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What's New in this Version?

7/2/09 – We've added the ability to upload your events **Permission to Host**. We now work with nine USYSA states with almost 500,000 players. Their teams can automatically apply for *Permission (Notification) to Travel* to out of state tournaments directly from their team accounts. (See page 12)

4/7/09 – We've added the ability to have multiple credit card accounts. This allows clubs to have online registration fees directed to a different bank account than tournament registration fees.

4/7/09 – We've included the team handbook as part of this manual. It will help the tournament director understand how teams can enter rosters, hide or add players and how teams can access and modify tournament applications. The handbook is toward the end of the manual, page 163-191.

3/17/09 – We've added the section on publishing a schedule and other team links; accepted, applied, and bracketed teams. The registered college coach list.

3/23/09 – Modifying flights after games have been generated, backing up your work, Coaching Conflicts, and checking for Rest Breaks

3/11/09 - We've added instructions for the playoffs and Playoff Editor see pages 81-93. We also updated the **Fees** describing the new method for creating an event fee structure, page 9-11.

3/11/09 – We've added the section on Creating Fields.

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Logging into your Account

If you are reading this document we assume you have registered your account, contacted GotSoccer, and we have turned on the Tournament module. The module does not turn on automatically. You must contact GotSoccer 904-688-0600 or 802-846-7730.

Log into the GotSoccer system as a Tournament Director.

Go to www.gotsoccer.com

Click on Log In.

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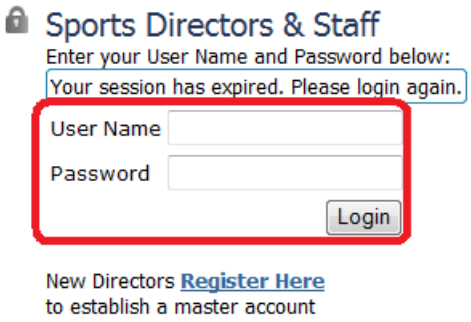
Select Tournament Directors

Enter your username and password and click login



If you do not have a user name or password click the Register Here link just below the login button, fill out the master account form and contact us to have tournament permissions turned on.

Once you are logged in you will see a series of colored tabs, click on the Blue Tournament tab. If the tournament tab is not blue, your account has not been turned on.

Please contact us here:
http://home.gotsoccer.com/support.aspx
Or call: 904-746-4446

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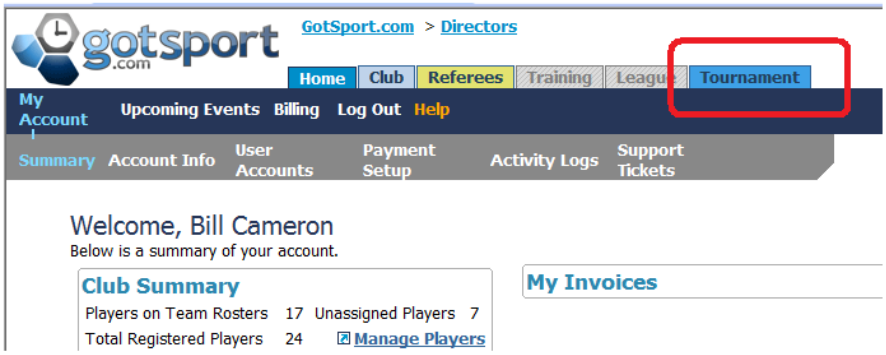
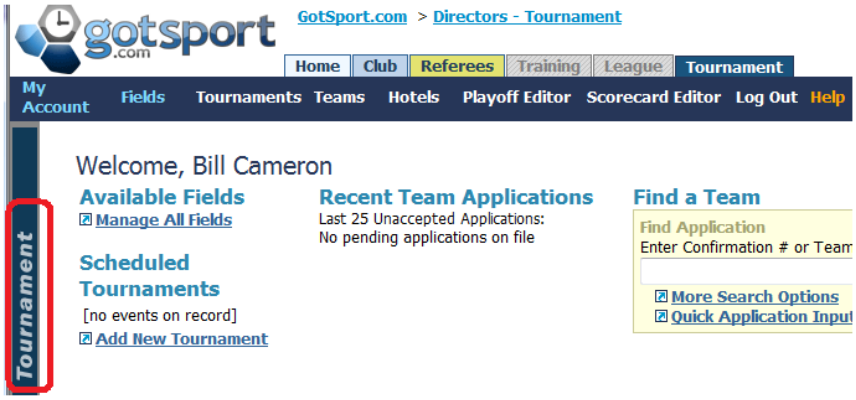


Since there are several modules, we have created a colored banner on the left hand margin of each screen to designate the current module. In this case it will be blue and say tournament.



