Procedure for Changing Field Hotline

1. Dial 203-221-2216.

2. Once the current message begins, press *WSAA (*9722)

3. It will start listing your options- press "U" for user options.

4. Press "G" for greeting.

5. Press "R" for record your greeting.

6. Once you have finished recording, if you hang up now this is the message that will be listed.

7. You can listen to the prompts that will give you the option "R" to review your message

8. You can also press "X" to save the message.

Field Status

- Need to update line on a timely basis
    o Enough time before practices for parents to make necessary arrangements
    o Enough time before games for Away Teams to get message before hitting the road
- Need to assess fields early enough to be able to accomplish above
- When walking the fields, primary concern is Safety, secondary concern is the "health" of the fields
- Whether to close a field or not is a judgement call
- Comstock and Multi are always the first to go due to poor drainage
- 3 Choices
    o All Fields Open
    o All Fields Closed (due to unsafe conditions incl. lightning)
    o Some Fields Open/Some Fields Closed
- When Some Fields Closed, give as much information/direction as possible
    o Give day/time of message
    o Remind to "Please listen to the entire message"
    o Tell which fields are closed & are open
        ▪ Move travel games to other fields (if possible)
        ▪ Give options for teams to move practices
    o Remind to "Use common sense if conditions worsen. Fields should be considered closed if they start to have any standing water" or if there is lightning.

Procedure to send an email to all members that the fields are closed.

1) Log in.

2) Check the "old style Menus" box at the bottom of the left hand menu.

3) Click on the "Members" tab under the administer tab on left hand.

4) Under "Find Members" heading click the dropdown next to "report type" choose "send email"

5) At the bottom, highlight all of the current season programs.

6) Click the "find them" button at the bottom of the window. You should get roughly 800 recipients.

7) Add a subject line "Fields are closed"

8) Add our email address (wiltonsoccerassociation@hotmail.com) to the "reply to" field.

9) Change the "from:" to "WSA"

10) Add any additional text to the body of the message and hit send. Let me know if you have any questions/problems. (ex.   All fields are closed today and all practices and games are canceled.)

Procedure for Closing fields on the WSA web site.

1) Log in

2) Click on the top "Association" tab

3) Click on the side "Area Fields" tab

4) Scroll down to the Wilton fields.

5) Click the drop down to the right of the field name and select "Closed"

6) To check, click on the top "Association" tab