

Spotery Draft

Practice Field
Selection System

What is Spotery Draft?

- Spotery Draft is an online practice field selection system
- Spotery Draft is best compared to a Fantasy Football draft, but instead of picking players, you are picking a practice field, day, and time for your team
- Spotery Draft is also similar to a college course system where a student receives a designated window of time to go into the system to pick classes

How Does the Spotery Draft Work?

- Each team will be designated a random draft/pick time (typically 4 hours long) to make their practice field selection in the Spotery system
- The team will be notified of the draft time at least 48 hours in advance via e-mail
- When it is your team's turn to pick, you will log into Spotery and pick from the available slots. A countdown clock on the draft page will let you know how much time you have left to pick a slot
- For additional info on practice slot lengths, practice field designations and 2nd practices, please see our FAQ and Sport Specific Info sections

Draft Positions – Equity, Priority and Regular

Every team will fall into 1 of 3 draft position (the order in which you will pick) categories:

- 1) **EQUITY TEAMS**— These teams are volunteer-coached and are comprised almost entirely of players living in underserved areas of the City, as determined by our equity metrics. Typically these teams belong to the Mission, Jamestown, Good Sam and IFC organizations. Equity teams always receive first priority in picking slots.
- 2) **PRIORITY TEAMS** – These are teams that meet ALL of the following 4 requirements:
 - ✓ Be a SFUSD public school team
 - ✓ Have 100% volunteer coaches
 - ✓ Request a field within walking distance of the school
 - ✓ Request a time slot immediately after school

When you fill out your Authorized Drafter ID Form, you will have the opportunity to apply for a priority draft position. We will let you know if you are approved or denied prior to the actual draft. Priority teams pick 2nd after equity teams but before regular teams.

- 3) **REGULAR TEAMS** – All other teams will receive a randomized draft time from the Spoter system.

*Regardless of whether you are an equity team, priority team or regular team, you will always still have to pick your practice slot in Spoter during your team's draft time.

What Is An Authorized Drafter?

Authorized Drafter ID Form

This Form is to Be Used to Identify the Email and Name of the Person Who Will Be Authorized to Pick the Practice Slot for Your Team

Important Information:

- **What is SpoterY?**: SpoterY is a new field selection process that will allow teams to pick their practice field, day and time in a live online "draft". Each team will be randomly assigned a draft position number and then will have a 2-hour window to make their selection. Instructions on how to use SpoterY will be sent ONLY to the Authorized Drafter prior to the draft.
- **What is an Authorized Drafter?**: The AUTHORIZED DRAFTER is the designated person to receive notifications about the draft and that can make a practice slot selection for a team. This person will receive an email about how to register and then will create a log-in and password. ALL EMAILS will go to this person. Once that person is designated, he/she CAN NOT be changed. There can only be one Authorized Drafter per team. The practice slot selection will be done via SpoterY. If this person is not available at the time of the pick - they will need to provide their log-in and password to someone else.
- **Deadline:** You MUST submit this form by 5 pm on Tuesday, November 7. If you fail to do so, your team will NOT be able to participate in the field selection process and they will not receive a practice slot.
- **Key Dates:**
 - Tuesday, November 7 - Deadline to submit Authorized Drafter ID Form
 - Wednesday, November 8 to Thursday, November 9 - Mock practice SpoterY draft for all teams
 - Tues, November 14 to Wed, November 15 - Live real SpoterY draft for MYSL and CYO teams only

TEAM INFORMATION

Team Name *	Team Code (provided by your league) *
<input type="text"/>	<input type="text"/>

Team Age Group *	Gender *	League *
<input type="text"/>	<input type="text"/>	<input type="text"/>

TEAM PERSONNEL

TEAM MANAGER

Team Manager Name *	Phone *	E-Mail *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address *	Zip Code *
<input type="text"/>	<input type="text"/>

AUTHORIZED DRAFTER

- The Authorized Drafter is the one designated person to make the practice pick for your team. This person will receive all notifications about the draft. The Authorized Drafter is designated by the Team Manager of each team through the Authorized Drafter ID Form. This form is typically provided by the league administrator.
- There can only be one Authorized Drafter per team. Once that person is designated, he/she CANNOT be changed. All emails will go to the Authorized Drafter only.
- Select your Authorized Drafter wisely. If this person is not available at the time of the pick, they will need to provide their SpoterY log-in and password to someone else. This person should have easy access to his/her email and should expect to be available to participate in the draft process. Typically drafts are Monday through Friday, 9am-8pm. The Authorized Drafter will receive at least 3 days advance notice for the draft time.

