

New Hampshire Soccer League Club Instructions

NHSL will be using GotSoccer league scheduling software. This means there are a few new tools we would like you to know. If at any time you need help, our office or GotSoccer will be available. In order to create a final schedule you, the club, will need to:

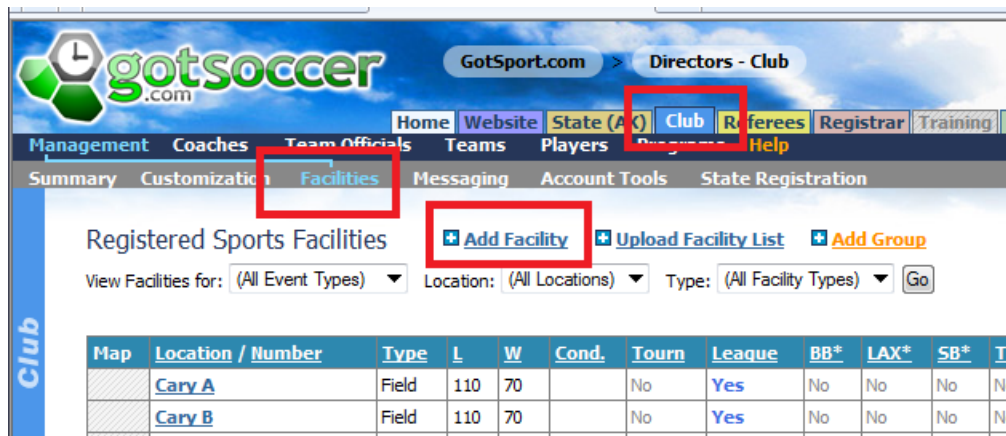
Creating / Editing Your Club Fields

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.

Please make sure you know:

- a) The field address as we hook up the address to Google maps
- b) The age groups you want to play on the field
- c) Any exceptions to play. (Days or times the field is closed)

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



The screenshot shows the GotSoccer website interface. The top navigation bar includes 'Home', 'Website', 'State (A)', 'Club', 'Referees', 'Registrar', and 'Training'. The 'Club' tab is selected. Below the navigation bar, there is a gray menu bar with 'Facilities' highlighted. Under the 'Facilities' section, there are three buttons: 'Add Facility', 'Upload Facility List', and 'Add Group'. Below these buttons, there are three dropdown menus: 'View Facilities for: (All Event Types)', 'Location: (All Locations)', and 'Type: (All Facility Types)', followed by a 'Go' button. At the bottom, there is a table titled 'Registered Sports Facilities' with columns: Map, Location / Number, Type, L, W, Cond., Tourn, League, BB*, LAX*, SB*, and T.

Map	Location / Number	Type	L	W	Cond.	Tourn	League	BB*	LAX*	SB*	T
	Cary A	Field	110	70		No	Yes	No	No	No	Nc
	Cary B	Field	110	70		No	Yes	No	No	No	Nc

Fill out the form as best you can. We suggest a minimum of

- 1) Location Name. This is the park, school or other name the facility is known by.
- 2) The field number. If you use numbers, please use *01* not *1*
- 3) Enter the approximate dimensions. It is not critical to have the exact dimensions.
- 4) Enter the address

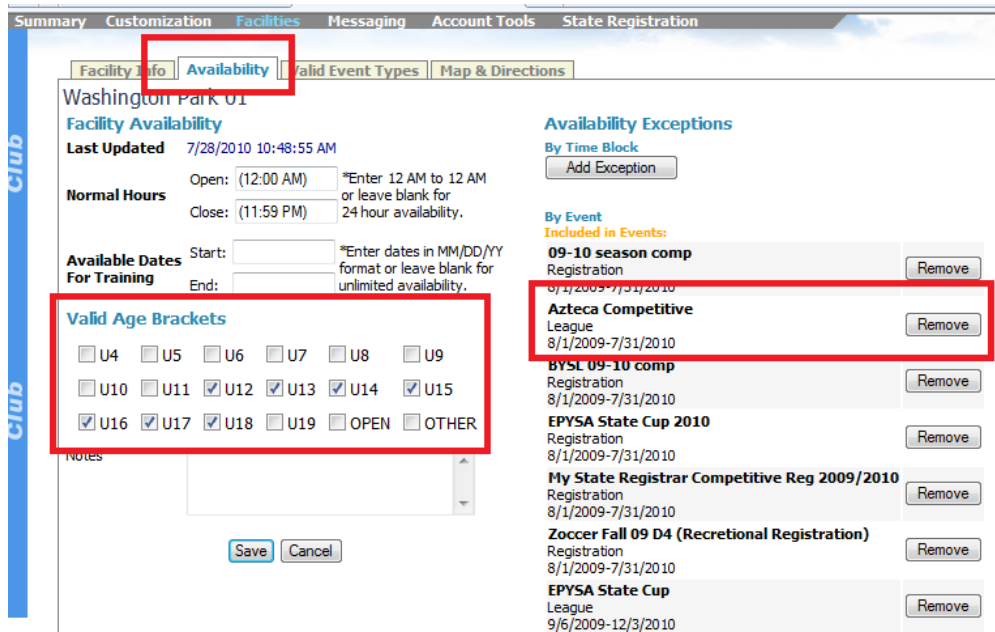
- 5) If you know the latitude and longitude (most web enabled cell phones will give this information) please enter it as some addresses are hard to find using Google maps.
- 6) Press **Save**

