



Club de Soccer Lakeshore / Lakeshore Soccer Club

16793 Blvd Hymus, Kirkland, Quebec, H9H 3L4
Tel: 514-697-6973
E-mail: scheduler@lakeshoresoccer.ca
PTS RESERVATION: <http://www.tsisports.ca/sc/soccer/reservations/>

PTS RESERVATION User Guide 2020

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This user guide is to provide you the steps to request additional practices from Lakeshore Soccer Club:

ACCESS PTS RESERVATION

- Option 1** Navigate to: <http://www.tsisports.ca/sc/soccer/reservations/> (It is a good idea to save this in your favorites or bookmarks)

Login PTS-RESERVATIONS

User

Password

English Français

LOGIN

Enter the coach's passport # (eight digits) for the username and birthday for the password (you must use this format yyyy-mm-dd)

- Option 2** Navigate to: <http://www.tsisports.ca/tsi/Ligues.aspx> (It is a good idea to save this in your favorites or bookmarks), Select the league you were your teams is playing (Lakeshore Soccer for **U8-U18+U21+SAS**, Lac St Louis Youth League Local for **U11-U18**, Lac St Louis League for **CDC / Inter-City / Senior**)

/ FR / EN

Utilisateur ID Mot de passe Connexion

Enter the teams username and password for the League and click Login -> Click PTS-Reservations

PTS-RESERVATIONS

[Open PTS-Reservations in a new page](#)

then click



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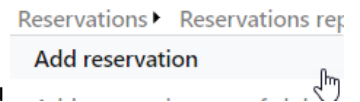
REQUEST A PRACTICE SLOT

1. If you are coaching multiple team you will be present a list of teams you are associated with, select the one that you would like to request a practice for:

Number	Team	Select
67		Select / Choisir
67		Select / Choisir

2. You will see the team you are reserving practice for at the top of the screen:

6719114-2020E - LAKESHORE U-21 F Local (Lions) (U-21 F Local)



3. To request a practice slot, click on **Add Reservation** under the Reservations Menu
4. You will be presented with a calendar of your teams' entire summer.

August 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<input type="checkbox"/> 1
<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15
<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20	<input type="checkbox"/> 21	<input type="checkbox"/> 22
<input type="checkbox"/> 23	<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> 29
<input type="checkbox"/> 30	<input type="checkbox"/> 31					

- a. Dates in RED are GAMES
- b. Dates in PURPLE are team PRACTICES

**** Note for the moment for the CDC groups U8 to U12 the CDC session do not appear on the "Team" practice schedule.**

5. To request practices, the following 4 items must be done:
 - a. Check off the date(s) you would like practices
 - b. Select Duration of your practice either 60, 75, 90 or 120 minutes
 - c. Select the time interval for your practice:
 - i. During the week fields **without lights**: 18:00 – 19:15 (75 min), 19:15 – 20:30 (75 min) and click the 15 so it checks for 15-minute blocks. *NOTE: after August 15th this drop to 2 slots 18:00 & 19:00 both 60 min slots until the end of September.*
 - ii. During the week fields **with lights**: 18:00 – 19:30 (90 min), 19:30 – 21:00 (90 min) and 21:00-23:00 (120 min)
 - iii. During the weekend 9:00, 10:30, 12:00, 13:30, 15:00, 16:30, 18:00, 19:30 (90) 21:00 (120)**NOTE IF THE REQUESTS DON'T MATCH THE TIME SLOTS LISTED ABOVE THEY WILL BE REFUSED**
 - d. Field Type:
 - i. 7-a-side teams you select 4 x 4 for ½ a field for a full 7 x 7 field (Email Request to Scheduler)
 - ii. 9-a-side teams you select 7 x 7 for ½ a field for a full 7 x 7 field (Email Request to Scheduler)
 - iii. 11-a-side teams you select 7 x 7 for ½ a field for a full 11 x 11 field (Email Request to Scheduler)



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e. Highlight all the field you would like to check to see if they are free and click *Search*