What to Expect: Step by Step

Sample Draft Invitation E-mail

Dear

We are excited to invite you to participate in our next draft of fields for practices for the following team:

Team Name: San Francisco Giants
Team Age/Gender: 7 / Male
Authorized Drafter's Email: jeff.choy@sfgov.org

You will be eligible to pick YOUR own practice slot(s) during the following time(s) (US/Pacific time):

Monday 10/30/2017 02:41 PM to 02:43 PM

In order to start the process, please take the following steps:

1. Go to [Spotery's webpage](#) (or <http://spotery.com/site/sfr>)
2. Log in using your e-mail above. If you are a first-time user, use the Authorized Drafter's E-mail above to sign up and register
3. Once logged in, select the "Access Draft" option
4. Select **ybl test** in the season list
5. From this point you can monitor the draft and pick your team's practice times:

1. **My Teams** – You will see a list of all your teams, each with a link to the draft. If you have multiple teams associated with your email address, you can monitor all of them here.

How to Draft:

1. When it is your turn to draft, click on the time link under your team name and you will enter into the live draft.
 2. Click Select once you decide the field, day, and time slot that you want. You may also narrow down your search criteria by using the Show Search Fields option above. Please note that you will only be able to select one slot at a time. Once you pick another slot, your current selection will be dropped and returned back to the queue of available time slots.
 3. When you are satisfied with your practice slot selection, click Back to Seasons. You're all done!
2. **All Teams** – You will see a list of all teams in the season listed in draft lottery order
3. **Time Slots** – You will see a list of all fields and time slots that have already been taken by other teams. Here is also where you can verify that your practice selection was submitted successfully

For this team, you will be participating as an age 7 team and will be eligible to pick fields for that age group.

The draft will run from **Monday 10/30/2017 02:33 PM to Monday 10/30/2017 02:50 PM (US/Pacific time)**. During this period, you will be able to monitor the whole draft process in real time and watch which fields and time slots are being selected by other teams.

Step 1: Team Manager completes an Authorized Drafter ID Form for their team to designate one Authorized Drafter

Step 2: The Authorized Drafter will receive an invitation email to participate in a **mock test draft**. The email will have instructions and indicate the team's draft time. The purpose of the mock draft will allow users to get accustomed to using the system. The mock draft does NOT count.

Step 3: Authorized Drafter will have to register with Spotery to participate in the mock draft. Authorized Drafter MUST register using the same email designated in the Drafter ID Form. Once you register with Spotery for the mock draft, you will have created an account to use for all subsequent drafts. You only have to register once.

Step 4: Authorized Drafter will receive an email confirming registration with Spotery. You must click the link within to complete registration.

Step 5: Authorized Drafter will participate in the mock practice draft. You can only pick when your draft window is open. If your window is closed, you can not pick, but you will be able to view available slots.

