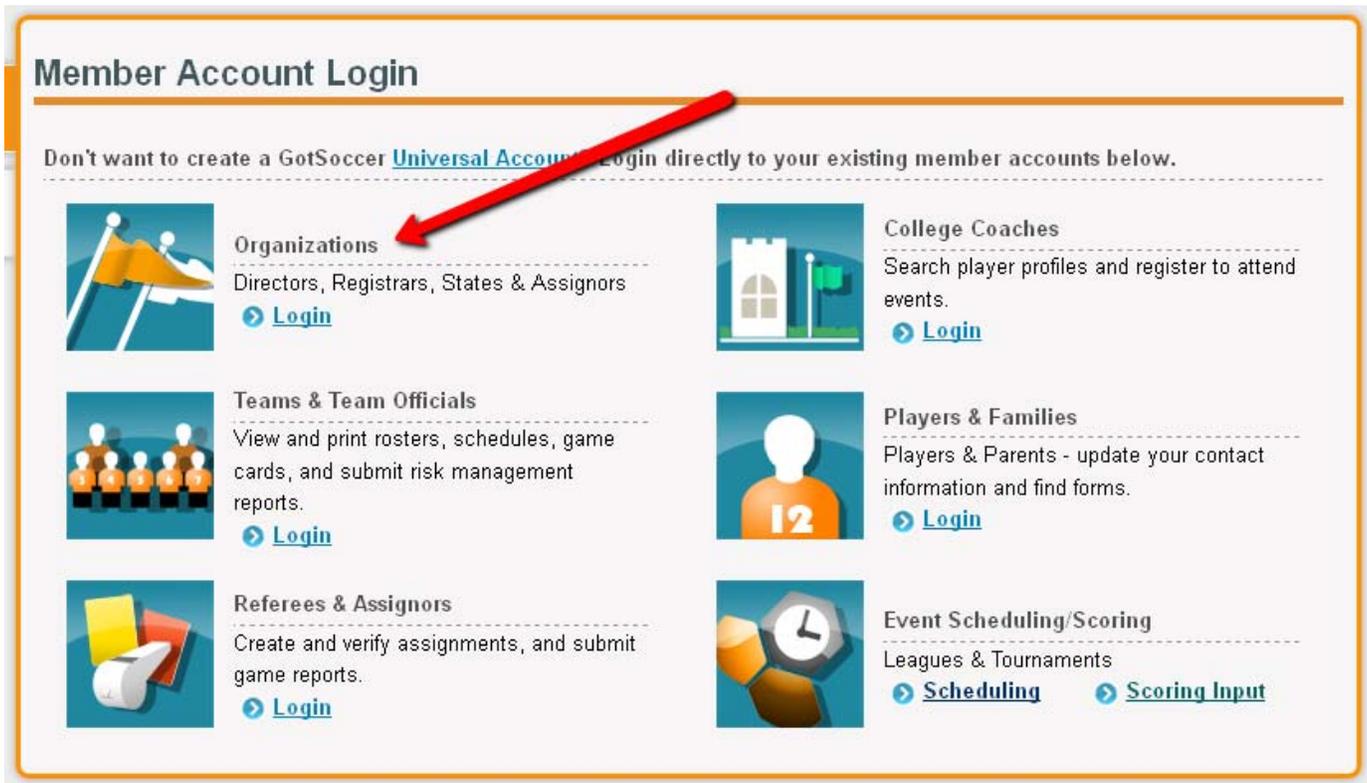


[How to make your home game fields available to the POSOL GotSoccer game scheduler.](#)

1. Your Club GotSoccer account MUST be used to provide home field availability to all POSOL teams in your Club. Access GotSoccer login using this link:
https://www.gotsport.com/asp/users/login_menu.asp?tab=member Sign in as an Organization NOT as a team by clicking on Organizations Login.



Member Account Login

Don't want to create a GotSoccer [Universal Account](#)? Login directly to your existing member accounts below.

 <p>Organizations Directors, Registrars, States & Assignors Login</p>	 <p>College Coaches Search player profiles and register to attend events. Login</p>
 <p>Teams & Team Officials View and print rosters, schedules, game cards, and submit risk management reports. Login</p>	 <p>Players & Families Players & Parents - update your contact information and find forms. Login</p>
 <p>Referees & Assignors Create and verify assignments, and submit game reports. Login</p>	 <p>Event Scheduling/Scoring Leagues & Tournaments Scheduling Scoring Input</p>

2. Assuming your Club is not new and thus has an existing GotSoccer Club account, use your Club's account Username and Password. Next, click on Club tab, then on Facilities tab.



got soccer .com
GotSport.com > Directors - Club

Home Website **Club** Referees Training League Tournament

Management Coaches Team Officials Teams Players Help

Summary Customization **Facilities** Account Tools State Registration

3. You may be shown a LARGE number of fields, especially if your Club uses GotSoccer for tournaments. You are interested only in current fields to be used for POSOL league games or in adding new fields that will be used for POSOL league games. If you wish to limit the view to your Club Leagues fields only, select Leagues from the drop down box.