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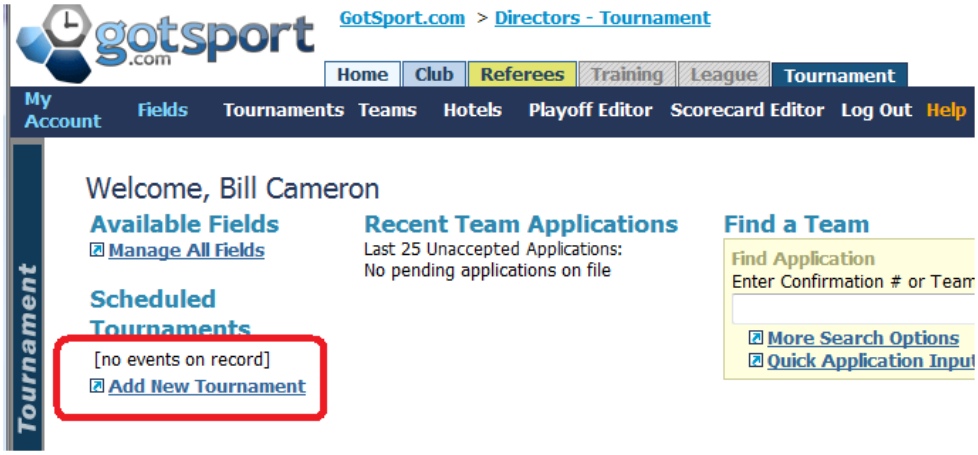
Creating a New Event

Click on the **Add New Tournament** link



1) Please fill out the **Basic Setup** page.
2) Select your **Sport**
3) Click on the calendar icon the click on the event date. Remember to close the calendar when you have finishes selecting the event dates.
4) Everything entered can be edited at a later time, so don't worry if you don't have, for example, an event description at this moment or if you've made typos, like me!

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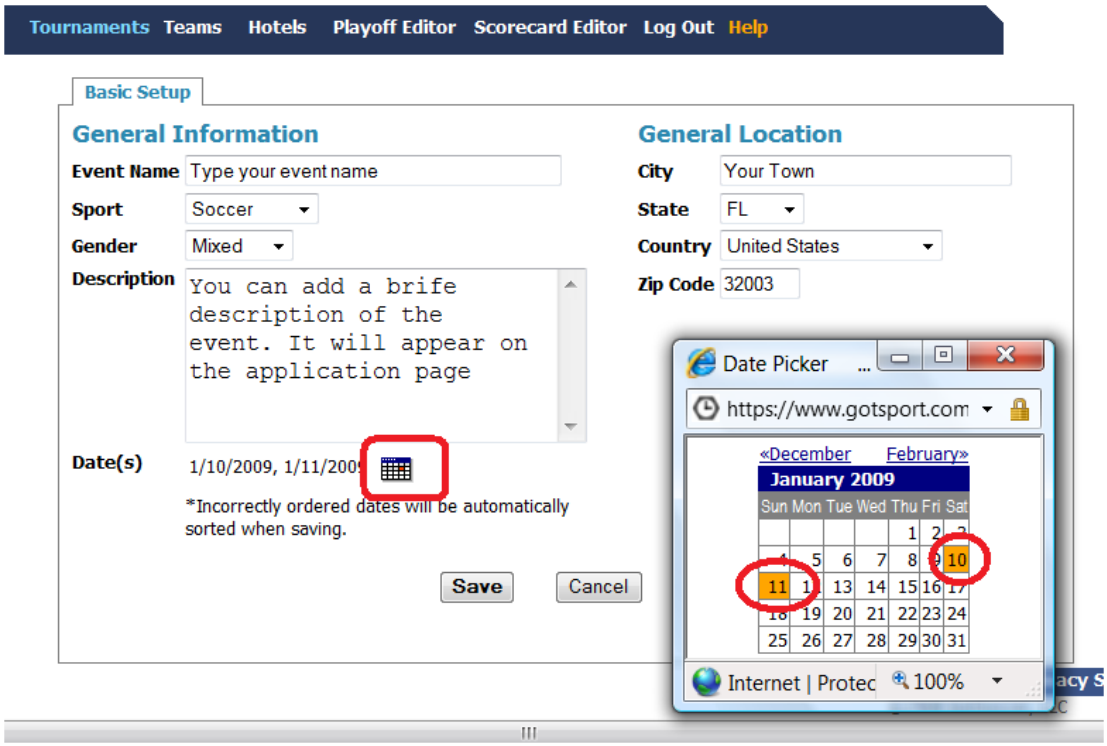

When you have finished with the *Basic Setup* click **Save** at the bottom of the page. Our system will now create the event and you will see several new menu and tab options.