The screenshot shows the 'Facility Info' page on the GotSoccer.com website. The page has a navigation bar with links for Home, Website, State (AK), Club, Referees, Registrar, and Training. Below the navigation bar are tabs for Management, Coaches, Team Officials, Teams, Players, Programs, and Help. The main content area is titled 'Facility Info' and contains two sections: 'Facility Information' and 'Facility Address'. The 'Facility Information' section includes fields for Type (Field), Location/Name (Washington Park), Number (01), and Size (110 x 70). The 'Facility Address' section includes fields for Address (123 main St), City (Jacksonville), State (FL), ZipCode (32003), and Country (United States). There are also fields for Phone, Phone (2), Mobile Phone, and Fax. A 'Save' button is highlighted with a red box.

Once you press Save, additional tabs will appear.

Click on the Availability tab

- 1) Leave the field hours at the default hours.
- 2) Click on all the age groups that play on the field.
- 3) If this field is not available for this league (event) you can remove it from being accessed by the league.



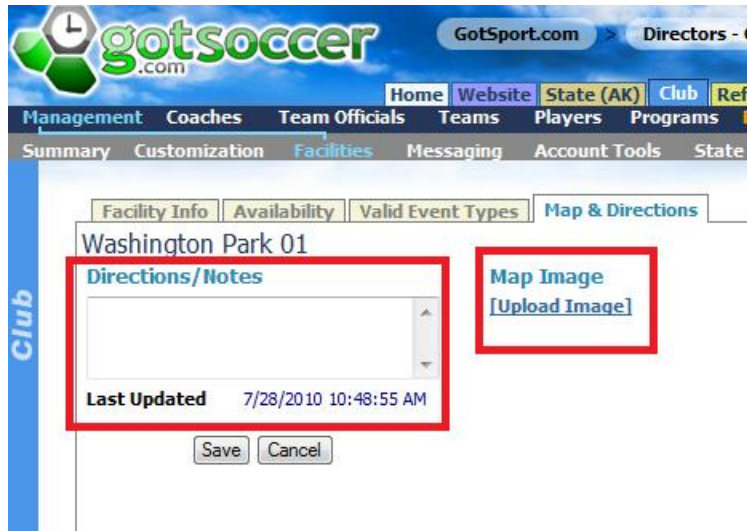
4) When finished press **Save**

Next Click the **Valid Events** tab. Make Sure:

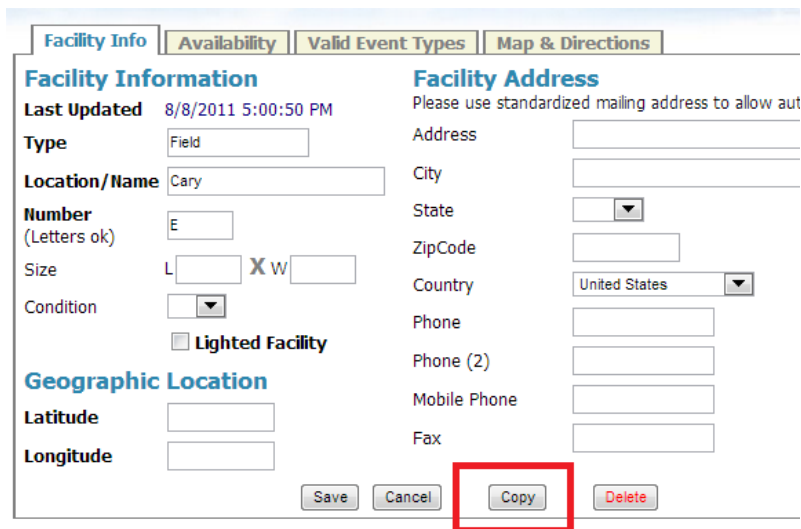
- 1) You click **Soccer**
- 2) Click **League**
- 3) Press **Save**



If you want to upload a facility map or give directions you can do this on the Map& Direction tab. This is optional. The facility map must be a jpeg file and this will overwrite the link to Google maps. We suggest a better placement might be on your website.



If you have multiple fields at the same location you can use the “Copy” function to save some typing



- 1) When the system returns “Duplicate this field”, click **OK**
- 2) You will now be working on the duplicate, change the field name and or number and press **Save**.