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Registered Sports Facilities [+ Add Facility](#) [+ Upload Facility List](#) [+ Add Group](#)

View Facilities for: **Leagues** Location: (All Locations) Type: (All Facility Types) Go

- In turn, select each of the existing fields to be used for POSOL or click on the Add Facility spot to add new facilities for POSOL use. You should then see a display similar to below.

The screenshot shows the 'Facility Information' form on the GotSoccer website. The 'Availability' tab is highlighted with a red arrow. The form is divided into two columns: Facility Information and Facility Address.

Facility Information:

- Last Updated: 1/30/2012 10:34:48 AM
- Type: Field
- Location/Name: Scottsdale Chaparral Park East
- Number (Letters ok): (ChapE)
- Size: L 330 X W 180
- Condition: [Dropdown]
- Lighted Facility
- Geographic Location: Latitude [], Longitude []

Facility Address:

- Address: 5401 N. Hayden Road
- City: Scottsdale
- State: AZ
- Zip Code: 85250
- Country: United States
- Phone: []
- Phone (2): []
- Mobile Phone: []
- Fax: []

Buttons at the bottom: Save, Cancel, Copy, Delete.

- Update this information to help others understand the field. Especially helpful is accurate address information which is used by others to find your home field on game day. You are primarily interested in the Availability tab as that is where you provide availability of the field to POSOL game scheduling. Below is what you see when you click on the Availability tab.

The screenshot shows the 'Availability' tab for the facility 'Scottsdale Chaparral Park East (ChapE)'. The 'Valid Age Brackets' section is highlighted with a red box, and the 'Availability Exceptions' section is also highlighted with a red arrow.

Facility Availability:

- Last Updated: 8/16/2012 3:55:54 PM
- Normal Hours: Open: 8:00 AM, Close: 5:00 PM
- Available Dates For Training: Start: 9/14/2012, End: 11/18/2012

Valid Age Brackets:

U4 U5 U6 U7 U8 U9
 U10 U11 U12 U13 U14 U15
 U16 U17 U18 U19 OPEN OTHER

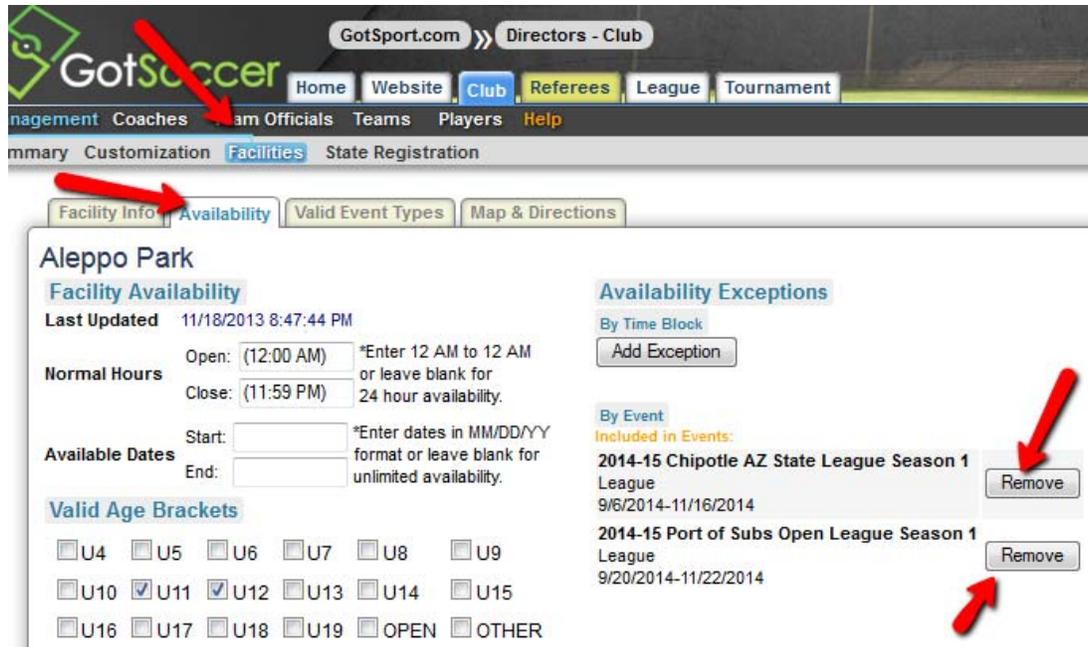
Availability Exceptions:

