



Michigan State Premier Soccer Program

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MSPSP Spring 2011 Club Procedure Guidance

Creating/Editing Fields

For the spring 2011 season (and all future seasons), fields will need to be inputted on GotSoccer by the club for the purposes of State Cup and MSPSP scheduling. Clubs will be responsible for entering all fields used for MSPSP and State Cup events into their GotSoccer Club account. At this point, several of your fields have already been inputted into the system by MSYSA for you. Please make sure you check the accuracy of these fields and add any new facilities that may be missing. Below are the steps to input fields into GotSoccer. All fields used for MSYSA State Cup and MSPSP must be uploaded by February 10th.

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.

Click on your "Club" tab, then the "Facilities" link on the gray menu bar. Click on the "Add Facility" link.

IMPORTANT

The inputted field **MUST** follow the below format:

City of Field/Field Name/Field Number

(Note: slashes are not necessary in the actual naming)

Example: Canton Independence 8

Fill out the form following the steps below.

- 1) Location/Name: This is the name of the field and it MUST be entered following the above criteria.
- 2) Field Number: The field number for a large complex must be identified in the "Location/Name" section but also can be filled in here.
- 3) Size: Enter the approximate dimensions. It is not critical to have the exact dimensions.
- 4) Enter the address if known (not required)
- 5) Press "Save"

Once you press Save, additional tabs will appear.

- 1) Click on the "Availability" tab
- 2) Enter the hours the field is available
- 3) Click on all the age groups that play on the field. If the field is used by many age groups it is recommended that all age groups are selected.
- 4) When finished press "Save"