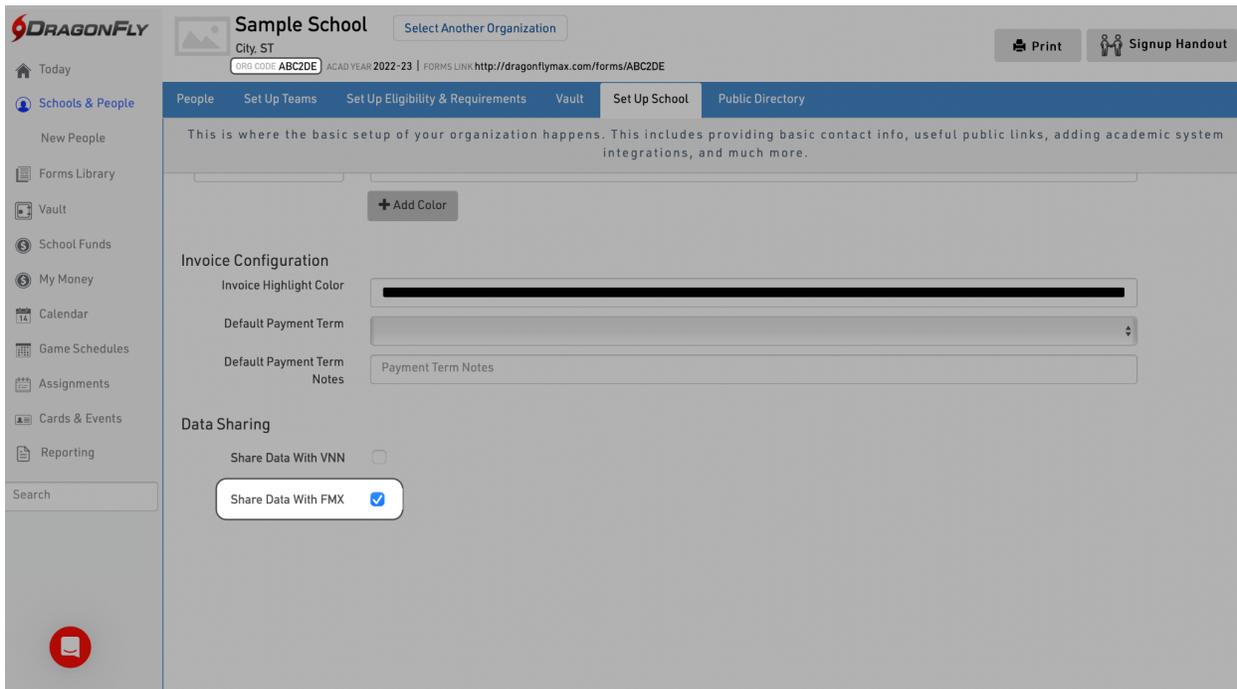# Arbiter to Dragonfly Migration

STEP 1: Share Dragonfly Access

First, you must share access to your Dragonfly Account with FMX. Thankfully, Dragonfly has made this easy with a built-in checkbox.

Sharing Steps

1. Navigate to "Set Up School" under the "Schools & People" page
2. Click the Checkbox "Share Data with FMX"
3. Copy the "Org Code" and send it to your FMX account manager (AM)
4. Repeat for additional schools if necessary

Notify FMX to Start the Integration

After completing this step, please wait up to one week for FMX to start the data sync from Dragonfly to FMX. FMX will also create new custom fields on your FMX site to house Dragonfly-specific data fields during this time.

STEP 2: Match Building Names

Next, you must match each Building ▾ in FMX to a School Name ▾ in Dragonfly.

Update Building "Name"

To do so, be sure the "Name" of that Building ▾ matches EXACTLY to the School Name ▾ in Dragonfly

## Troubleshooting Non-Matching Buildings

If the School Name ▾ for an event does NOT match any Building ▾ in FMX, that Schedule Request will be created using a default Building ▾ such as "Not Specified." You can view the School Name ▾ for any event in the custom field, "Dragonfly Host School Name." This is an indicator that the desired Building ▾ is not matched correctly and must be adjusted in order to be added to future events.

