

Region I Champions League Club Instructions

Region I 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 Create your club's field. The process is simple and should not take much time.

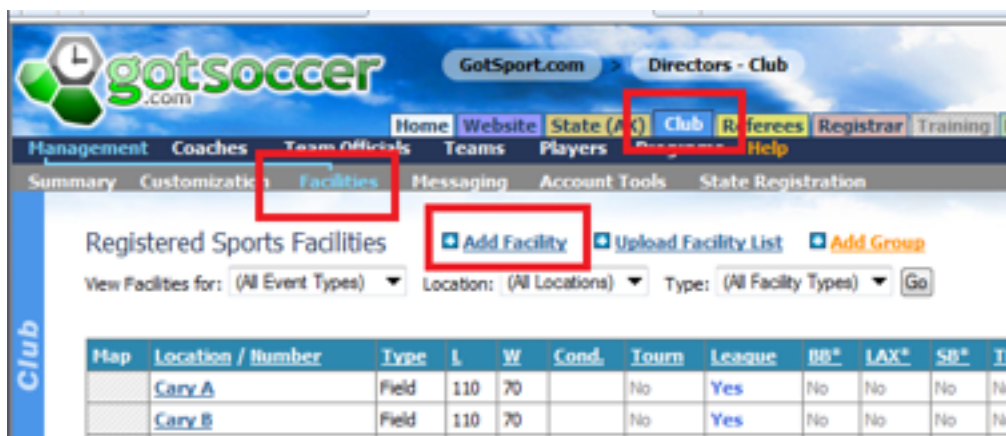
Creating / Editing Fields

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 top navigation bar includes 'Home', 'Website', 'State (AZ)', 'Club', 'Referees', 'Registrar', and 'Training'. Below this is a secondary menu with 'Management', 'Coaches', 'Team Officials', 'Teams', 'Players', and 'Programs'. A gray menu bar contains 'Summary', 'Customization', 'Facilities', 'Messaging', 'Account Tools', and 'State Registration'. The 'Facilities' link is highlighted with a red box. Below the menu bar, there are buttons for 'Add Facility', 'Upload Facility List', and 'Add Group'. The 'Add Facility' button is also highlighted with a red box. Below these buttons are dropdown menus for 'View Facilities for:', 'Location:', and 'Type:', followed by a 'Go' button. At the bottom, there is a table of registered sports facilities.

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.

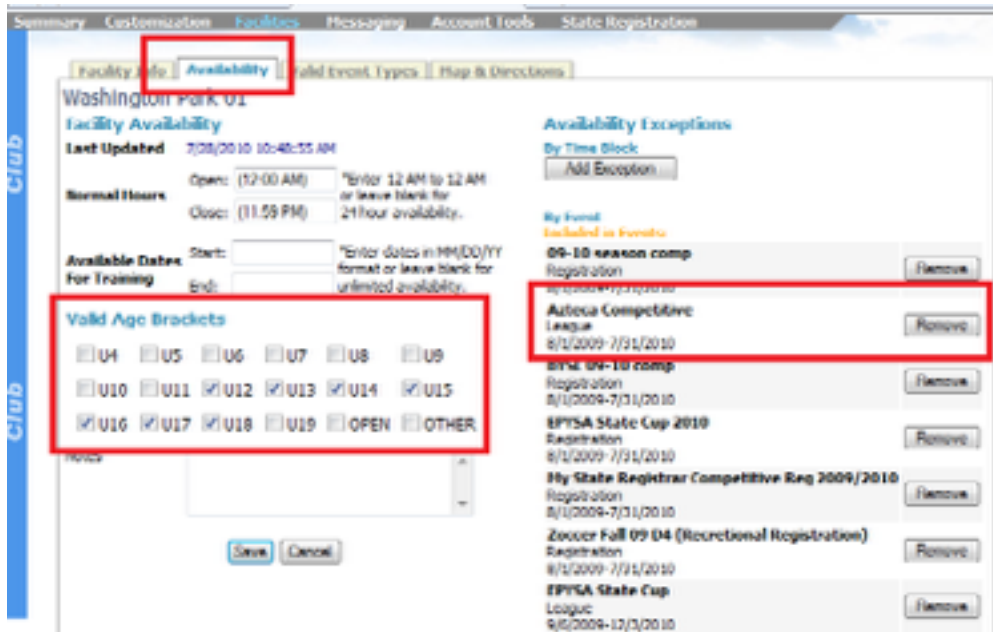
- 4) Enter the address
- 5) If you know the latitude and longitude (most web enabled cell phones will give this information) please enter it as some addresses are hard to find using Google maps.
- 6) Press Save

The screenshot shows the 'Facility Info' form on the GotSoccer.com website. The form is divided into two main sections: 'Facility Info' and 'Facility Address'. The 'Facility Info' section includes fields for 'Type' (Field), 'Location/Name' (Washington Park), 'Number (Letters ok)' (01), and 'Size' (L 110 X W 70). The 'Facility Address' section includes fields for 'Address' (123 main St), 'City' (Jacksonville), 'State' (FL), 'ZipCode' (32003), 'Country' (United States), 'Phone', 'Phone (2)', 'Mobile Phone', and 'Fax'. A 'Save' button is highlighted with a red box.