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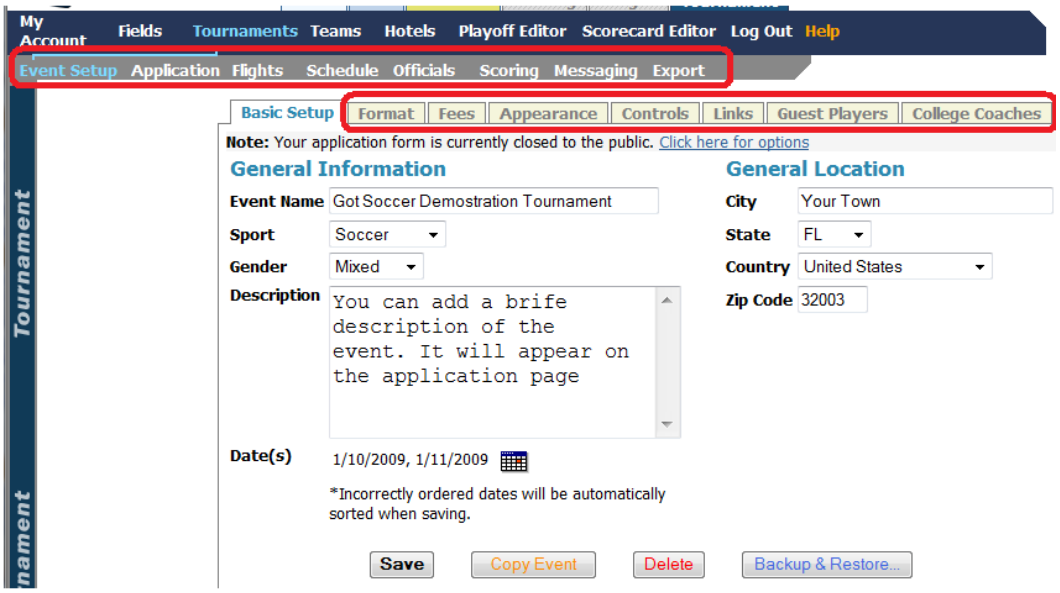

The system will also tell you whether or not the application is Open. If you are copying a previous event and the old application was left open the new application will be open.

GotSoccer has the industry's most flexible application creator. We have broken our setup instructions into our *Mandatory Elements*, fees and payment options and *Optional Elements*.

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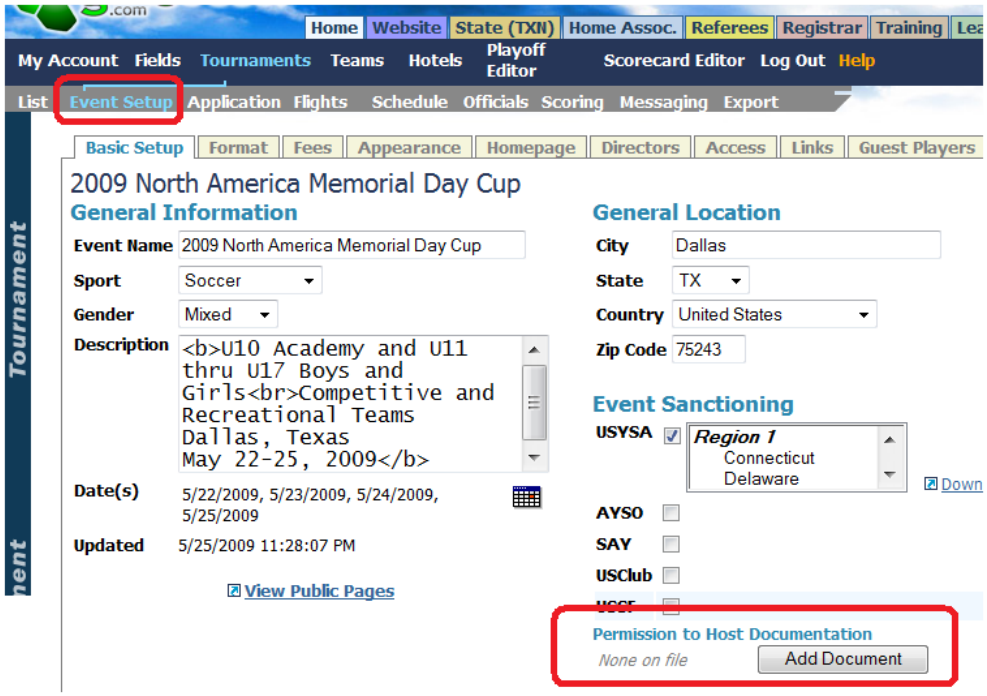
Uploading Permission to Host

