

HOW TO RESERVE FIELD SPACE FOR YOUTH GAMES OR PRACTICES.

Reminder – fields may be reserved in ½ hour increments with a 1-hour minimum and a 2-hour maximum. Fields for youth practices are not prepped/as is unless you opt for field prep and striping which will be a \$25 fee.



RESERVATION SCHEDULE

For 2023, fields will be open in the system by 9am on the first day of each time frame below. The first day you can reserve is May 8, 2023, however, this may change due to field conditions.

April 3 – April 14	Adult Ball Teams will be able to schedule fields for GAMES only
April 3 – April 14	Adult Ball teams may submit tournament schedules and payment to the Parks office at 1316 N 14 th Street, Room 200, Superior, WI 54880 – by mail or in person. Please use the attached Tournament Form.
April 14 – April 21	Adult Ball Teams will be able to reserve space for practice times
April 24 – April 28	Superior based Youth Teams will be able to schedule fields
May 8	Fields open for general public to reserve through remainder of season

STEP 1 – Join the correct pricing group and set up an account

If you have an account in Spotz, made reservations in 2022, and are in the correct group, skip to step 2.

1. Email parks@ci.superior.wi.us with your team name, contact name and email and we will add you to the correct pricing group. Please specify if you belong to a Superior based youth team or a Non-Superior based youth team.
2. You will receive an email from Spotz as soon as we have added you to the group. During business hours, it generally takes us up to 2 hours to add you to the group. There will be a link in that email you receive to where you can create an account.
3. Please create an account.

STEP 2 – Making reservations

1. Go to: <https://www.findspotz.io/wi/superior/orgs/city-of-superior-parks-recreation-and-forestry/>.
2. On the top, right hand side of the page, go to “Find Time”.
3. Enter the date you would like to reserve. If you would like to reserve multiple dates, enter the first date only.
4. Choose the space type “diamonds”.
5. Since reservations are booked by the ½ hour – you MUST click “RECURRING”. You can then adjust the settings to fit your reservations:
 - a. If you are booking **ONE day** – make sure the correct day of the week is selected and the select the “ON” option and the date you are booking. This will make sure only ONE day comes up next.
 - b. If you are booking **multiple days** (the **same** field for the **same** day of the week) for multiple weeks (i.e. every Tuesday at 6pm), make sure the correct day of the week is selected, choose the “After” option and enter the number of weeks.

