



## 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 2017" event in your League Scheduling Controls
- Click on the "MSPSP Fall 2017" event to schedule your games, in this example the North Florida YSL Senior Season

M	FLORIDA YOUTH SOCCER ASSOCIATION	GotSport.com Home Club Refere	Directors - Club  Registrar   Training   League   Tournan Processory - Holo						
S	ummary Customization Facilities	Messaging Acco	unt Tools State Registration						
Slub	Club - First Hernando YSC Player Summary Players on Teams 75 Unass Total Players 1336 Current & Uncoming Cub Programs	igned Players 1261 I Manage Players	US VOUTHSOCCER.						
9	Program	Date Players							
	2010 RECREATIONAL REGISTRATI	ON 8/1/2010	Risk Management						
	2010 COMPETITIVE PLAYER	8/1/2010	Risk Management: Florida Youth Soccer						
	COMPETITIVE TRYOUT REGISTRAT	TON 9/1/2010 210	Contact Information						
		0/1/2010 217	Phone (407) 852-6770 Address 7201 La Fax (407) 852-6771 Orlando Email fysa@fysa.com Perocts are Evolved if Dated: 7/28/2009						
			Reports are Expired in Dated. 7/26/2005						
qn	5	Manage Club Program	s State Organization Billing						
N			Florida Youth Soccer Association (FL)						
~	League Scheduling Controls		Acct# Description						
	United Soccer Association Senio 8/14/2010-10/17/2010	r Season	473694 Club/Organization: First Heri						
	Recently Updated Teams (listing up t	o 10)							

- The page will refresh showing the first day of the Fall season (8/18/17), 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.

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	#542	Boys U18 D	ivision 1	/ Set 1							22	23	24 25	26	27	28 (3/3)	
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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.