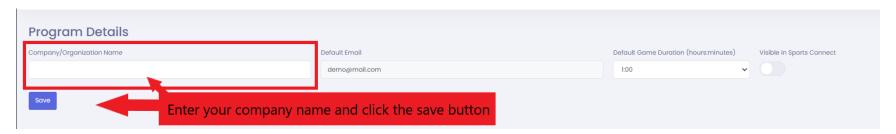# Matrix Set Up – Quick Reference Guide

For complete set up instructions we recommend first viewing the NFL FLAG Matrix Set Up tutorial.

In this guide you will find only the required data fields for Matrix set up.
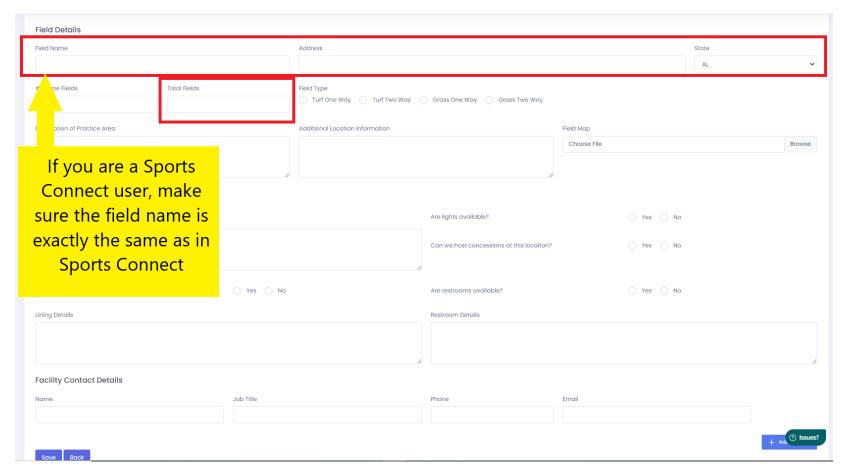
Step 1 – Enter Company Name

Admin>Profile

Enter your company name and click the save button

Matrix Set Up – Quick Reference Guide

Step 2 - Add Location Profiles (Fields)

Admin>Locations

Required fields denoted in red.

If you are a Sports Connect user, make sure the field name is exactly the same as in Sports Connect
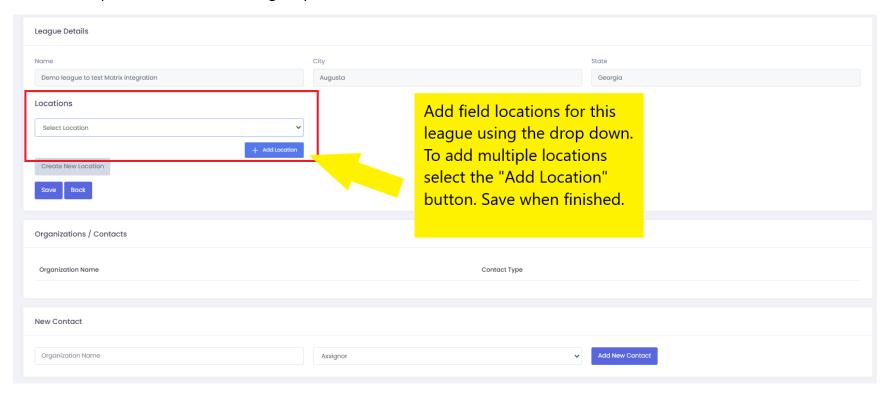
Matrix Set Up – Quick Reference Guide

Step 3 - Add Locations to Leagues

Admin>Leagues

Click the edit pencil icon next to the leagues you wish to add field locations to.

Add field locations for this league using the drop down. To add multiple locations select the "Add Location" button. Save when finished.
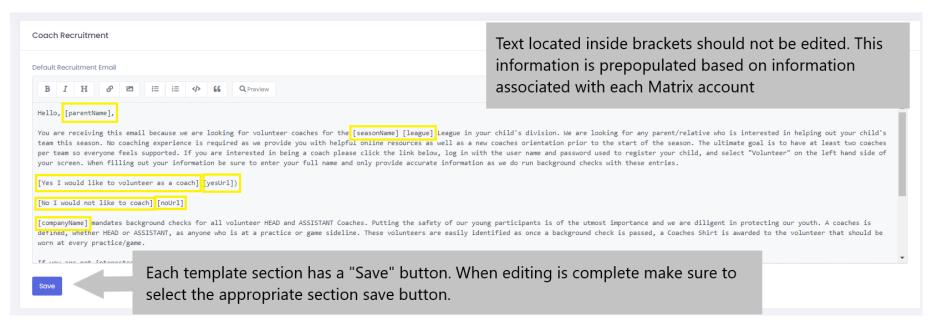
Matrix Set Up – Quick Reference Guide

Step 4 - Review Message Templates

Admin> Message Templates

You may change any of the verbiage in the message templates to suit your organization with the exception of items in brackets [ ].