GotSoccer provides state registration software for nine USYSA affiliates, Arkansas, Indiana, Illinois, Michigan, Missouri, Montana, Nevada, Oklahoma, and South Texas. We will likely add 3-6 more in the next 12 months. These states have the ability to use our online eTravel software.

The software allows a team to search our database for an event, and simply click a request button, and their state office will see the request and the permission to Host will be attached. The state will then be able to approve or deny the travel request and we will update the team application for your event will the permission form. This module should be complete by the end of July, 2009.

To upload your Permission to Host:

1) Your *Permission to Host* should be saved as a jpeg file and you should know its location on your computer (Desktop or Documents, for example).
2) On your **Event Setup** screen, the very first screen that appears when you click on your tournament name look down and to the right for the *Permission to Host Documentation* area



3) Click on the **Add Document** button
4) Click on the **Browse** button

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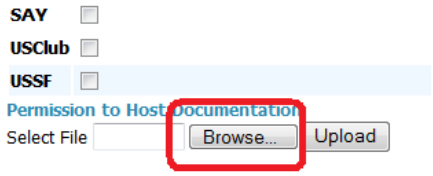
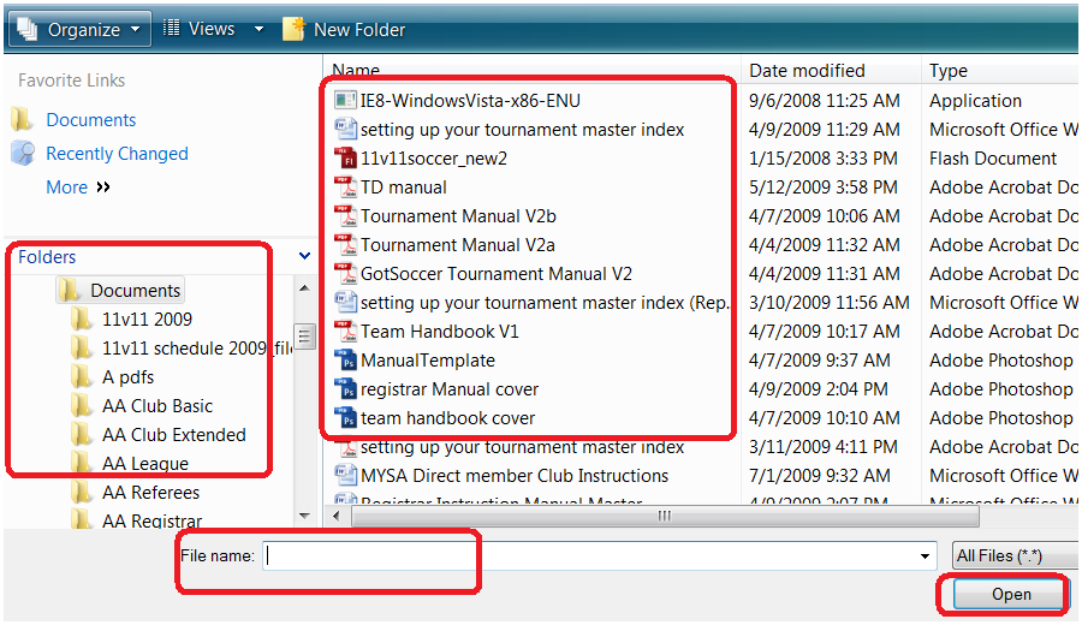
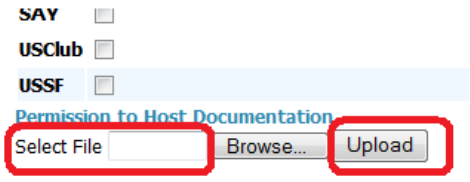


5) Find the folder the document is held in and click on the name of the file. It will appear below in the *File Name:* box
6) Click the Open button



7) The file name will appear in the Select File box. Finally click Update. The document is now uploaded and available to teams from state using our software automatically.



