



Add Locations

Before you can begin assigning games to a field you need to create the field in your club management platform.

This only needs to be done once and fields will be available for current and all future seasons.

The screenshot shows the 'Create New Location' form in the Clubhouse Connect platform. The form is titled 'Create New Location' and includes the following fields and options:

- Location Name**: Text input field.
- Address**: Text input field.
- Address (cont)**: Text input field.
- City / State / ZIP**: Three input fields, with a dropdown arrow between the second and third.
- Google Maps**: A link labeled 'Test map location'.
- Additional Information (optional)**: A section header with a dropdown arrow.
- Single field / court**: A radio button option with a 'Location Code' input field and checkboxes for 'Lit' and 'Indoor'.
- Multiple fields / courts**: A radio button option with an 'Add Field' button.
- Create**: A blue button at the bottom of the form.

Four numbered callouts provide instructions for each step:

1. Select Locations in Main Menu
2. Fill in the location information
3. If more than one field at a location, select multiple to list all fields
4. Click "Create" and your location will be ready to use