Text located inside brackets should not be edited. This information is prepopulated based on information associated with each Matrix account

Each template section has a "Save" button. When editing is complete make sure to select the appropriate section save button.
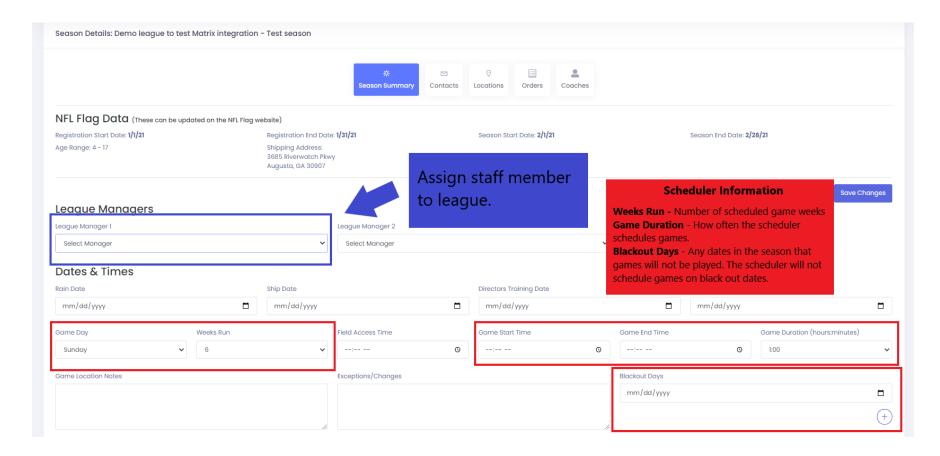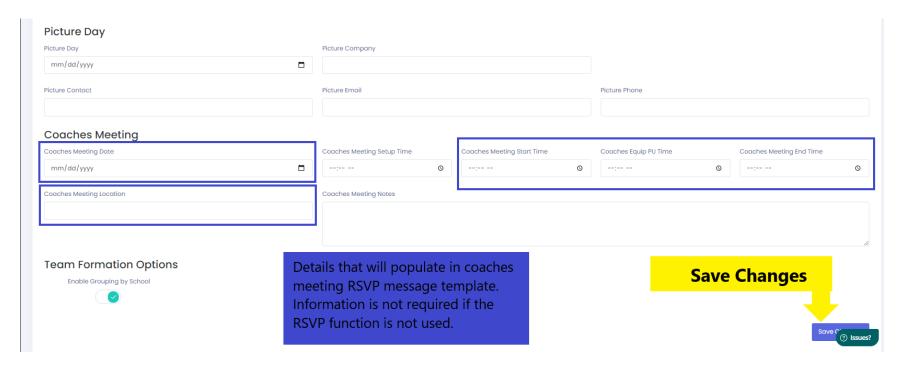
Matrix Set Up – Quick Reference Guide

Step 5 - Season Details – Season Summary

Leagues> Season Details>View

Items in blue are recommended, items in red are required for the scheduler.

Matrix Set Up – Quick Reference Guide

Picture Day

Picture Day
`mm/dd/yyyy`

Picture Company

Picture Contact

Picture Email

Picture Phone

Coaches Meeting

Coaches Meeting Date
`mm/dd/yyyy`

Coaches Meeting Setup Time
`--:-- --`

Coaches Meeting Start Time
`--:-- --`

Coaches Equip PU Time
`--:-- --`

Coaches Meeting End Time
`--:-- --`

Coaches Meeting Location

Coaches Meeting Notes

Team Formation Options

Enable Grouping by School ✓

Details that will populate in coaches meeting RSVP message template. Information is not required if the RSVP function is not used.

Save Changes

Save C...

? Issues?

Matrix Set Up – Quick Reference Guide

Step 6 - Season Details – Location

Leagues> Season Details>View

Matrix –

1. Select Locations

2. Select field location from drop down

3. Select Assign Location

Enter the number of game fields you would like scheduled and select "Save Fields"