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

### Registered Sports Facilities

<table>
<thead>
<tr>
<th>Map</th>
<th>Location / Number</th>
<th>Type</th>
<th>L</th>
<th>W</th>
<th>Lights</th>
<th>Cond.</th>
<th>Tourn</th>
<th>League</th>
<th>BB*</th>
<th>LAX*</th>
<th>SB*</th>
<th>TK*</th>
<th>SOC*</th>
<th>Multi*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Field #1</td>
<td>Field</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Test Field #2</td>
<td>Field</td>
<td></td>
<td></td>
<td></td>
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<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
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.

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

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

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

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

7. If the game did not go exactly where you wanted it to go, just click again and move it.

8. In this example, the game was placed at 12pm.

9. Repeat these steps for each game that you have on each individual day.