Duration: 75

Start time: Fixed time 07:00, 18:00, 19:15

Search interval: 10, 15, 30

Field Type: 7 x 7

Field: BALSAM A, BALSAM B, BEACON HILL A, BEACON HILL B, BÉNEVOLES (Synth) NORTH, BÉNEVOLES (Synth) SOUTH, ECCLESTONE 1 A, ECCLESTONE 1 B, ECCLESTONE 2 A, ECCLESTONE 2 B

SEARCH

f. If there is a slot available on the field, it will be displayed at the bottom of the screen (scroll down). Check off the slot you would like to request and click (*Add*)

DATE	FROM TIME	TO TIME	NUMBER	FIELD	SELECT	OTHERS RESERVATIONS
2020-08-07	18:00	19:15	67190671	BEACON HILL A	<input checked="" type="checkbox"/>	
2020-08-07	18:15	19:30	67190671	BEACON HILL A	<input type="checkbox"/>	
2020-08-07	18:30	19:45	67190671	BEACON HILL A	<input type="checkbox"/>	
2020-08-07	18:45	20:00	67190671	BEACON HILL A	<input type="checkbox"/>	
2020-08-07	19:00	20:15	67190671	BEACON HILL A	<input type="checkbox"/>	
2020-08-07	19:15	20:30	67190671	BEACON HILL A	<input type="checkbox"/>	

ADD

CANCEL A PRACTICE SLOT

1. To cancel a practice that has been accepted or in progress please select **Cancel reservation** under the **Reservation Menu**

- Reservations ▾ Reservation
- Add reservation
- Add reservation out of club
- Cancel reservation

2. You will be present all the practices that have been accepted or requested by your team, check of the ones that are no longer required.

CANCEL RESERVATIONS

6719114-2020E - LAKESHORE U-21 F Local (Lions) (U-21 F Local)
KOPKE, DEREK;

DATE	FROM TIME	TO TIME	FIELD	RESERVATION TYPE	SELECT	AVAILABILITY	MATCH & PRACTICE
2020-08-07	18:00	19:15	BEACON HILL A (67190671)	Accepted	<input checked="" type="checkbox"/>		

CANCEL RESERVATIONS

CANCEL RESERVATIONS

3. Then select **CANCEL RESERVATIONS** at the bottom of the screen.



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CHECK IF REQUEST PRACTICES HAVE BEEN ACCEPTED/REFUSED

1. Click on **All** under the Reservation Report menu

Reservations report ▶

Accepted

Refused

In process

All

Team Report

2. This will display all request that have been made by the team (In Process, Refused, Accepted)

[6719114-2020E - LAKESHORE U-21 F Local \(Lions\) \(U-21 F Local\)](#)

DATE	FROM TIME	TO TIME	FIELD	
2020-08-07	18:00	19:15	BEACON HILL A (67190671)	Accepted
	19:15	20:30	BEACON HILL A (67190671)	Refused



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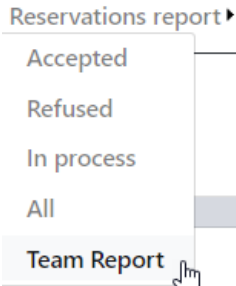
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VERIFY THE TEAMS FULL SCHEDULE OF GAMES AND PRACTICES

1. Click **Team Report** under the Reservation Report menu



2. Select the month you would like to check and click **Search** and you will see all your games and accepted practices listed.

Team: Date:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DATE	FROM TIME	TO TIME	TYPE	INFO	FIELD
2020-08-03	20:15	21:30	Match	Match/Game CLK F Locale U-21 : LAKESHORE U-21 F Local (Pumas) vs LAKESHORE U-21 F Local (Lions)	67190970 - SHANNON
2020-08-05	20:15	21:30	Match	Match/Game CLK F Locale U-21 : LAKESHORE U-21 F Local (Lions) vs LAKESHORE U-21 F Local (Cheetahs)	67190970 - SHANNON
2020-08-07	18:00	19:15	Practice	Pratique : 6719114-2020E - LAKESHORE U-21 F Local (Lions) (U-21 F Local)	67190671 - BEACON HILL A
2020-08-10	19:00	20:15	Match	Match/Game CLK F Locale U-21 : LAKESHORE U-21 F Local (Tigers) vs LAKESHORE U-21 F Local (Lions)	67190970 - SHANNON
2020-08-12	19:00	20:15	Match	Match/Game CLK F Locale U-21 : LAKESHORE U-21 F Local (Lions) vs LAKESHORE U-21 F Local (Pumas)	67190970 - SHANNON



