



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 that 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 Spring 2014 Scheduling Event" in your League Scheduling Controls box.
- 3) Click on "MSPSP Spring 2014 Scheduling Event" to schedule your games, in this example the North Florida YSL Senior Season

The screenshot shows the GotSoccer website interface. At the top, there's a navigation bar with 'Home', 'Club', 'Referees', 'Registrar', 'Training', 'League', and 'Tournament'. Below that, a secondary navigation bar includes 'Management', 'Coaches', 'Team Officials', 'Teams', 'Players', 'Programs', and 'Help'. The main content area is titled 'Club - First Hernando YSC'. On the left, there's a sidebar with 'Club' and 'Club' labels. The main content area has several sections: 'Player Summary' (75 Players on Teams, 1261 Unassigned Players), 'Current & Upcoming Club Programs' (a table with columns for Program, Date, and Players), 'Risk Management', 'Contact Information', and 'State Organization Billing'. A red box highlights the 'League Scheduling Controls' section, which shows 'United Soccer Association Senior Season' for the period 8/14/2010-10/17/2010.

The page will refresh showing the first day of the fall season (8/1/12), 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.

The screenshot shows the 'United Soccer Association Senior Season' scheduling interface. At the top, there are navigation tabs for Home, Club, Referees, Registrar, Training, League, and Tournament. Below these are sub-tabs for Management, Coaches, Team Officials, Teams, Players, Programs, and Help. The main area is titled 'View & Manage' and includes 'Team Builder', 'Applications', 'Import Team', and 'Player Search'. The current date is set to 8/14/2010, and the chart range is 8AM to 8PM. A 'Show Legend' box on the left lists three unscheduled games for 8/14/2010, each with a red background and a silver icon. An 'Event Calendar' on the right shows a grid for August, September, and October 2010, with a red box highlighting the date 8/14/2010.

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.

The screenshot shows the same scheduling interface as before, but now the games are scheduled. The 'Show Legend' box on the left now says 'No unscheduled games on this day.' The 'Event Calendar' on the right still has a red box around the date 8/14/2010. The field chart shows three games scheduled on Anderson 1 for 8/14/2010: #681 Girls U16 Division 2, #542 Boys U18 Division 1, and #494 Boys U16 Division 2.

Repeat until all games are scheduled.