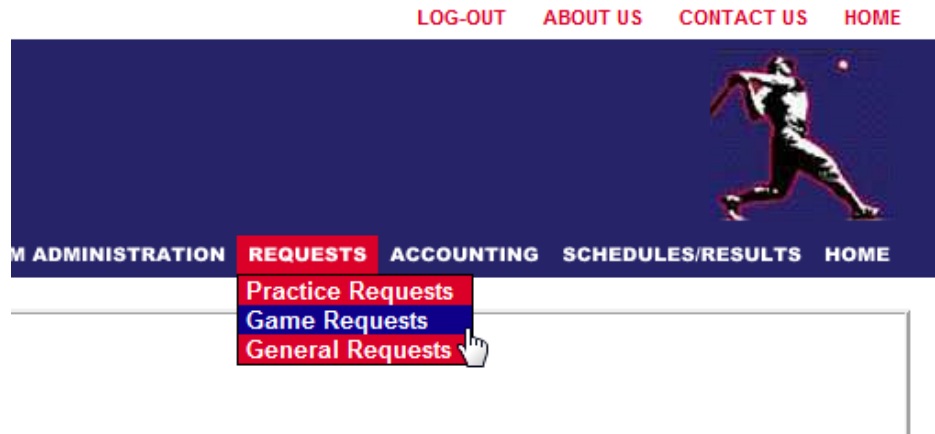


# How to Enter Game Requests

Login with your Manager  
Login & Password.

Choose from the REQUESTS  
tab, GAME REQUESTS.



Step #1 – Enter the date for  
your game request  
(I used 4/6/2013)

[TBD 14U Game Request](#)

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Games may be requested ONLY up to 4/1/2013

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\*Game Date:  (For example: 04/01/2007) [View All Fields For This Date](#)

---

\*Possible Field (8U to 12U):  [View Field Schedule](#)  
NOTE: You must be the permit holder or assigned team for any non-Fairfax County or private field requested.

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\*Possible Field (13U and up):  [View Field Schedule](#)  
For non-Fairfax County fields, you must be the permit holder for the field requested.

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Notes:

Step #2 – if you are a 8U –  
12U team, you will select  
the 2<sup>nd</sup> box for Possible  
Field (8U – 12U).

If you are a 13U and up team, you  
will select the 3<sup>rd</sup> box for Possible  
Field (13U and up).

Hit red View Field Schedule button.  
A pop-up window will show you the  
use on that field and you can see if  
it is available.

Games may be requested ONLY up to 4/1/2013

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\*Game Date:  (For example: 04/01/2007) [View All Fields For This Date](#)

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\*Possible Field (8U to 12U):  [View Field Schedule](#)  
NOTE: You must be the permit holder or assigned team for any non-Fairfax County or private field re

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\*Possible Field (13U and up):  [View Field Schedule](#)  
For non-Fairfax County fields, you must be the permit holder for the field requested.

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Notes:

NOTE: if you hold the permit for a field, choose your field from the list. If you don't hold any field permits, select a field that is closest to your desired location. YOU WILL NOT NECESSARILY BE SCHEDULED ON THE FIELD YOU REQUEST.

If the field doesn't have any open times, select another field from the list.

Games may be requested ONLY up to 4/1/2013

Step #3 – Enter any notes. See an example to the right of some information that would be helpful to another team in deciding if they want to play your team.

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\*Game Date:  (For example: 04/01/2007) [View All Fields For This Date](#)


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\*Possible Field (8U to 12U):  [View Field Schedule](#)  
NOTE: You must be the permit holder or assigned team for any non-Fairfax County or private field requested.

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\*Possible Field (13U and up):  [View Field Schedule](#)  
For non-Fairfax County fields, you must be the permit holder for the field requested.

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Notes:  

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[Save](#) [Cancel](#)

Step #4 – Hit SAVE (red button).

When a team accepts your Game Request, a message will be sent to NVTBL staff to schedule the game. We'll search for a field location and time and will email you the information. Umpires will be scheduled and the game will appear on your schedule.

If no team accepts your request, it will automatically disappear from the Game Requests on the home page within 48 hours of the game date you requested.