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Mandatory Application Elements; Event Fees and Payment Methods

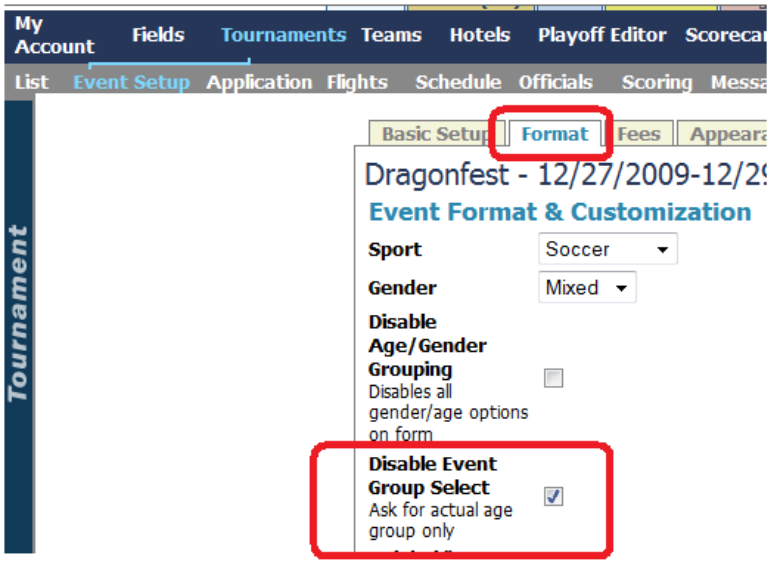
There are only two items that are required in our system; **Fees** and **Payment Method**.

Fees:

We have just created a new way to enter fees (2/15/09). This feature automatically selects the age group for the team and places them in that age group. In the past they would have to select the age group multiple times.

To enter Fees:

1) Click on **Event Setup**, the first screen after clicking on your event name
2) Click on **Format**
3) Check the box that says, "Disable Event Group Select"



4) Click **Save** at the bottom of the screen.

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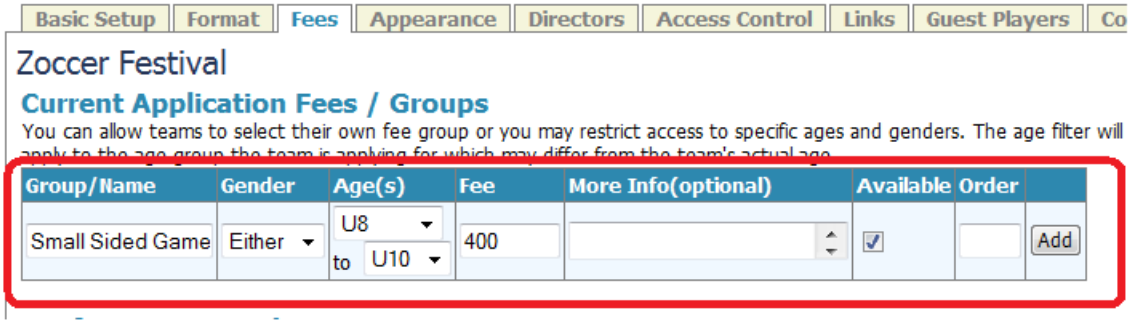
5) Next, click on the **Fees** tab



6) Give the Fee / Group a name. If all your younger ages are small sided games, call it small side.
7) Select the appropriate age groups for this fee, it can be a single age group (u10 to U10, for example).
8) Enter the fee, in this example 400.
9) Click **Add**.
10) We've added another fee group for full sided games. Notice u10 has both a small and a large sided option. When a U10 team applies it will have to choose which fee group it wants to apply for.