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TO VIEW THE FIELD THAT ARE AVAILABLE IN LAKESHORE FOR GAMES AND PRACTICES

Field ▶ Logout

1. Select **Fields** then **List of Fields** List of fields
2. You will see a list of all the fields and sub fields that are available to be reserved.

List of fields for your club available for adding reservations

# REFERENCE	PRINCIPAL FIELD NAME	SUB-FIELD NAME	NUMBER	FIELD TYPE	FROM TIME	TO TIME
671924	ALLANCROFT		67192470	(7 x 7)	09:00	21:00
		A	67192441	(4 x 4)		
		B	67192442	(4 x 4)		
671926	AUMAIS		67192670	(7 x 7)	09:00	21:00
		A	67192641	(4 x 4)		
		B	67192642	(4 x 4)		
671928	BALSAM		67192890	(9 x 9)	09:00	21:00
		A	67192871	(7 x 7)		
		B	67192872	(7 x 7)		
671906	BEACON HILL		67190610	(11 x 11)	09:00	21:00
		A	67190671	(7 x 7)		
		B	67190672	(7 x 7)		
671900	BÉNÉVOLES (Synth)		67190010	(11 x 11)	08:00	23:00
		A	67190041	(4 x 4)		
		A	67190043	(4 x 4)		
		B	67190042	(4 x 4)		
		B	67190044	(4 x 4)		
		NORTH	67190071	(7 x 7)		
		SOUTH	67190072	(7 x 7)		

TOOLS TO HELP FIND A PRACTICE SLOT

1. If you are looking for what practice time are available on a particular field, select **Fields** then **Usage by Field**

Field ▶ Logout

List of fields

Usage by field

- a. Select the field and month you would like for the practice, then search

Field Club BEACON HILL A (7 x 7) (67190671) ▼

Rented field ▼

Date July 2020 ▼



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b. You will be presented a graphical display of the field bookings & a detail list at the bottom of the screen.

Available	Not available	Not available (Linked field)	Beyond use																			
				07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	00	
2020-08-01																						
2020-08-02																						
2020-08-03																						
2020-08-04																						
2020-08-05																						
2020-08-06																						
2020-08-07																						

DATE	FROM TIME	TO TIME	TYPE	INFO	FIELD
2020-08-01	08:00	18:00	Closed field	LFA	BÉNÉVOLES (Synth)
2020-08-02	19:00	20:15	Match	Match/Game CYL U-14 F Locale Div.1 : LAKESHORE U-14 F LLJ vs FC3LACS-U14F-ÉQUIPE 1	BÉNÉVOLES (Synth)
2020-08-03	18:00	20:45	Closed field	LFA	BÉNÉVOLES (Synth)
2020-08-03	21:00	22:45	Match	Match/Game CSL F Locale SEN. : LAKESHORE SNR. F D7 (KK) vs Pointe-Claire I Renegades D6F (CB)	BÉNÉVOLES (Synth)
2020-08-04	18:00	20:45	Closed field	LFA	BÉNÉVOLES (Synth)
2020-08-04	21:00	22:45	Match	Match/Game CSL M AA SEN. : LAKESHORE SEN. M AA D1 (MW) vs AS Pierrefonds A Cobras D1M (NF)	BÉNÉVOLES (Synth)
2020-08-05	18:00	20:45	Closed field	LFA	BÉNÉVOLES (Synth)
2020-08-05	21:00	22:30	Match	Match/Game CYL M Locale U-18 : LAKESHORE U-18 M LLJ (ET) vs LASALLE RAPIDES	BÉNÉVOLES (Synth)
2020-08-06	18:00	20:45	Closed field	LFA	BÉNÉVOLES (Synth)
2020-08-07	18:00	20:45	Closed field	LFA	BÉNÉVOLES (Synth)
2020-08-07	21:00	22:00	Match	Match/Game CLK M Locale O-35 : LAKESHORE (C) O-35 M (L) -SAS- ROTTWEILERS (PG) vs LAKESHORE (C) O-35	Linked field
2020-08-07	21:00	22:00	Match	Match/Game CLK M Locale O-35 : LAKESHORE (C) O-35 M (L) -SAS- TERRIERS (RH) vs LAKESHORE (C) O-35 M	Linked field
2020-08-07	22:00	23:00	Match	Match/Game CLK M Locale U-45 : LAKESHORE (C) O-45 M Local (2) vs LAKESHORE (C) O-45 M Local (1)	Linked field