NOTE: This will only apply to HOME games. AWAY games will always use the default building.
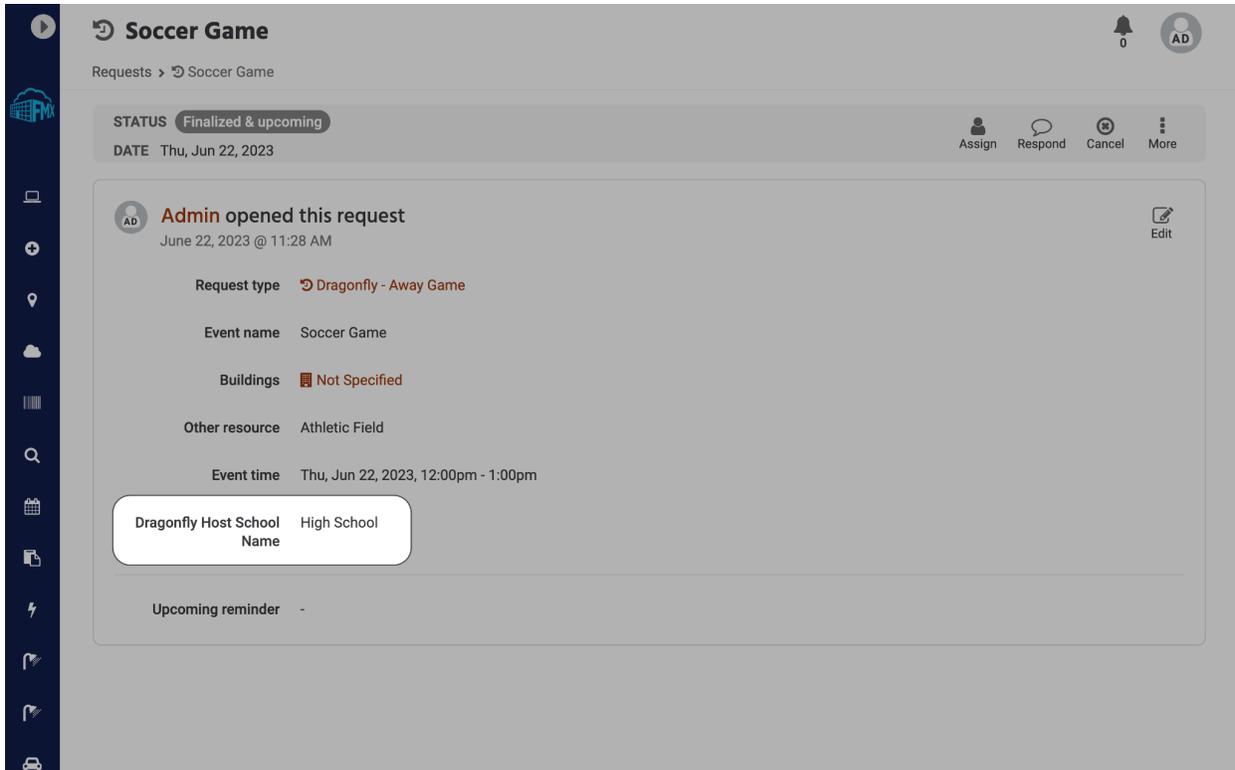
STEP 3: Map Resources & Locations

Similarly to Step 2, each Resource / Location ▾ in FMX must be mapped to a
 Facility Name ▾ in Dragonfly.

Update Custom Field, "Dragonfly Facility Name"

Rather than updating the Resource / Location ▾ "Name" field (like you did with buildings in Step 2), instead, each Resource / Location ▾ will map to a Facility Name ▾ using the new custom field, "Dragonfly Facility Name." If this custom field does not yet exist, it must be created by you or a team member at FMX.

Edit   More

| Dragonfly Facility Name	Baseball Diamond	◄——————— Must match "Facility Name" in Dragonfly
Attachments		

Ensure Building Match

It is important to note that the integration can ONLY use a Resource / Location ▾ if the Building ▾ they belong to ALSO matches what is in Dragonfly (see Step 2 above).

Troubleshooting Non-Matching Locations

If the Facility Name ▾ for an event does NOT match any Resource / Location ▾ in FMX, that Schedule Request will fill in the Facility Name ▾ as "Other resource." This is an indicator that the desired Resource / Location ▾ is not matched correctly and must be adjusted to be added to future events.