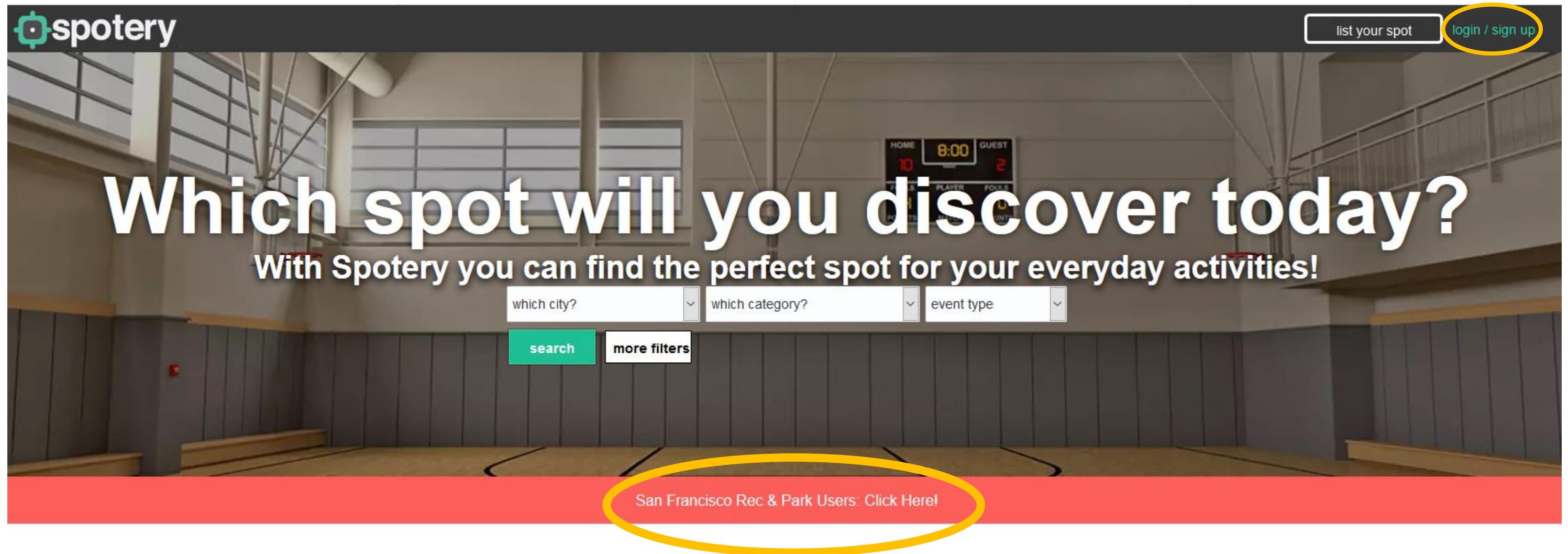
Step 6: Authorized Drafter will receive an invitation email to participate in the **REAL draft**. The draft time will be noted in the email. Prior to draft time, the Authorized Drafter must register with Spotery if they have not already done so for the mock draft.

Step 7: When the team draft window opens, Authorized Drafter will log in and pick their practice slot. Prior to draft window opening, you can go in the system earlier to look at available slots.

Step 8: There will be a last chance period (called Repick Round) where teams that missed their draft time or want to change their pick, can go in the system to make/change selections. The Repick Round window will be open to ALL teams.

Step 9: Pick up your practice permits from your league administrator.

NOTE: We will only be issuing practice fields through Spotery. If your team does not participate in this process, they will forfeit the right to a practice space.

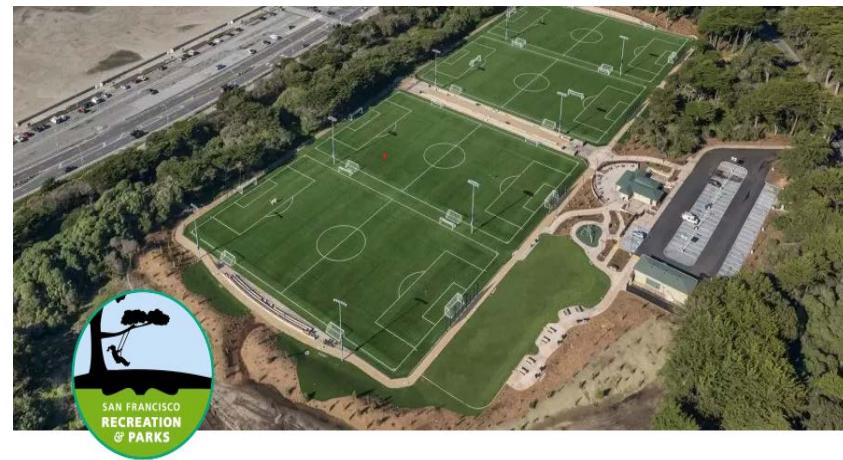


How Do I Log In or Register?

1. Visit www.spoterly.com
2. Click Login/Sign Up in the upper right corner*
3. Click San Francisco Rec & Park Users: Click Here!
4. Click the green “Field Draft” button

***Important:** You may ONLY Sign Up using the e-mail of your team's Authorized Drafter. If you use any other e-mail, the draft will not work.

