



PTS-RESERVATIONS

Who can use PTS-Reservations? All coaches, captains and managers associated to a team.

What is PTS-Reservations used for? To reserve fields for practices, to cancel fields for practices, to see available fields, to see your team schedule.

How to access PTS-Reservations?

- Go to <http://www.tsisports.ca/sc/soccer/reservations/>
 - Select your language
 - User: Your passport #
 - Password: Your date of birth (yyyy-mm-dd)
- Click LOGIN
- If you are associated to multiple teams, the list of teams will appear, and you must select which team you want to access. Be sure to select the team for the appropriate season (H=winter, E=summer)

NUMBER	TEAM	SELECT
6732663-2019H	Pointe-Claire MU12A (PB) (U-12 M A)	SELECT / CHOISIR
6732676-2019H	Pointe-Claire MU16AA (CL) (U-16 M AA)	SELECT / CHOISIR
6732663-2020E	Pointe-Claire CDC MU12 group 1 (U-12 M A)	SELECT / CHOISIR
6732664-2020E	Pointe-Claire CDC MU12 group 2 (U-12 M A)	SELECT / CHOISIR
6732676-2020E	Pointe-Claire MU16 AA (CL) (U-16 M AA)	SELECT / CHOISIR

Team reservation guidelines

Team		7 aside fields	9 aside fields	11 aside fields	Turf fields
5 vs 5	U7, U8	Full field (7 x 7) (Priority)	No	No	Through CDC
7 vs 7	U9, U10	Full field (7 x 7) (Priority)	No	No	Through CDC
9 vs 9	U11, U12	Last resort	Half field (7 x 7) (Priority)	Half field (7 x 7)	Half field (7 x 7)
11 vs 11	U13 +	No	Half field (7 x 7)	Half field (7 x 7)	Half field (7 x 7)

Note: Practice reservation requests are to be submitted by the 15th of the month for the following month. In the days following the 15th, all the requests for the next month are processed and distributed fairly (in the case of conflicts). Once all the requests entered as of the 15th are processed, other requests are processed every couple of days.



PTS-RESERVATIONS

To ADD a reservation (or to see available fields)

1. Go to **RESERVATIONS** tab and click **ADD RESERVATION**
2. Choose your dates by clicking on the boxes in the calendar
3. **Duration** – choose **75 minutes for fields without lights** and **90 minutes for fields with lights**
4. **Start time** – select “Fixed time” if you only want to look for a specific time or select “Search interval” if you want to see more options on the selected dates (We strongly suggest using “Fixed time” to limit the list displayed and avoid selecting incorrect start times).
 - Fixed time:
 - i. Enter the desired start time
 - Search interval:
 - i. Select 15 as the interval for a field WITHOUT lights
 - ii. Select 30 as the interval for a field WITH lights
 - iii. Enter the start time & finish time of the interval you want to look in
5. **Field Type**
 - Choose 4 x 4 for a ¼ of a turf field (U7 to U10)
 - Choose 7 x 7 for a grass field or ½ of a turf field (U11 and up)
 - Choose 11 x 11 if you are planning an exhibition game. If this is the case, don’t forget to submit your exhibition game request ([click here](#))
6. **Field** – Choose your desired field(s). You can choose more than one field by “ctrl + click” on each field you would like to choose.
7. Click “Search”. Now, you wait until PTS finishes tabulating the options....
8. Available fields/slots will appear beneath the calendar
9. Check off “Select” beside all the dates, times & fields you are requesting
 - **BE CAREFUL to choose the CORRECT START TIME AND DURATION since time slots are specific (and different) for fields with lights than fields without lights. See below.**
 - **ONLY select 1 option per time slot. For example, don’t select 2 different fields for the same time (if your first request is refused, you will be able to submit another one).**
10. Click ADD

Our fields and allowed time slots

	Time slots*	7 aside fields	9 aside fields	11 aside fields	Turf fields
With lights	18h-19h30 19h30-21h 21h-22h30	Hermitage	Bourgeau	John Rennie Voyageur	TC1 TC2 TC3
No lights	18h-19h15 19h15-20h30	Beck, Clearpoint, Kinsman, TC Mini, TC Village, Valois	Ovide	Ambassador Lindsay Place Upper Lindsay Place Lower	

***W/E turf slots:**

9h-10h30, 10h30-12h, 12h-13h30, 13h30-15h, 15h-16h30, 16h30-18h, 18h-19h30, 19h30-21h, 21h-22h30.

Note: You can ask for different time slots only if there is a game scheduled on the field at an “unusual” time.



PTS-RESERVATIONS

To CANCEL a reservation

Each team is responsible to cancel a practice time that they will not be using. Leaving your reservation when knowing that you will not be using it, blocks the field from someone else being able to use it.

1. Go to **RESERVATIONS** tab and click **CANCEL RESERVATION**
2. Check off "Select" beside all the dates, times & fields you are requesting to cancel
3. Click "Cancel Reservation"

To see the STATUS of a reservation

Each team is responsible for verifying if their requests are accepted or refused. The club refuses all requests that do not meet the guidelines (start times, durations, field size). The club may also have to refuse requests if we have too many requests for the same field/slot. In that case, we try to be fair and not always refuse the same team's request.

1. Go to **RESERVATIONS REPORT** tab and click on
 - a. **ACCEPTED** if you want a list of all the reservations that have been confirmed as accepted
 - b. **REFUSED** if you want a list of the reservations that have been denied
 - c. **IN PROCESS** if you want a list of the reservations that are waiting to be accepted or refused
 - d. or **ALL** if you want a list of all your reservations (**refused in red**, **approved in green** and in process in black)

To see your TEAM SCHEDULE by MONTH

1. Go to **RESERVATIONS REPORT** tab and click on **TEAM REPORT**
2. Choose the month
3. Click "Search"