NOTE: This will only apply to HOME games. AWAY games will always use "Other resource."
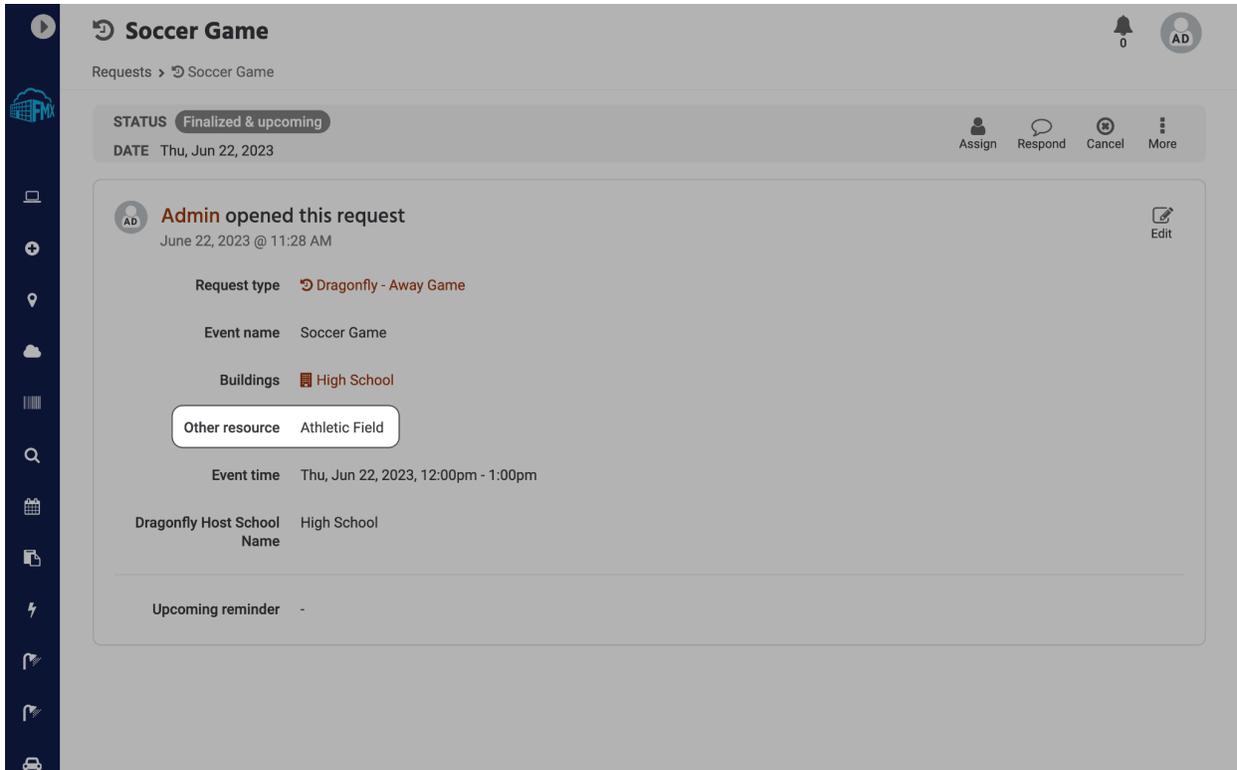
OPTIONAL: Bulk Updating Resources