FIND TIME ONE DAY

Start date: Apr 01, 2022

Space type: Diamond

RECURRING search
Weekly on Fri until Apr 1, 2022

Weekly M Tu W Th F Sa Su

★ day matches start date

Ends: After 6 weeks On 04/01/2022

Search

FIND TIME MULTIPLE DAYS

Start date: Apr 01, 2022

Space type: Diamond

RECURRING search
Weekly on Fri for 6 weeks

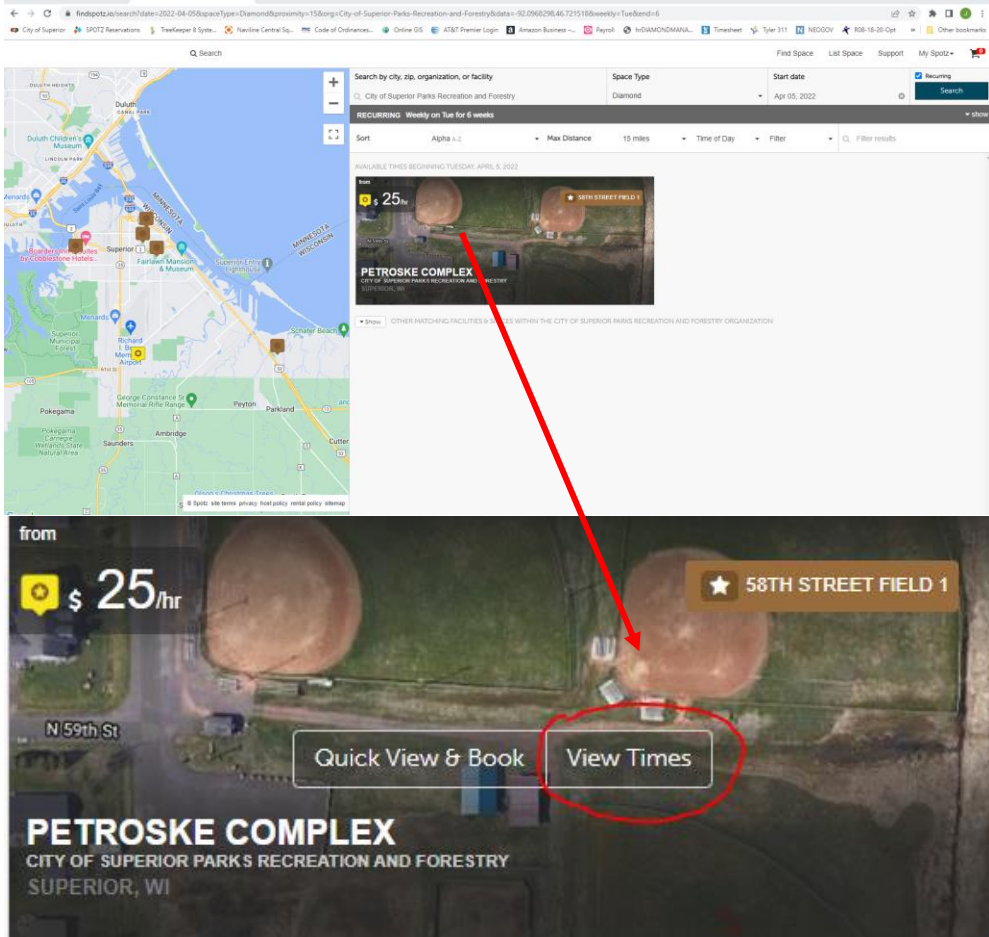
Weekly M Tu W Th F Sa Su

★ day matches start date

Ends: After 6 weeks On 04/01/2022

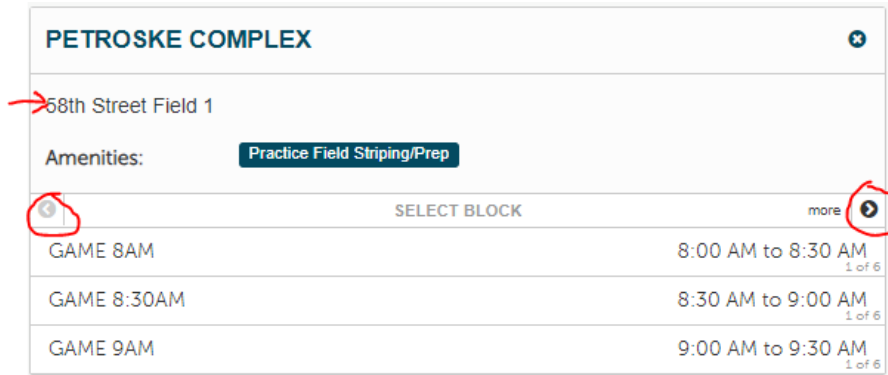
Search

6. You will then see a list of all fields that are open based on the parameters you chose. Any field that is available will come up on the next screen with a map showing where they are located. Click on “View Times” on the field you want to book.



7. Next, a list of times will come up. At the top, you will see a drop down for each field, IF there are multiple fields at the location you chose, you will need to select which field (for Petroske fields). Below that, are arrows that you can click on to scroll left or right through all of the available times? Grayed out times denote an existing reservation at that time and thus are not

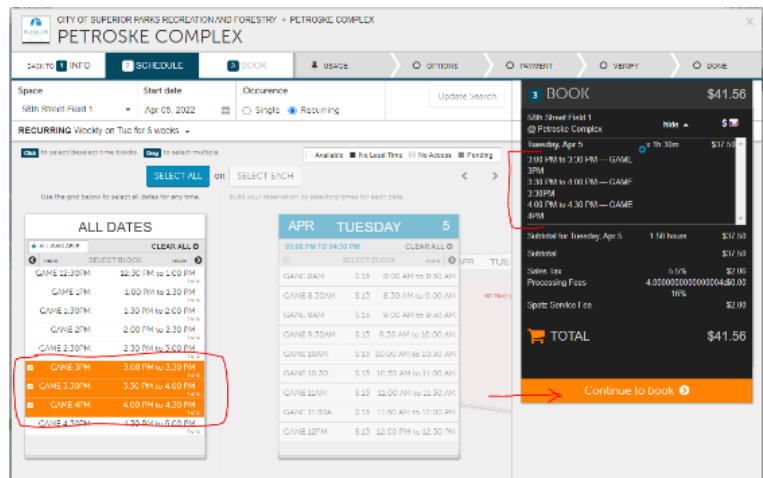
available.



