



### **Adding/Updating Club Facilities & Scheduling Home Games**

TCSL will release pairings and dates to clubs by the published deadline. These schedules have taken into account blackout dates as best as possible, so movement of games will be limited however will occur in select circumstances. Home clubs are then responsible for assigning times and fields to each game. These instructions provide an overview of how to do this.

The first step is ensuring that your club's facilities are updated in the system.

1. Log into GotSoccer.
2. Select the "Club" tab.
3. Select "Facilities" in the gray menu bar.
4. Click on "Add Facility" and complete the information in the form, including full address.
5. When you click on "Save" after entering the field information, new yellow tabs will appear, including "Availability" and "Valid Event Types".
6. OPTIONAL: Click on the "Availability" tab and indicate any age groups that can play on the field and times when the field is available.
7. Click on the "Valid Event Types" tab and make sure that "League", at a minimum, is selected. This will ensure that your fields are available for TCSL league play.
8. Hint: For complexes that have multiple fields, you may use the button "Copy" to duplicate the field and simply update the field. This will save you time. Multiple fields will then be listed at the single complex. For example:



**Registered Sports Facilities**    [+ Add Facility](#)    [+ Upload Facility List](#)    [+ Add Group](#)

View Facilities for: (All Event Types)    Location: (All Locations)    Type: (All Facility Types)   

Map	Location / Number	Type	L	W	Lights	Cond.	Tourn	League	BB*	LAX*	SB*	TK*	SOC*	Multi*
	<a href="#">Test Field #1</a>	Field			Yes		No	Yes	No	No	No	No	No	No
	<a href="#">Test Field #2</a>	Field			Yes		No	Yes	No	No	No	No	No	No

\*In addition to adding new facilities, please check the accuracy of information for your existing fields, removing any that are no longer used.

The second step is scheduling each home game.

Note: Games will not be available to schedule until TCSL releases pairings/dates. While “League Scheduling Controls” will be available, there will be no games to schedule until TCSL releases the schedule.

1. Click on the Club tab.
2. Look for the “League Scheduling Controls box” and click on the season. In this case, “Fall 2017 - TCSL”. You will know that there are games to schedule if there is a red “Unscheduled” box as pictured below.

**League Scheduling Controls**

**Fall 2017 - TCSL** Find by Game#

9/3/2017-10/15/2017 Unscheduled

3. On the next page, in the lower right-hand corner, the event calendar will display. Click on a date that has x/x, as this indicates that there are unscheduled games on this day ready to be scheduled.

September 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10 (1/1)	11	12	13	14	15	16
17 (1)	18	19	20	21	22	23 (1)
24	25	26	27	28	29	30
October 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4. Upon clicking on an individual date, the available games to schedule will appear.

**Show Legend**

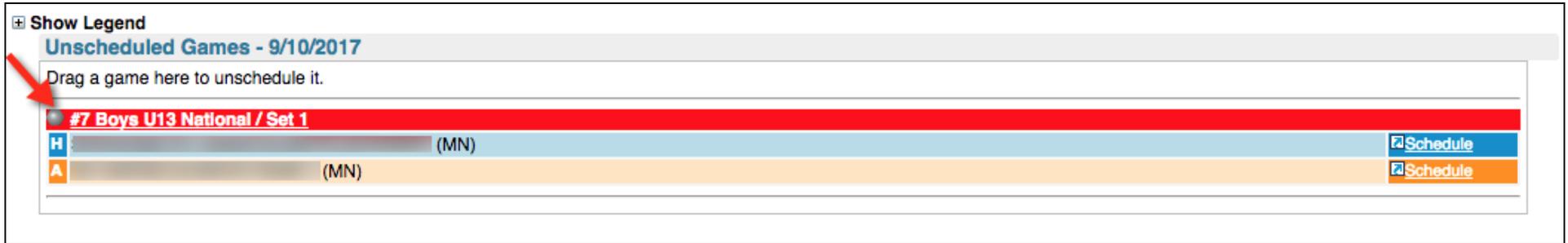
**Unscheduled Games - 9/10/2017**

Drag a game here to unschedule it.

<b>#7 Boys U13 National / Set 1</b>	
<b>H</b> (MN)	<input type="button" value="Schedule"/>
<b>A</b> (MN)	<input type="button" value="Schedule"/>

Note: There may be games on the “Event Calendar” on days other than the one selected. Click on each individual day on the “Event Calendar” that has unscheduled games to schedule them using the directions below.

- Place your cursor over the silver icon in front of the team name.

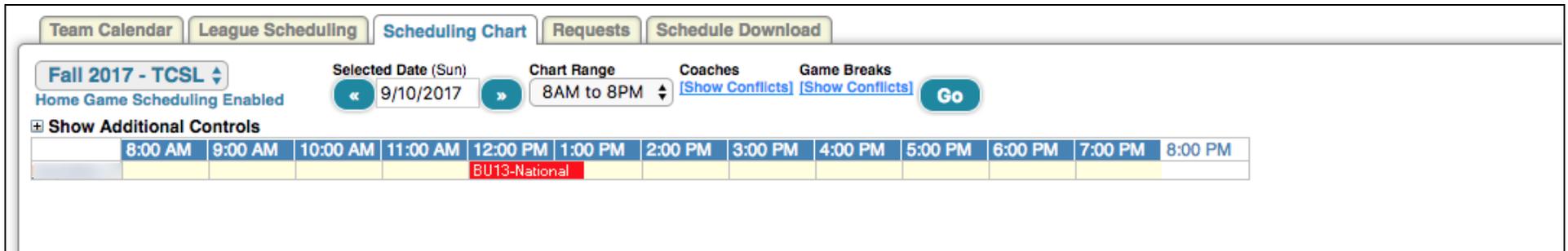


**Show Legend**  
**Unscheduled Games - 9/10/2017**  
 Drag a game here to unschedule it.

**#7 Boys U13 National / Set 1**

H	(MN)	<a href="#">Schedule</a>
A	(MN)	<a href="#">Schedule</a>

- Click and drag the silver icon onto the field chart above to the date, time and field you desire.



Team Calendar | League Scheduling | **Scheduling Chart** | Requests | Schedule Download

Fall 2017 - TCSL ↓  
 Home Game Scheduling Enabled

Selected Date (Sun) 9/10/2017 | Chart Range 8AM to 8PM | Coaches [Show Conflicts] | Game Breaks [Show Conflicts] | Go

Show Additional Controls

	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
					BU13-National								

- If the game did not go exactly where you wanted it to go, just click again and move it.
- In this example, the game was placed at 12pm.
- Repeat these steps for each game that you have on each individual day.