If you would like FMX to bulk update the "Dragonfly Facility Name" custom field on each Resource / Location ▾ so they match the Facility Name ▾ in Dragonfly, you may follow these steps:
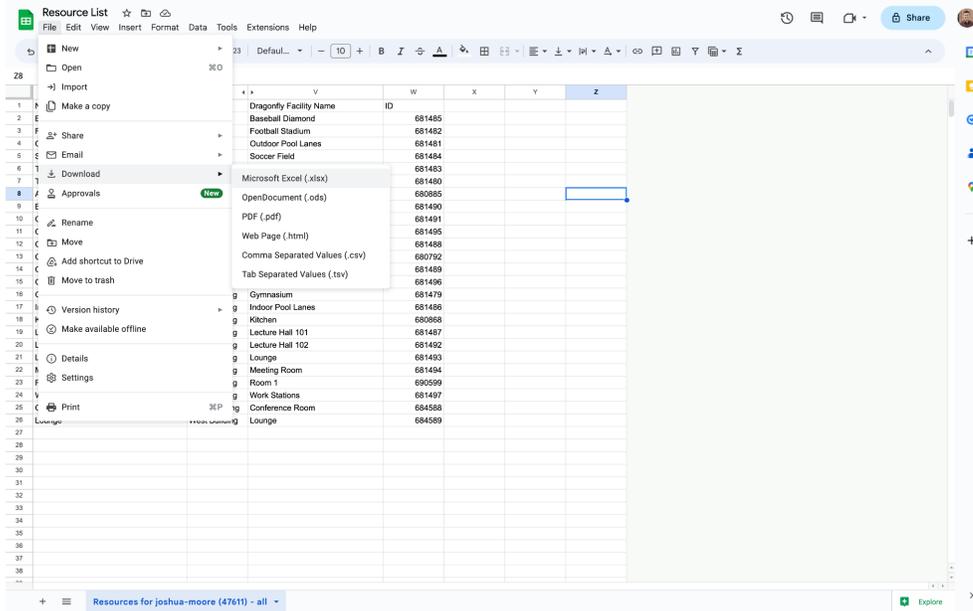
1. Export a list of every Resource / Location ▾ you would like to have updated to a CSV
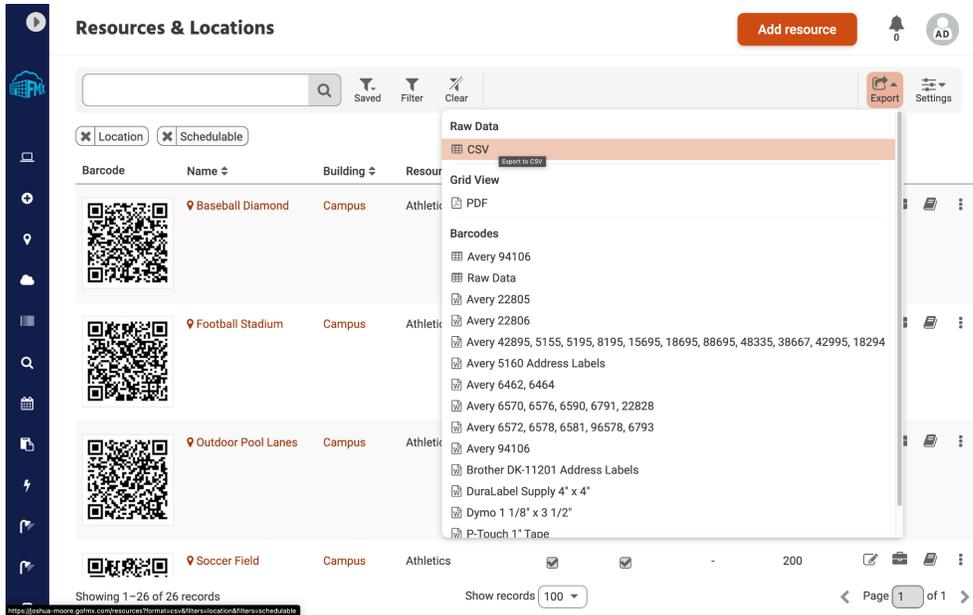
2. On that CSV file, update the "Dragonfly Facility Name" column with what each Resource / Location ▾ is titled in Dragonfly
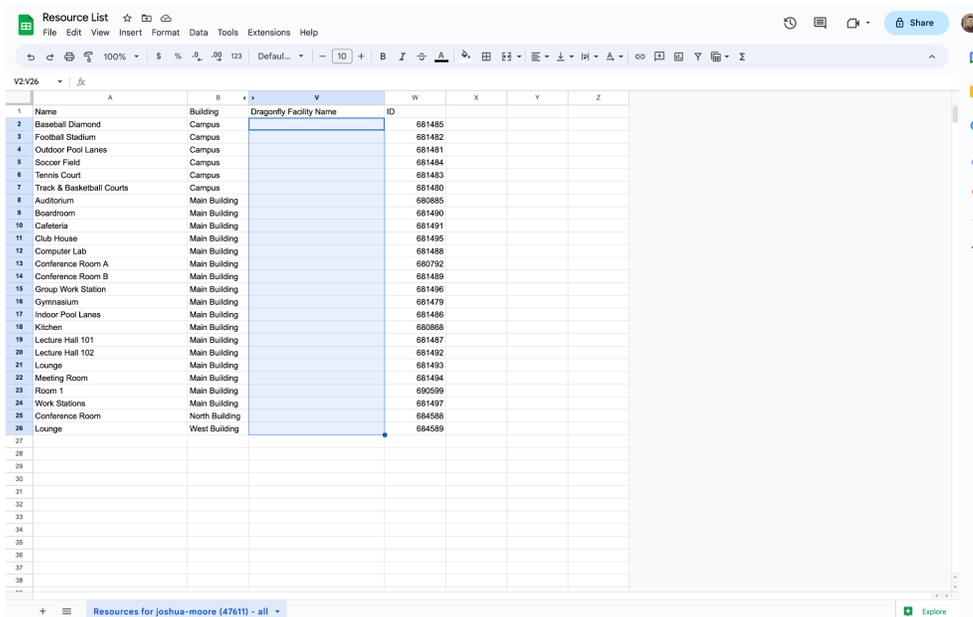
3. Save the updated file as an Excel File.

4. Share that file with your Account Manager (AM)

NOTE: This service is only available ONE time, so please be sure all necessary changes are included in the shared file. Any additional updates will need to be made manually on your FMX site.