Michigan State Premier Soccer Program

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MSPSP Club Procedure Guidance

Scheduling your Home Games

Clubs will now be responsible for scheduling all home games for those teams which they affiliate. 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.

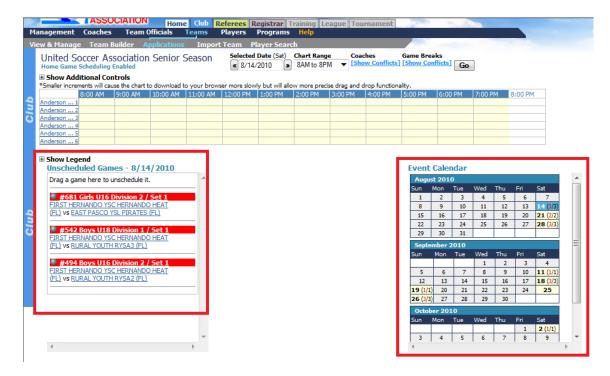Log into GotSoccer Club account
1) Click on the club tab
2) Look for the "MSPSP Fall 2011 Registration" in your League Scheduling Controls box.
3) Click on "MSPSP Fall 2011 Registration" to schedule your games, in this example the North Florida YSL Senior Season

The page will refresh showing the first day of the season (8/27), 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) on the calendar date.

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.
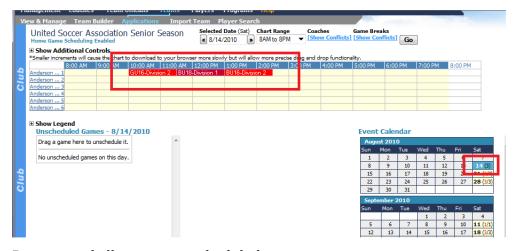

Note: There may be games on the "Event Calendar" on days other than the one selected. Click on each individual day on the "Event Calendar" that has unscheduled games to schedule them using the directions below.

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. (**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.

Repeat until all games are scheduled.