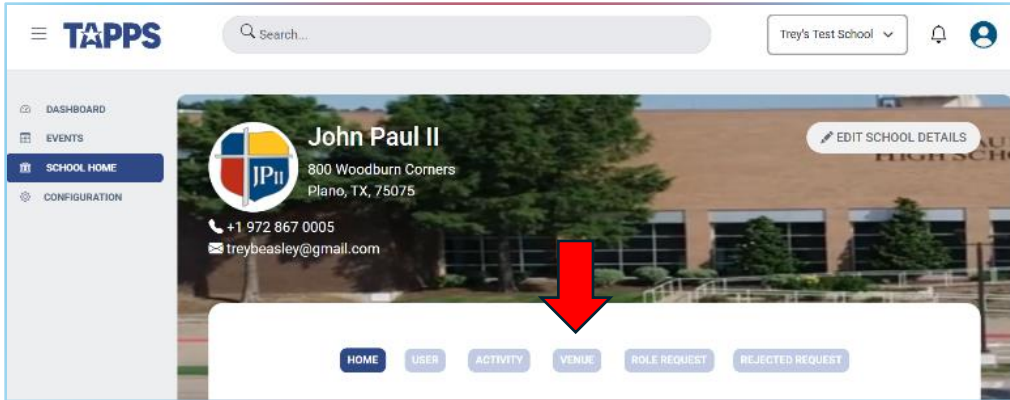
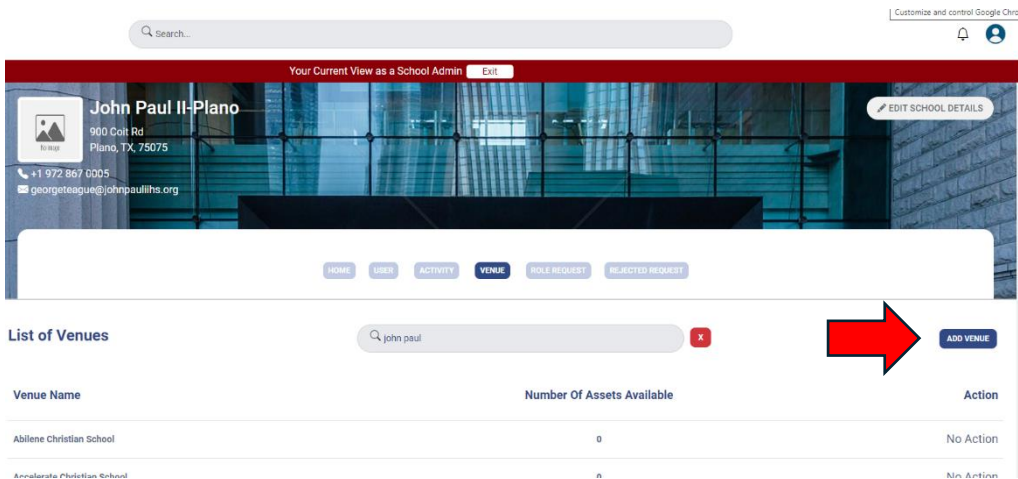


ADDING VENUES

1. From School Home, select 'Venue' (the fourth blue button from the left)



2. Select "Add Venue" (Blue button to right)



3. Enter the Name of your school in "Venue Name" window

The screenshot shows the 'Venue Information' form. The 'Venue Name' field is highlighted with a red arrow. Other fields include 'Address', 'ZIP Code', 'City', 'State', 'Tags', and 'Venue Accessible' (with a 'Public' checkbox selected). 'CANCEL' and 'SAVE' buttons are at the bottom.

4. Click the “+” sign “Add Assets” to add gymnasiums, fields (etc) **that are located at your school address.**

The screenshot shows the 'Venue Information' form. A red arrow points to the '+ Add Assets' button. The form includes fields for Venue Name (John Paul II HS), Address (900 Coit Road), ZIP Code (75075), City (Plano), State (TX), Tags (Select Tags), and Venue Accessible (Public). There is also a table for 'Added Assets' with one entry: 'Gym'. Navigation buttons '< Previous', '1', and 'Next >' are visible. At the bottom are 'CANCEL' and 'SAVE' buttons.

