

Morris County Soccer Association

Adding Locations

League game scheduling is dependent on the location information you enter into the system. It is very important that you add your field information into the system. However, to help Morris County Youth Soccer Association with their scheduling needs, Bonzi is updating their location management system.

1. Go to the menu option **Admin > Preferences > Locations** at the top left of your screen.
2. Make sure the drop down menu at the top of the new window says **New Location**.
3. Enter in the location information. **The “Location Code” is the short abbreviation that will be used when referencing this location/field. Our system will automatically generate an abbreviated version of your field, so please feel free to skip this step if needed.**
4. Click **Create** when done.

Continue to add all of your playing locations/fields until you are done!

For your convenience, you can access an instructional video [HERE](#) to help demonstrate the process outlined above.

If you have questions about this process please contact support with Bonzi at **866-726-4131** or by emailing support@gobonzi.com.