8. Click on the first time that you would like.

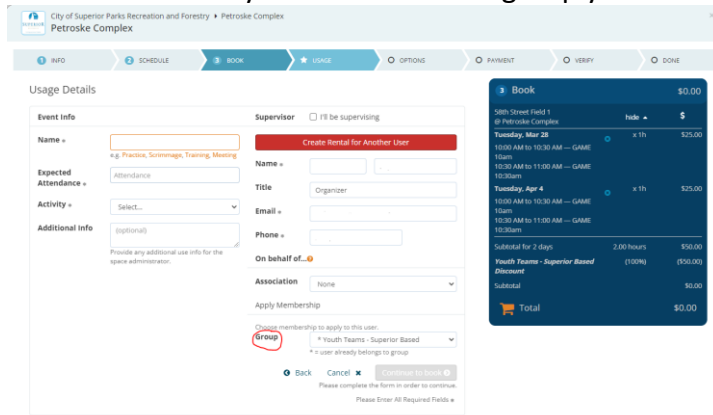
IMPORTANT: You will see a price listed until you add the field to our cart, at which time your Youth Teams group should show the price drop to \$0.

Once you choose that first time, you will be taken to the “cart”. From here, you can choose 2 to 4 of the half hour time slots per field/per day by clicking on that row. You will notice on the left it shows “All Dates” – that will update every date if you specified more than 1 week. The slides on the right will allow you to update one day at a time. Once you have made your selections, click “Continue to book”.



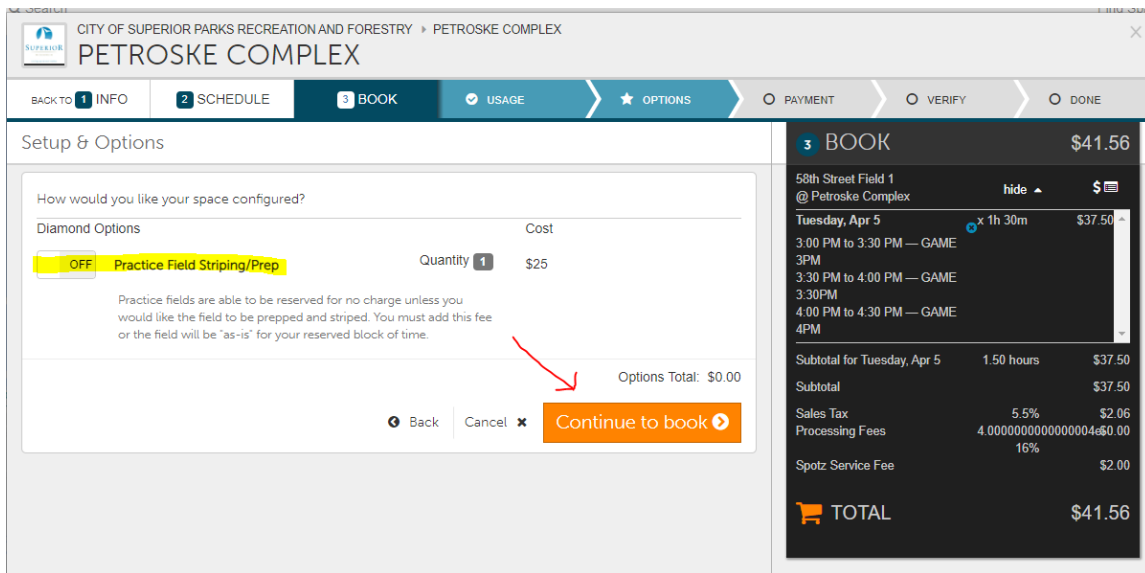
9. Enter your information. You must fill in any field with an asterisk (*). **Please include your team Name in the “Name Field”.**

This is also where you can choose the group you are in to receive the discounted pricing.



When done, click “Continue to book”

10. If you are hosting a practice and would like the field to be prepped, this is where you can add practice field striping for \$12.50 per ½ hour. Click “Continue to Book”.



11. Enter your payment information (if you opted for field prep – if you didn’t there will be no payment information collected) and follow the prompts to complete your booking. You will receive an email with your confirmation and will also be able to go into your account and see all of the reservations you have so no need to print unless you want a paper copy.

PLEASE NOTE: Your reservation is not complete until approved by the Parks, Recreation & Forestry Department. We will do our best to work through approvals as quickly as possible.

Youth teams – please keep in mind when reserving fields that adult teams that pay for field time will often be on them after your practice. Please leave the field in as good of condition in which you found it. We appreciate your helping in making this a great season for everyone!

If you have any questions as you make reservations, please feel free to email parks@ci.superior.wi.us or call our office at (715) 395-7270.