5. Enter desired details then click “Save”

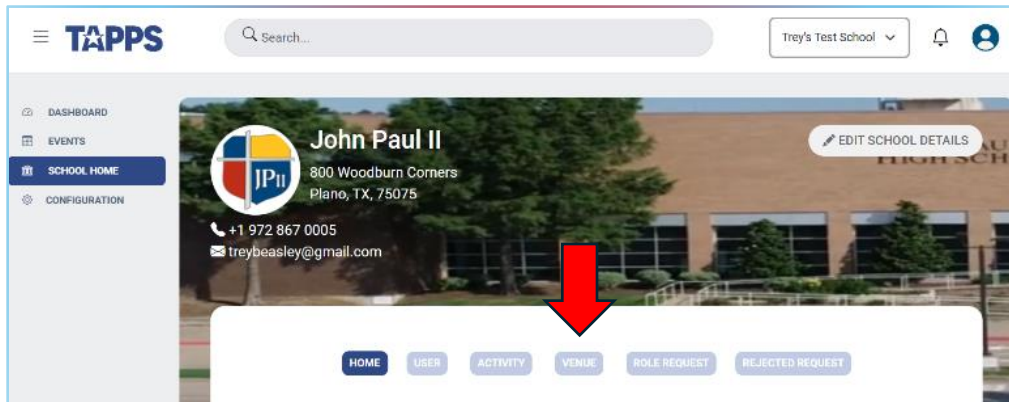
The screenshot shows the 'Add Assets' modal form. A red arrow points to the 'Field Name' input field. The modal includes fields for Field Name, Field Description, Number Of fields (set to 1), and Sport/ Activities (Select Activities). There are 'Close' and 'Save' buttons at the bottom right of the modal.

6. Repeat #4 and #5 to add other assets (other gymnasiums, fields, etc) **that are located at your school address.**

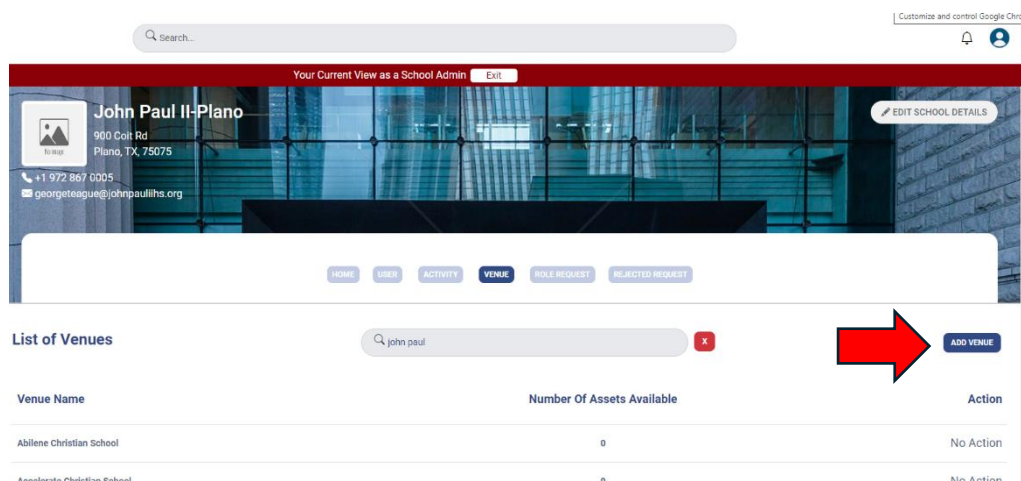
7. Enter school address information then click “save”

The screenshot shows the 'Venue Information' form. A red arrow points to the 'Address' field. The form includes fields for Venue Name (John Paul II), Address (900 Coit Rd), ZIP Code (75075), City (Plano), State (TX), Tags (Select Tags), and Venue Accessible (Public). There is also a table for 'Added Assets' with three entries: 'Baseball Field', 'Soccer Field', and 'Varsity Gym'. Navigation buttons '< Previous', '1', and 'Next >' are visible. At the bottom are 'CANCEL' and 'SAVE' buttons.

8. If wish to create additional venues that are not located at your school address, return to your School home screen and select 'Venue' (the fourth blue button from the left)



9. Select "Add Venue" (Blue button to right)



10. Enter the Name of your school in "Venue Name" window and add description – e.g. "John Paul II – Football Field"

The screenshot shows the 'Venue Information' form. The 'Venue Name' field contains the text 'John Paul II - Football Field' and is highlighted with a red arrow. Other fields include 'Address', 'ZIP Code', 'City', 'State', 'Tags' (with a dropdown menu), and 'Venue Accessible' (with a toggle switch set to 'Public'). At the bottom, there are 'CANCEL' and 'SAVE' buttons.

11. Repeat steps #4-7 **except enter the address of the new added venue**