



# Michigan State Premier Soccer Program

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## MSPSP GotSoccer Instruction Scheduling Your Home Games

Clubs are responsible for scheduling all home games for those teams they affiliate into MSPSP. It is recommended that club managers oversee the scheduling process listed below. However, if clubs would like to allow individual teams to schedule their own home games clubs can give teams' access to their club account.

Log into GotSoccer Club/Organizational account

- Click on the Club tab
- Look for the "MSPSP Fall 2016" event in your League Scheduling Controls
- Click on "MSPSP Fall 2016" event to schedule your games, in this example the North Florida YSL Senior Season

The screenshot shows the GotSoccer website interface for a club manager. The top navigation bar includes 'Home', 'Club', 'Referees', 'Registrar', 'Training', 'League', and 'Tournament'. The main content area is titled 'Club - First Hernando YSC' and contains several sections: 'Player Summary' (75 players on teams, 1261 unassigned), 'Current & Upcoming Club Programs' (listing registration events), 'Risk Management' (contact info for Florida Youth Soccer), and 'State Organization Billing' (listing the Florida Youth Soccer Association). A red box highlights the 'League Scheduling Controls' section, which shows 'United Soccer Association Senior Season' for the dates 8/14/2010-10/17/2010.

- The page will refresh showing the first day of the Fall season (8/19/16), games for that day and, to the right, a calendar with games that need to be scheduled.
- Games that need to be scheduled will appear as "3/3" (example) in red on the calendar date.
- To change dates, 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.

**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.

To schedule a game:

- 1) Place your cursor over the silver icon in front of the team name,
- 2) Click and drag the silver icon onto the field chart to the date, time and field you desire.
- 3) If the game did not go exactly where you want it, just click again and move it to the proper time.
- 4) You cannot schedule matches at the same time on the same field.

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.

Repeat until all games are scheduled.