c. When you find a slot that is available please [request a practice slot](#)



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- If you are looking for a practice on a certain date and want to check multiple fields at the same time, select

Field ▶ Logout

List of fields

Usage by field

Usage by date

Fields then Usage by Date

- Select the date you are looking for a practice slot
- Select the field or fields (hold the CTRL button and click on each the field) and click Search.

Date

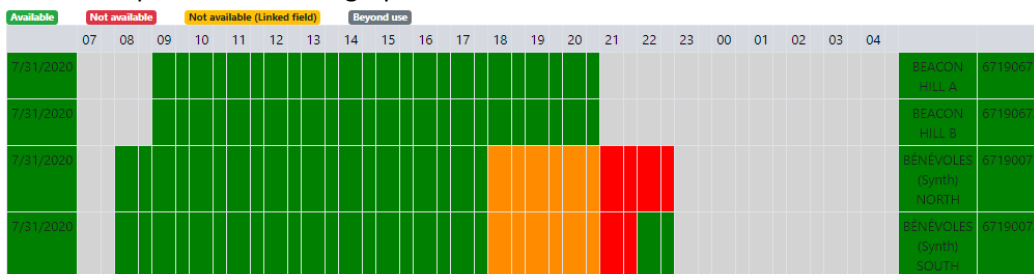
July 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Field

- BALSAM A (7 x 7) (67192871)
- BALSAM B (7 x 7) (67192872)
- BEACON HILL (11 x 11) (67190610)
- BEACON HILL A (7 x 7) (67190671)
- BEACON HILL B (7 x 7) (67190672)
- BÉNÉVOLES (Synth) (11 x 11) (67190010)
- BÉNÉVOLES (Synth) A (4 x 4) (67190041)
- BÉNÉVOLES (Synth) A (4 x 4) (67190043)
- BÉNÉVOLES (Synth) B (4 x 4) (67190042)
- BÉNÉVOLES (Synth) B (4 x 4) (67190044)
- BÉNÉVOLES (Synth) NORTH (7 x 7) (67190071)
- BÉNÉVOLES (Synth) SOUTH (7 x 7) (67190072)
- BÉNÉVOLES MINI (7 x 7) (67191470)

SEARCH

- You will be presented with a graphical view and detail list of what is booked & available on the field(s)



DATE	FROM TIME	TO TIME	TYPE	INFO	FIELD
7/31/2020	18:00	20:45	Closed field	LFA	Linked field
7/31/2020	21:00	22:00	Match	Match/Game CLK M Locale O-35 : LAKESHORE (C) O-35 M (L) -SAS- BLOODHOUNDS (AM) vs LAKESHORE (C) O-35	BÉNÉVOLES (Synth) NORTH
7/31/2020	22:00	23:00	Match	Match/Game CLK M Locale O-35 : LAKESHORE (C) O-35 M (L) -SAS- DOBERMANS (SW) vs LAKESHORE (C) O-35 M	BÉNÉVOLES (Synth) NORTH
7/31/2020	18:00	20:45	Closed field	LFA	Linked field
7/31/2020	21:00	22:00	Match	Match/Game CLK M Locale U-45 : LAKESHORE (C) O-45 M Local (1) vs LAKESHORE (C) O-45 M Local (2)	BÉNÉVOLES (Synth) SOUTH

- When you find a slot that is available please [request a practice slot](#)

LOGOUT

Logout

- Select Logout