



## 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

A screenshot of the "Program Details" form in the NFL FLAG Matrix Set Up interface. The form has a light blue header with the title "Program Details". Below the header, there are four input fields: "Company/Organization Name", "Default Email", "Default Game Duration (hours:minutes)", and "Visible in Sports Connect". The "Company/Organization Name" field is highlighted with a red rectangular box. A red arrow points from a red text box at the bottom to the "Save" button. The "Default Email" field contains the text "demo@mail.com". The "Default Game Duration" field is a dropdown menu showing "1:00". The "Visible in Sports Connect" field is a toggle switch that is currently turned off. A red text box at the bottom contains the instruction "Enter your company name and click the save button".

Program Details

Company/Organization Name

Default Email

demo@mail.com

Default Game Duration (hours:minutes)

1:00

Visible in Sports Connect

Save

Enter your company name and click the save button



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## Step 2 - Add Location Profiles (Fields)

Admin>Locations

Required fields denoted in red.

**Field Details**

**Field Name** **Address** **State**

**Total Fields**

**Field Type**

☐ Turf One Way ☐ Turf Two Way ☐ Grass One Way ☐ Grass Two Way

**Additional Location Information**

**Field Map**

Choose File Browse

Are lights available? ☐ Yes ☐ No

Can we host concessions at this location? ☐ Yes ☐ No

Are restrooms available? ☐ Yes ☐ No

**Lining Details**

**Restroom Details**

**Facility Contact Details**

**Name** **Job Title** **Phone** **Email**

Save Back

+ Add Issues?

If you are a Sports Connect user, make sure the field name is exactly the same as in Sports Connect



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## Step 3 - Add Locations to Leagues

Admin>Leagues

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

League Details

Name

Demo league to test Matrix integration

City

Augusta

State

Georgia

Locations

Select Location

+ Add Location

Create New Location

Save

Back

Organizations / Contacts

Organization Name

Contact Type

New Contact

Organization Name

Assignor

Add New Contact

Add field locations for this league using the drop down. To add multiple locations select the "Add Location" button. Save when finished.



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## 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 [ ].

Coach Recruitment

Default Recruitment Email

B I H [link icon] [image icon] [list icon] [code icon] [quote icon] Preview

Hello, [parentName],

You are receiving this email because we are looking for volunteer coaches for the [seasonName] [league] League in your child's division. We are looking for any parent/relative who is interested in helping out your child's team this season. No coaching experience is required as we provide you with helpful online resources as well as a new coaches orientation prior to the start of the season. The ultimate goal is to have at least two coaches per team so everyone feels supported. If you are interested in being a coach please click the link below, log in with the user name and password used to register your child, and select "Volunteer" on the left hand side of your screen. When filling out your information be sure to enter your full name and only provide accurate information as we do run background checks with these entries.

[Yes I would like to volunteer as a coach] [yesUrl]

[No I would not like to coach] [noUrl]

[companyName] mandates background checks for all volunteer HEAD and ASSISTANT Coaches. Putting the safety of our young participants is of the utmost importance and we are diligent in protecting our youth. A coaches is defined, whether HEAD or ASSISTANT, as anyone who is at a practice or game sideline. These volunteers are easily identified as once a background check is passed, a Coaches Shirt is awarded to the volunteer that should be worn at every practice/game.

If you are not interested

Save

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.



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## Step 5 - Season Details – Season Summary

Leagues> Season Details>View

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

Season Details: Demo league to test Matrix integration – Test season

Season Summary Contacts Locations Orders Coaches

NFL Flag Data (These can be updated on the NFL Flag website)

Registration Start Date: 1/1/21 Registration End Date: 1/31/21 Season Start Date: 2/1/21 Season End Date: 2/28/21

Age Range: 4 – 17 Shipping Address: 3685 Riverwatch Pkwy Augusta, GA 30907

Assign staff member to league.

League Managers

League Manager 1 Select Manager

League Manager 2 Select Manager

Scheduler Information

Weeks Run - Number of scheduled game weeks

Game Duration - How often the scheduler schedules games.

Blackout Days - Any dates in the season that games will not be played. The scheduler will not schedule games on black out dates.

Save Changes

Dates & Times

Rain Date mm/dd/yyyy

Ship Date mm/dd/yyyy

Directors Training Date mm/dd/yyyy

Game Day Sunday Weeks Run 6 Field Access Time --:-- --

Game Start Time --:-- -- Game End Time --:-- -- Game Duration (hours:minutes) 1:00

Game Location Notes

Exceptions/Changes

Blackout Days mm/dd/yyyy



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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 Changes Issues?



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## Step 6 - Season Details – Location

Leagues> Season Details>View

**Matrix -**

Season Details: Demo league to test Matrix integration - Test season

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"

Locations

Select Location

Assign Location

Add Locations to League

Name	Address	Map	Field Contract	Total Fields	Used Fields	Confirmed
Test Field	123 Main Street		Choose one or more files	4	2	<input type="checkbox"/>

Save Fields