Accessing the Draft



San Francisco Recreation & Parks

instant booking availability

San Francisco, CA, USA

Need another good reason to love the City by the Bay? How about this one more green space than any other municipality in the United States. Our recreation and parks system makes the most of an incomparable natural setting, with more than 220 parks and places for you to enjoy throughout the city. Start here to find locations, amenities, hours and more, then get out and play! The San Francisco Recreation and Park Department's Mission is to provide enriching recreational activities, maintain beautiful parks and preserve the environment for the well-being of our diverse community.

Field Draft

Youth sports teams participating in the Spoter draft, please click on "Field Draft" button.

field draft

Tennis Court Reservations

all our spots

Add Season

2020 Spring All Baseball & Softball Teams REAL Draft

Status & Sport
Draft Initiated: Baseball

Season
3/2/2020 to 5/22/2020

Draft
1/21/2020 7:00 PM to 1/27/2020 6:00 PM

View
Archive
Delete

My Teams (circled in red)

All Teams
Fields Drafted
Control Board
Dashboard

2020 Spring All Soccer Teams REAL Draft

Status & Sport
Draft Initiated: Soccer

Season
3/2/2020 to 5/22/2020

Draft
2/4/2020 10:30 PM to 2/10/2020 6:00 PM

View
Archive
Delete

My Teams
All Teams
Fields Drafted
Control Board
Dashboard

Spring 2018 - SFBYL Test Draft

Draft Initiated

My Teams

Search Fields

San Diego Padres
10/31/2017 01:00 PM to 01:05 PM

Colorado Rockies
10/31/2017 01:01 PM to 01:06 PM

Boston Red Sox
10/31/2017 01:02 PM to 01:07 PM

New York Yankees
10/31/2017 01:03 PM to 01:08 PM

Detroit Tigers
10/31/2017 01:04 PM to 01:09 PM

Houston Astros
10/31/2017 01:05 PM to 01:10 PM

Arizona Diamondbacks
10/31/2017 01:06 PM to 01:11 PM

Los Angeles Dodgers
10/31/2017 01:07 PM to 01:12 PM

San Francisco Giants
10/31/2017 01:08 PM to 01:13 PM

DRAFT TIMES IN ORDER, CLICK EACH ONE TO ENTER DRAFT.

1. Click “Field Draft”
2. Click “My Teams”. If you do not see “My Teams”, that means you have either not registered with the Spoter website yet, OR you are not logged in at all, OR you are logged in with an e-mail that is not the Authorized Drafter’s e-mail. Remember: ONLY the Authorized Drafter’s e-mail is linked to your team(s). If you log in with any other email, the draft will not work.
3. When you see your list of teams, simply click on the draft time to enter the draft.

Time Slots

Days Hours Minutes Seconds

00:00:01:48

San Francisco Giants
10/30/2017 02:41 PM to 02:43 PM
(US/Pacific)

Available Unavailable My Pick

Refresh Page

Search Fields

Complex

Facility Area

Hours

To

Only Available Spots

Day of Week

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Draft Countdown Clock

When RED = Your draft time has not started OR your draft window has closed.

When GREEN = Your draft window is open and you can pick.

Typical draft window is 4 hours.

Search Function

You can search for specific spots here using various filters.

DO NOT use this area to make your pick. Follow the “Making a Pick” instructions below.

Big Rec Diamond

Thursday 3:30 PM 4:30 PM Younger View Los Angeles Dodgers

Big Rec GA 1

Friday 4:30 PM 5:30 PM Younger View Select

Big Rec GA 2

Tuesday 3:30 PM 4:30 PM Younger View New York Yankees

Glen Park Diamond

Thursday 3:30 PM 4:30 PM Younger View Houston Astros

Glen Park GA 3

Wednesday 2:30 PM 3:30 PM Younger View Colorado Rockies

Glen Park GA 4

Julius Kahn Diamond

Making a Pick

- Click Select on the slot you want . Green means available. Red means taken. Blue means you picked it.
- Once you click Select, a pop message will ask you to confirm. Click Yes.
- Click Done at the bottom of the page. All done!

I Missed My Draft Time or I Want to Change My Pick!

- If you change your mind and your draft time window is still open, you can go into the draft and Deselect your pick. Then just click Select on the new slot you want. Click Yes and then the green Done button on the bottom.
- If your draft time has ended, you will have to wait until the Repick Round to change your selection.
- **Repick Round** is when we reopen all teams' draft times for a limited amount of time. Authorized Drafters will receive advance notice when Repick Round will open.
- Repick Round mode is the last chance for teams that did not pick or teams that want to change their pick.

