

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 website interface. The 'Club' tab is selected in the top navigation bar. The 'Facilities' link is highlighted in the gray menu bar. The 'Add Facility' link is highlighted in the main content area. Below the 'Add Facility' link, there are filters for 'View Facilities for:', 'Location:', and 'Type:'. A table of registered sports facilities is displayed below the filters.

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' form on the GotSoccer.com website. The form is titled 'Facility Info' and is divided into two main sections: 'Facility Information' and 'Facility Address'. The 'Facility Information' section includes fields for Type (Field), Location/Name (Washington Park), Number (01), and Size (110 x 70). The 'Facility Address' section includes fields for Address (123 main St), City (Jacksonville), State (FL), ZipCode (32003), and Country (United States). There are also fields for Phone, Phone (2), Mobile Phone, and Fax. A 'Save' button is highlighted with a red box at the bottom of the form.

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.

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

Valid Age Brackets

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

Notes

Save Cancel

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
 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

4) When finished press **Save**

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

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

gotssoccer.com GotSport.com > Direct

Home Website State (AK) Club

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**

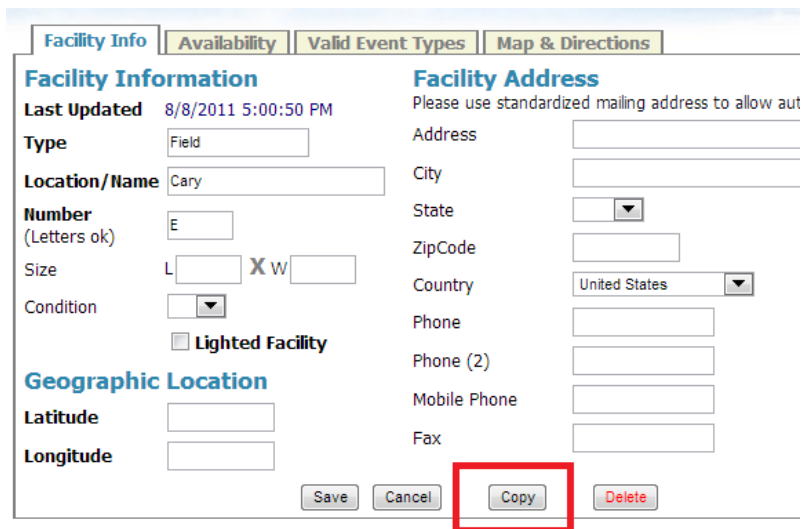
Baseball Tournament
 Lacrosse **League**
 Softball
 Track and Field
 Soccer
 Multi-Purpose

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.



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 screenshot shows the Florida Youth Soccer Association website interface. The top navigation bar includes links for Home, Club, Referees, Registrar, Training, League, and Tournaments. Below this is a secondary navigation bar with Management, Coaches, Team Officials, Teams, Players, Programs, and Help. The main content area is titled 'Club - First Hernando YSC' and contains several sections:

- Player Summary:** A table showing 75 Players on Teams and 1261 Unassigned Players, with a total of 1336 players. A 'Manage Players' link is provided.
- Current & Upcoming Club Programs:** A table with columns for Program, Date, and Players. It lists three programs: '2010 RECREATIONAL REGISTRATION' (8/1/2010), '2010 COMPETITIVE PLAYER REGISTRATION' (8/1/2010), and 'COMPETITIVE TRYOUT REGISTRATION' (8/1/2010) with 219 players. A 'Manage Club Programs' link is at the bottom.
- League Scheduling Controls:** A section highlighted with a red box, containing the text 'United Soccer Association Senior Season' and the date range '8/14/2010-10/17/2010'.
- Risk Management:** A section with contact information for Florida Youth Soccer, including phone, fax, email, and address.
- State Organization Billing:** A section for Florida Youth Soccer Association (FL) with account number 473694 and club/organization name First Hernando YSC.

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.

United Soccer Association Senior Season
Home Game Scheduling Enabled

Selected Date (Sat) 8/14/2010 Chart Range 8AM to 8PM Coaches Game Breaks [Show Conflicts] [Show Conflicts] Go

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.

- #681 Girls U16 Division 2 / Set 1
FIRST HERNANDO YSC HERNANDO HEAT (FL) vs EAST PASCO YSL PIRATES (FL)
- #542 Boys U18 Division 1 / Set 1
FIRST HERNANDO YSC HERNANDO HEAT (FL) vs RURAL YOUTH RYSA3 (FL)
- #494 Boys U16 Division 2 / Set 1
FIRST HERNANDO YSC HERNANDO HEAT (FL) vs RURAL YOUTH RYSA2 (FL)

Event Calendar

August 2010

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

September 2010

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)
19 (1/1)	20	21	22	23	24	25
26 (3/3)	27	28	29	30		

October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 (1/1)
3	4	5	6	7	8	9

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.

United Soccer Association Senior Season

Selected Date (Sat) 8/14/2010 Chart Range 8AM to 8PM Coaches Game Breaks [Show Conflicts] [Show Conflicts] Go

Home Game Scheduling Enabled

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			GU16-Division 2	BU16-Division 1	BU16-Division 2								
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

August 2010						
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 (3/3)
22	23	24	25	26	27	28 (3/3)
29	30	31				

September 2010						
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.