

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.

The screenshot shows the GotSoccer software interface. At the top, there is a navigation bar with links for Home, Website, State (A-Z), Club, Referees, Registrar, Training, Management, Coaches, Team Officials, Teams, Players, Programs, Help, Summary, Customization, Facilities, Messaging, Account Tools, and State Registration. The 'Club' tab is selected. Below the navigation bar, the title 'Registered Sports Facilities' is displayed. There are three buttons: '+ Add Facility', '+ Upload Facility List', and '+ Add Group'. Below these buttons are dropdown menus for 'View Facilities for' (All Event Types), 'Location' (All Locations), and 'Type' (All Facility Types), followed by a 'Go' button. A table below lists registered facilities: Cary A and Cary B. The table columns include Map, Location / Number, Type, L, W, Cond., Tourn, League, BB*, LAX*, SB*, and T. Both facilities are listed as Field type with dimensions 110x70.

Map	Location / Number	Type	L	W	Cond.	Tourn	League	BB*	LAX*	SB*	T
	Cary A	Field	110	70		No	Yes	No	No	No	Nc
	Cary B	Field	110	70		No	Yes	No	No	No	Nc

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**

The screenshot shows the 'Facility Info' tab selected on the 'Facilities' section of the GotSoccer.com Directors - Club interface. The 'Facility Information' section contains fields for Type (Field), Location/Name (Washington Park), Number (01), and Size (110 x 70). The 'Facility Address' section contains fields for Address (123 main St), City (Jacksonville), State (FL), and ZipCode (32003). A red box surrounds both the Facility Information and Facility Address sections. At the bottom of the form, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red square.

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.

Club

Summary Customization Facilities Messaging Account Tools State Registration

Facility Info Availability Valid Event Types Map & Directions

Washington Park 01

Facility Availability

Last Updated 7/28/2010 10:48:55 AM

Normal Hours

Open: (12:00 AM) *Enter 12 AM to 12 AM or leave blank for 24 hour availability.

Close: (11:59 PM)

Available Dates For Training

Start: End: *Enter dates in MM/DD/YY format or leave blank for unlimited availability.

Valid Age Brackets

U4 U5 U6 U7 U8 U9
 U10 U11 U12 U13 U14 U15
 U16 U17 U18 U19 OPEN OTHER

Availability Exceptions

By Time Block Add Exception

By Event Included in Events:

09-10 season comp
Registration 8/1/2009-7/31/2010 Remove

Azteca Competitive League
Registration 8/1/2009-7/31/2010 Remove

BYSL 09-10 comp
Registration 8/1/2009-7/31/2010 Remove

EPYSA State Cup 2010
Registration 8/1/2009-7/31/2010 Remove

My State Registrar Competitive Reg 2009/2010
Registration 8/1/2009-7/31/2010 Remove

Zoccer Fall 09 D4 (Recreational Registration)
Registration 8/1/2009-7/31/2010 Remove

EPYSA State Cup
League 9/6/2009-12/3/2010 Remove

Notes

Save Cancel

4) When finished press **Save**

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

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

Club

gotSoccer.com GotSport.com > Direct

Management Coaches Team Officials Teams Players Programs

Summary Customization Facilities Messaging Account Tools

Facility Info Availability Valid Event Types Map & Directions

Washington Park 01

Valid Training Event Types **Valid Other Event Types**

Baseball Tournament
 Lacrosse League
 Softball
 Track and Field
 Soccer Multi-Purpose

Save Cancel

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.

The screenshot shows the gotsoccer.com website interface. The top navigation bar includes links for Home, Website, State (AK), Club, Referees, Management, Coaches, Team Officials, Teams, Players, Programs, Help, Summary, Customization, Facilities, Messaging, Account Tools, and State. The 'Facilities' tab is active. Below the navigation, there's a sub-menu with tabs for Facility Info, Availability, Valid Event Types, and Map & Directions. The 'Map & Directions' tab is selected. The main content area displays information for 'Washington Park 01'. It includes a 'Directions/Notes' text area and a 'Map Image [Upload Image]' button. A red box highlights both of these fields. At the bottom, it shows 'Last Updated 7/28/2010 10:48:55 AM' and two buttons: 'Save' and 'Cancel'.

If you have multiple fields at the same location you can use the “Copy” function to save some typing

This screenshot shows the 'Facility Information' and 'Facility Address' sections of a facility edit form. The 'Facility Information' section includes fields for Type (Field), Location/Name (Cary), Number (Letters ok) (E), Size (L W), Condition (dropdown), and a checkbox for Lighted Facility. The 'Facility Address' section includes fields for Address, City, State (dropdown), ZipCode, Country (United States dropdown), Phone, Phone (2), Mobile Phone, and Fax. At the bottom, there are 'Save', 'Cancel', 'Copy', and 'Delete' buttons. A red box highlights the 'Copy' button.

- 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

Club - First Hernando YSC

Player Summary

Players on Teams	75	Unassigned Players	1261
Total Players	1336	Manage Players	

Current & Upcoming Club Programs

Program	Date	Players
2010 RECREATIONAL REGISTRATION	8/1/2010	
2010 COMPETITIVE PLAYER REGISTRATION	8/1/2010	
COMPETITIVE TRYOUT REGISTRATION	8/1/2010	219

Risk Management

Risk Management: Florida Youth Soccer

Contact Information

Phone (407) 852-6770 Address 7201 La
Fax (407) 852-6771 Orlando
Email fysa@fysa.com

Reports are Expired if Dated: 7/28/2009

State Organization Billing

Florida Youth Soccer Association (FL)

Acct#	Description
473694	Club/Organization: First Hernando YSC

Recently Updated Teams (listing up to 10)

League Scheduling Controls
United Soccer Association Senior Season
8/14/2010-10/17/2010

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 not 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.

Home Game Scheduling Enabled

United Soccer Association Senior Season

Selected Date (Sat) Chart Range Coaches Game Breaks

Show Additional Controls
*Smaller increments will cause the chart to download to your browser more slowly but will allow more precise drag and drop functionality.

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
Anderson ... 1													
Anderson ... 2													
Anderson ... 3													
Anderson ... 4													
Anderson ... 5													
Anderson ... 6													

Show Legend

Unscheduled Games - 8/14/2010

Drag a game here to unschedule it.

No unscheduled games on this day.

Event Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14 (3)
15	16	17	18	19	20	21
22	23	24	25	26	27	28 (3/3)
29	30	31				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11 (1/1)
12	13	14	15	16	17	18 (3/3)

Just repeat until all games are scheduled.