Spring 2018 - SFBYL Test Draft

Draft Initiated

Time Slots

Repick mode

Refresh Page

San Diego Padres

10/31/2017 01:00 PM to 01:05 PM
(US/Pacific)

Available Unavailable My Pick

▲ Search Fields

Search

Complex	Day of Week
<input type="text"/>	<input type="checkbox"/> Sunday
<input type="text"/>	<input type="checkbox"/> Monday
<input type="text"/>	<input type="checkbox"/> Tuesday
<input type="text"/>	<input type="checkbox"/> Wednesday
<input type="text"/>	<input type="checkbox"/> Thursday
<input type="text"/> To <input type="text"/>	<input type="checkbox"/> Friday
<input type="checkbox"/> Only Available Spots	<input type="checkbox"/> Saturday
<input type="checkbox"/>	

Balboa Park GA 1

Monday 2:30 PM 3:30 PM Younger View Selected Deselect

Tuesday 3:30 PM 4:30 PM Younger View Los Angeles Dodgers

▶ Balboa Park GA 2

▶ Glen Park GA 1

▶ Glen Park GA 2

▶ Glen Park GA 3

▶ Glen Park GA A

▶ Julius Kahn GA 1

▶ Julius Kahn GA 2

▶ Julius Kahn GA 3

▶ Julius Kahn GA 4

Did I Pick Correctly?

Spring 2018 - SFBYL Test Draft

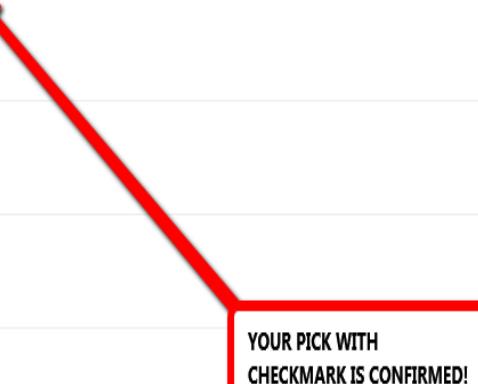
Draft Initiated

My Teams

▶ Search Fields

San Diego Padres	<input checked="" type="checkbox"/> 10/31/2017 01:00 PM to 01:05 PM
Balboa Park: GA 1	
Monday 2:30 PM to 3:30 PM	
Colorado Rockies	<input type="checkbox"/> 10/31/2017 01:01 PM to 01:06 PM
Boston Red Sox	<input type="checkbox"/> 10/31/2017 01:02 PM to 01:07 PM
New York Yankees	<input type="checkbox"/> 10/31/2017 01:03 PM to 01:08 PM
Detroit Tigers	<input type="checkbox"/> 10/31/2017 01:04 PM to 01:09 PM
Houston Astros	<input type="checkbox"/> 10/31/2017 01:05 PM to 01:10 PM
Arizona Diamondbacks	<input type="checkbox"/> 10/31/2017 01:06 PM to 01:11 PM
Los Angeles Dodgers	<input type="checkbox"/> 10/31/2017 01:07 PM to 01:12 PM
San Francisco Giants	<input type="checkbox"/> 10/31/2017 01:08 PM to 01:13 PM

Back to Seasons



- To see what field slot you picked, click on My Teams. If you picked correctly, you should see a small checkmark and the field slot you picked.
- Repeat for all of your teams.
- You will NOT get a confirmation e-mail of your pick. Your league administrator will let you know when you hard copy permits are ready for pick-up.

FAQ

Does my team get a second practice?

- All teams get one practice first. Depending on sport, team age and field availability, some teams may receive a second practice. Advanced notice will be given to teams that are eligible for a second practice.

How do I see the layout of a field?

- You can see a list of field maps here: <https://sfrecpark.org/525/Individual-Field-Maps>. For a general directory of all our athletic fields please visit our Field Directory: <https://sfrecpark.org/735/Athletic-Field-Directory> but not all fields will be available in the actual draft.

Can I change the Authorized Drafter for my team?

- No, once a draft has launched, we cannot change the Authorized Drafter. Only the Authorized Drafter's email is linked to the team so that is the only account that can draft. You can always share the Authorized Drafter's log-in credentials with someone else if you are unable to draft.

