4)		
		B	67041042	(4 x 4)		
670411	COOLBROOKE 1 (EAST)		67041170	(7 x 7)	08:00	21:00
		A	67041141	(4 x 4)		
		B	67041142	(4 x 4)		
670412	COOLBROOKE 2 (WEST)		67041270	(7 x 7)	08:00	21:00
		A	67041241	(4 x 4)		
		B	67041242	(4 x 4)		
670407	DES SOURCES		67040710	(11 x 11)	08:00	23:30
		East	67040771	(7 x 7)		
		East A	67040741	(4 x 4)		
		East B	67040742	(4 x 4)		
		West	67040772	(7 x 7)		
		West A	67040743	(4 x 4)		
		West B	67040744	(4 x 4)		

## TOOLS TO HELP FIND A PRACTICE SLOT

1. If you are looking for what practice time are available on a particular field select **Fields** then **Usage by Field**

**FIELD** ▶

**LIST OF FIELDS**

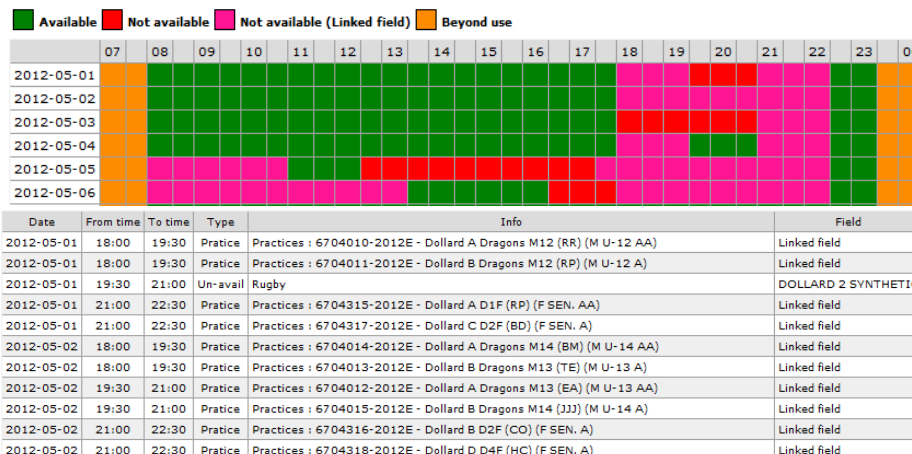
**USAGE BY FIELD**

- a. Select the field and month you would like for the practice

Field Club:  Field availabilities

Date:  Rented field

- b. You will be presented a graphical display of the field bookings & a detail list at the bottom of the screen.



- c. When you find a slot that is available please [request a practice slot](#)



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- If you are looking for a practice on a particular date and want to check multiple fields at the same time, select

FIELD 

LIST OF FIELDS

USAGE BY FIELD

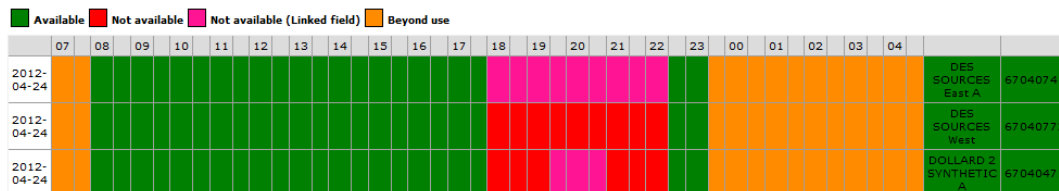
USAGE BY DATE

Fields then Usage by Date

- Select the date you are looking for a practice slot
- Select the field or fields (hold the CTRL button and click on each the field) and click Search.

Field availabilities

- You will be presented with a graphical view and detail list of what is booked & available on the field(s)



Date	From time	To time	Type	Info	Field
2012-04-24	18:00	19:30	Pratice	Practices : 6704001-2012E - Dollard A Dragons M08 Dev. (YL) (M U-08 Locale)	Linked field
2012-04-24	19:30	21:00	Pratice	Practices : 6704018-2012E - Dollard Dragons M16 (WM) (M U-16 A)	Linked field
2012-04-24	21:00	22:30	Pratice	Practices : 6704307-2012E - Dollard G Killer Bees D6M (DM) (M SEN. A)	Linked field
2012-04-24	18:00	19:30	Pratice	Practices : 6704021-2012E - Dollard Dragons F08 Dev. (SK) (F U-08 Locale)	DES SOURCES West

- When you find a slot that is available please [request a practice slot](#)

## LOGOUT

- Select Logout 