NNESL NPL Club Instructions

NNESL will be using GotSoccer league scheduling software. This means there are a few new tools we like you to know. If at any time you need help, our office or GotSoccer will be available. In order to create a final schedule you, the club, will need to:

1) Create your club's fields in GotSoccer and
2) Schedule your NPL home games. The process is simple and should not take much time.

Creating / Editing Fields

In order for the GotSoccer system to properly assign fields to home and away teams, it must know the fields for each club. You will only have to do this one time, unless there are modifications to the field.

Please make sure you know:

a) The field address as we hook up the address to Google maps
b) The age groups you want to play on the field
c) Any exceptions to play. (Days or times the field is closed)

Click on your **Club** tab, then the **Facilities** link on the gray menu bar. Click on the **Add Facility** link.

Fill out the form as best you can. We suggest a minimum of

1) Location Name. This is the park, school or other name the facility is known by.
2) The field number. If you use numbers, please use *01* not *1*
3) Enter the approximate dimensions. It is not critical to have the exact dimensions.
4) Enter the address

5) If you know the latitude and longitude (most web enabled cell phones will give this information) please enter it as some addresses are hard to find using Google maps.
6) Press **Save**

Once you press Save, additional tabs will appear.

Click on the Availability tab

1) Leave the field hours at the default hours.
2) Click on all the age groups that play on the field.
3) If this field is not available for this league (event) you can remove it from being accessed by the league.

4) When finished press **Save**

Next Click the **Valid Events** tab. Make Sure:

1) You click **Soccer**
2) Click **League**
3) Press **Save**

If you want to upload a facility map or give directions you can do this on the Map& Direction tab. This is optional. The facility map must be a jpeg file and this will overwrite the link to Google maps. We suggest a better placement might be on your website.

If you have multiple fields at the same location you can use the "Copy" function to save some typing
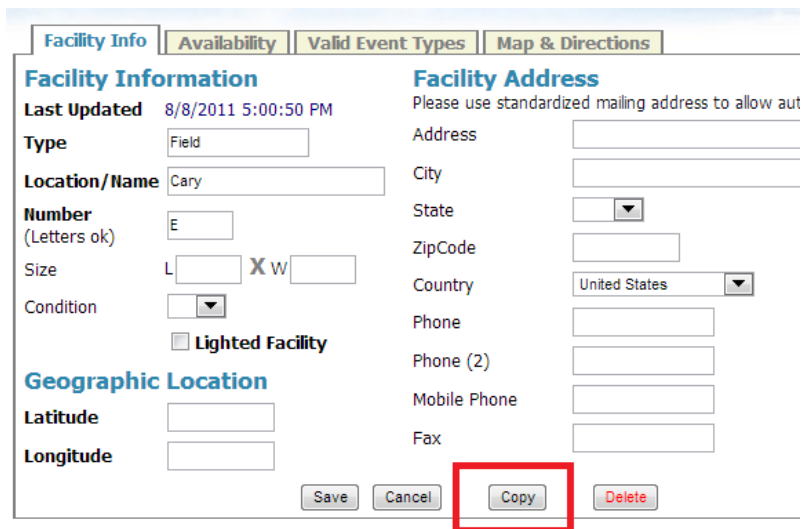
1) When the system returns "Duplicate this field", click **OK**
2) You will now be working on the duplicate, change the field name and or number and press **Save**.

Scheduling your Home Games

Log into GotSoccer

1) Click on the club tab
2) Look for the NPL in your account
3) Click on the league you want to schedule, in this example the North Florida YSL Senior Season

The page will refresh showing the first day of the season (8/14), games for that day and, to the right, a calendar with games that need to be scheduled.

Notice, on the calendar we show 8/14 3/3. This means there are 3 unscheduled games (red) and 3 total games.

To change dates, just click on a day on the calendar. If you don't see the day, remember there is a scroll bar to the right of the calendar.

To schedule a game:

Note: Please use Safari, Chrome or Internet Explorer, the drag and drop does <u>not</u> work with Mozilla FireFox

1) Place your cursor over the silver icon in front of the team name,
2) Click the left mouse button (or just click if you are using a Mac) and drag the game onto the field chart to the time a field you desire.
3) Release the mouse button.
4) If the game did not go exactly where you want it, just click again and move it. (**Note**: IF you started the game at 9AM and meant to start it at 9:15 AM during the time it is scheduled move the game to another field first then back to 9.15. You cannot drag and drop a game onto itself.)

In this example, we placed all the games on Anderson 1. If you look at the calendar, you will see August 14 now just shows 3 games, none in red. This designates all games have been scheduled.

Just repeat until all games are scheduled.