I missed my draft time. What can I do?

- If you missed your draft time, we may be able to open it back up if it is the same day. Please contact your Spotery representative. If we cannot open it back up, you will be able to draft during the Repick Round.

What is the Repick Round?

- The Repick Round occurs once the draft has ended. During this time, all teams' draft windows will be reopened and you can go in to change your field slot if you wish to do so. Teams who missed their draft time can also draft during this time. The Repick round is open for a limited time. You will be notified in advance of when the Repick round will take place. Most of the time, it will be 1-2 days after the draft has ended.

I did not receive the e-mail to verify my account. What do I do?

- It should take no more than 2 minutes for you to receive the email. If you did not receive it, check your e-mail spam folder first. If that did not work, it is very likely that your firewall and/or internet service provider is blocking the email from coming through. **In that case, please contact your Spotery rep and we will see if we can validate your account on our end.**

I forgot my password.

- To reset your password, click log-in on the upper right and the link for Forgot Password. You should get an e-mail for instructions on how to reset your password.

I did not receive the e-mail to reset my password. What do I do?

- It should take no more than 2 minutes for you to receive the email. If you did not receive it, check your e-mail spam folder first. If that did not work, it is very likely that your firewall and/or internet service provider is blocking the email from coming through. **In that case, please contact your Spotery representative and we can see if we can validate your account on our end.**

Still confused?

- Please contact your Spotery representative and be sure to provide your team name and age group.

FAQ CONTINUED

What is the Authorized Drafter?

- The Authorized Drafter is the one person designated to make a pick for your team. This one person is typically assigned by an athletic director or team manager through the Authorized Drafter ID Form. There can only be one Authorized Drafter per team.

What is a Mock Draft?

- The Mock Draft is a practice (test) draft intended to give you the opportunity to test out the Spotery system so you can understand how it works. The Mock Draft is optional and does not count—it has fake field slots. We highly suggest you participate in the Mock Draft if you are a first-time Spotery Draft user.

How do I register With Spotery?

- In order to register with Spotery, go to www.spotery.com/sfrp. On the upper right corner, click Sign-Up. Then fill out your name, e-mail, and enter a password. Then verify that you are not a robot and you can click Register. Remember: YOU CAN ONLY REGISTER USING THE EMAIL OF THE AUTHORIZED DRAFTER. Using any other e-mail will not work. Once you click Register, you should get an e-mail from Spotery asking you to verify your account. Click on the link within and then you should be good to go. You are now registered and can log in.

What if I want to change my pick?

- If you want to change your pick and your draft time window is still open, you can go into the draft and Deselect your pick. Then just click Select on the new slot you want. Then click Yes and then the green Done button on the bottom. If your draft time has ended, you will have to wait until the Repick Round to change your selection.

How do I know if I picked a field?

- To see what field slot you picked, click on My Teams. Under each team, you should see a small checkmark and the field slot you picked. You will not get a confirmation e-mail of your pick.

How can I see what other teams picked?

- To see what other teams picked, click on Fields Drafted. Scroll down and you can see what the other teams picked. You can also click Dashboard and you will see a real time view of all fields and at what percentages they are being selected..

How can I see all the teams?

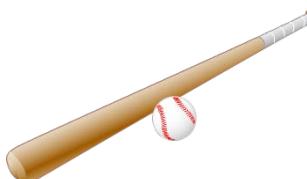
- To see all teams participating in the draft, click on All Teams. You can also see their draft times. Please note: The teams are not in draft time order.

SPORT-SPECIFIC INFO



SOCCER

- Younger teams (5th Grade/U12 and below) are limited to 1-hour practices
- Older teams (6th Grade/U13 and above) are limited to 1.5 hour practices
- Certain teams will qualify for a 2nd practice. The cut-off changes season to season and is dependent on availability. Historically our cut-off for 2nd practices has been 4th Grade/U11 teams and up.



BASEBALL/SOFTBALL

- All Shetland Coach Pitch divisions and under will limited to practices on grass areas only
- Older teams (Pony, Pinto, Mustang, Bronco) will have practices on diamonds
- All practices are limited to 1-hour

STILL HAVE QUESTIONS?

We are here to help.

Please contact us at RPDFields@sfgov.org

For expedited assistance, please indicate your playing league, team name, team code and team age.