Once you press Save, additional tabs will appear.

Click on the Availability tab

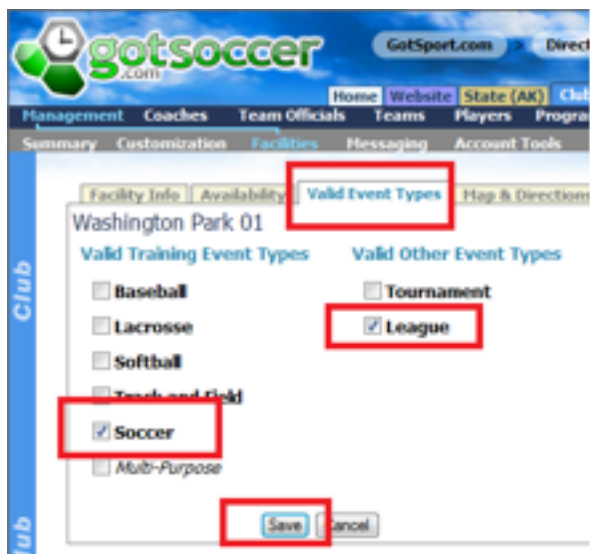
- 1) Leave the field hours at the default hours.
- 2) Click on all the age groups that play on the field.
- 3) If this field is not available for this league (event) you can remove it from being accessed by the league.



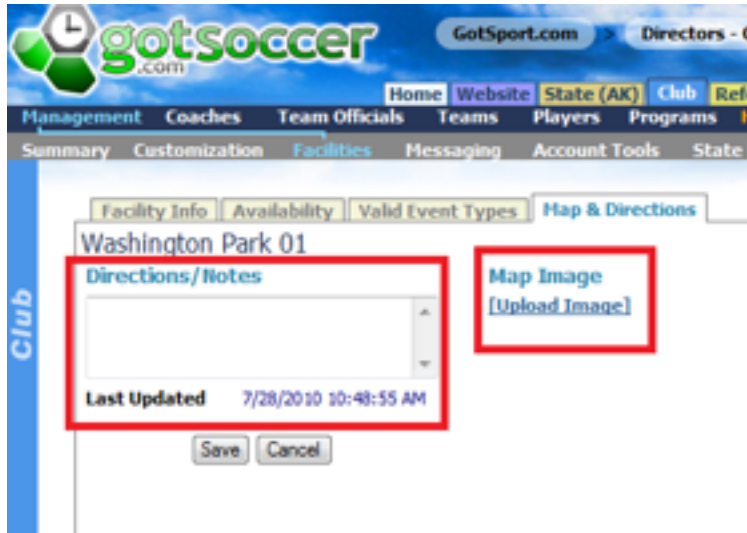
4) When finished press Save

Next Click the Valid Events tab. Make Sure:

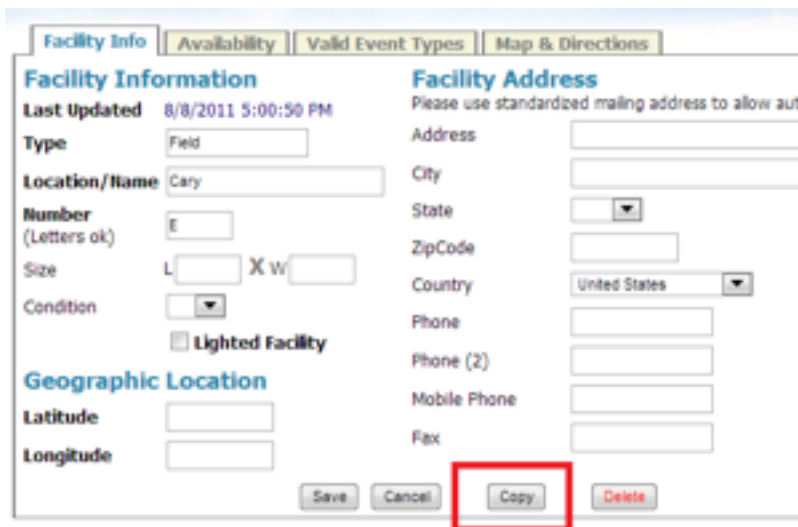
- 1) You click Soccer
- 2) Click League
- 3) Press Save



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.