- By Time Block: Add Exception
- By Event Included in Events:
 - 2012-2013 State League Season I - NOT IN USE League 5/19/2012-3/25/2013 [Remove]
 - 2012-13 State League Season 1 League 9/8/2012-11/25/2012 [Remove]
 - 2012-13 Port of Subs Open League Season 1 League 9/15/2012-11/17/2012 [Remove]

Notes: 5401 N. Hayden Road (traffic light, Hayden at Jackrabbit) in Scottsdale. South of

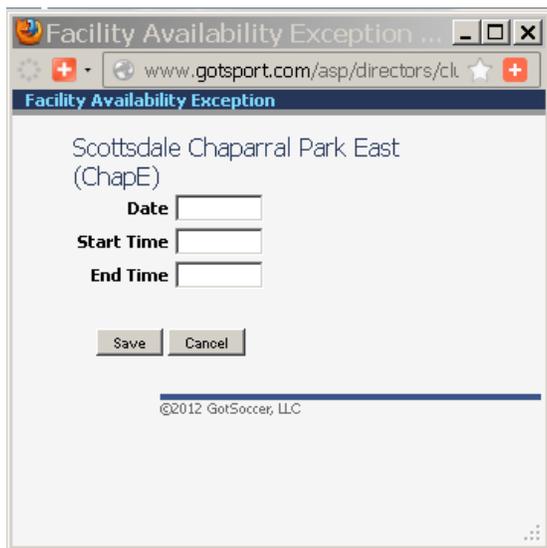
Buttons at the bottom: Save, Cancel.

6. Usage alert: use the save button often. If you don't save after nearly every bit of information you enter, GotSoccer tends to forget some changes. Use Save often to keep from reworking lost information.
7. Use the Remove buttons to remove State League seasons as these fields will not be used for State League. Keep the upcoming POSOL Season event as that is the event to which this availability information will apply. Be sure to Save. If you have fields that will NEVER be used for POSOL games, please delete them from your Club facilities list. If you have fields that you sometimes use for a season and sometime do not use for a season, then you can remove the field from POSOL for this season.



8. Enter the begin and end times for your field availability. GotSoccer will schedule games that start on or after the Open time entered and end on or before the Close time entered. Be sure to Save.
9. Enter the date range the field is available. Please enter a Start date one day earlier than the start of the field availability and enter an End date one day later than availability ends. GotSoccer treats dates strangely sometimes so add an additional day so GotSoccer will handle properly. Rest assured that POSOL is played only on Saturdays and your field availability range needs to be a day either way of each Saturday the field is to be used. Be sure to Save.
10. **VERY IMPORTANT**: check the check boxes next to the age groups than can play a game on this field. This is your only chance to match the correct field size to your age group. If you mess this up, your U8 team will get scheduled on a U12 field, etc. It is your responsibility to **GET THIS RIGHT** for the sake of your home team and those teams that will play at your field. Make sure that each Age Bracket your Club has in POSOL has a field created. As an example, if you have a U13 field and you haven't created a field and chosen U13 as an age bracket for that field, your U13 team will not have a place for home games to be scheduled. You are in control of the quality of the game schedule produced!!! Be sure to Save.

11. If there are some Saturdays in your field availability date range on which the field is NOT available, you can enter the unavailability as an Exception using the Add Exception button on the screen shown above. The Add Exception pop up box is shown below. Enter the Saturday date and the time range the field will NOT be available. You can indicate any pair of Start Times and End Times which allows partial days of availability / unavailability. Be sure to Save.



The screenshot shows a web browser window titled "Facility Availability Exception ...". The address bar displays "www.gotsport.com/asp/directors/cl". The page content includes the following elements:

- Facility Name: Scottsdale Chaparral Park East (ChapE)
- Date:
- Start Time:
- End Time:
- Buttons: Save, Cancel
- Footer: ©2012 GotSoccer, LLC

12. The above Availability information needs to be repeated for each field you are providing for your home games. Save often! When done, double check to make sure all information was saved and that each age group has been assigned to a field. Be sure to Save.
13. If you need additional assistance, please use the Support button at the top of the GotSoccer screen to work with the GotSoccer system experts.