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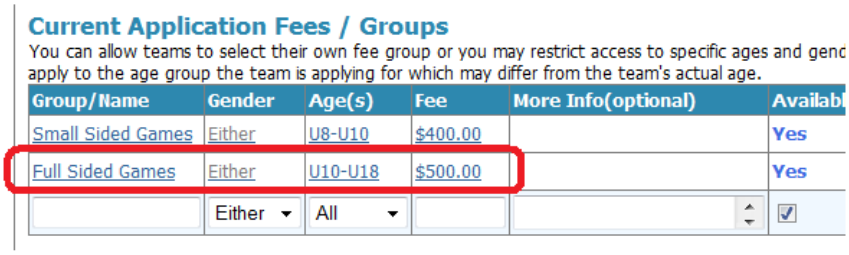
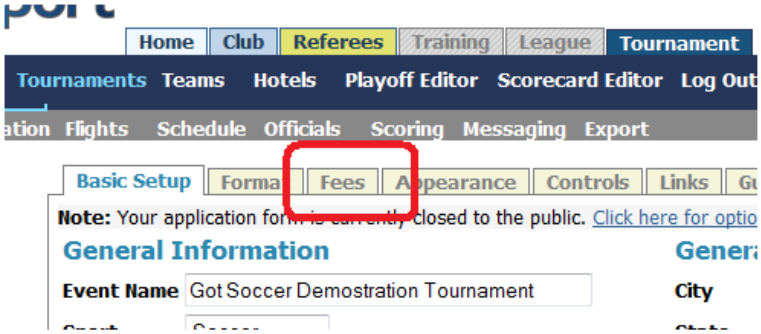
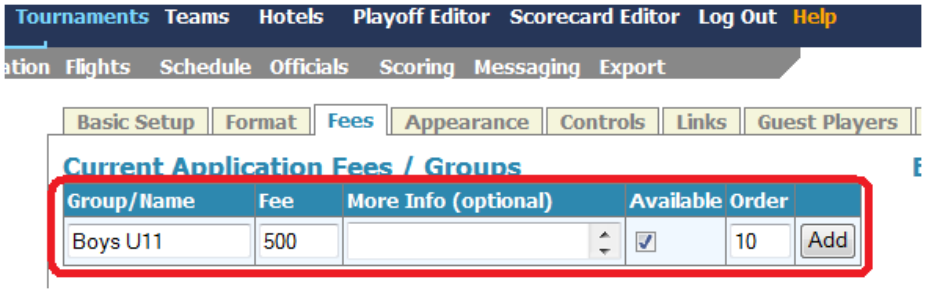


There is the old version way to create fees. The result is a long dropdown list and we no longer recommend this method. To use this version:

1) Go to the **Fees** tab.



2) Type in the age group, fee and give the fee and order number. The order number is used to order where in the drop down list this particular fee will occur, the lower the number the higher in the drop down menu. We suggest starting with 10 and counting by 10s, (10, 20, 30 …). This way it is easy to reorder or insert an age group without having to reorder every age group. For example if you forget to enter boys u11, you could add it and order it '9" and it would appear before the fee with order number 10.



3) Click **Add**

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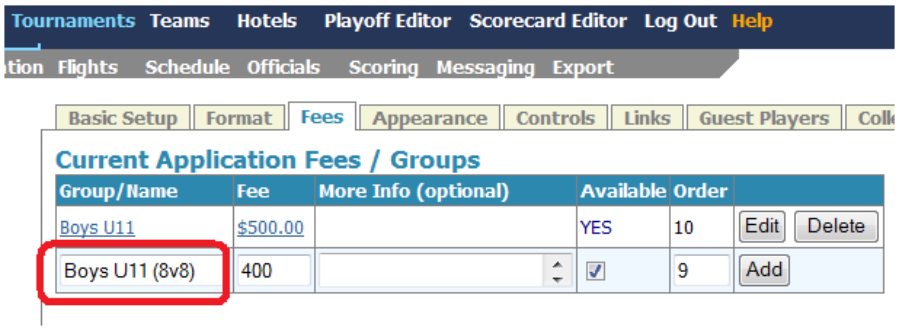
4) If you have both small sided and full sided age groups we suggest including that information in the Group Name.



5) In this case the event will have a full sided 11 v 11 flight and a small sided, 8v8, flight. Ordering the 8v8 "9" will make it appear above the 11v11 option.

6) You can edit each fee group by clicking the edit button. You can also hide the fee Group by removing the check in the *Available* column. You may also enter more Information, but it will appear off to the right on the application page, so information like small sided numbers should be entered in the *Group Name* box. In this instance we added (11v11) to the full sided Boys U11 age group to make the differentiation clear.

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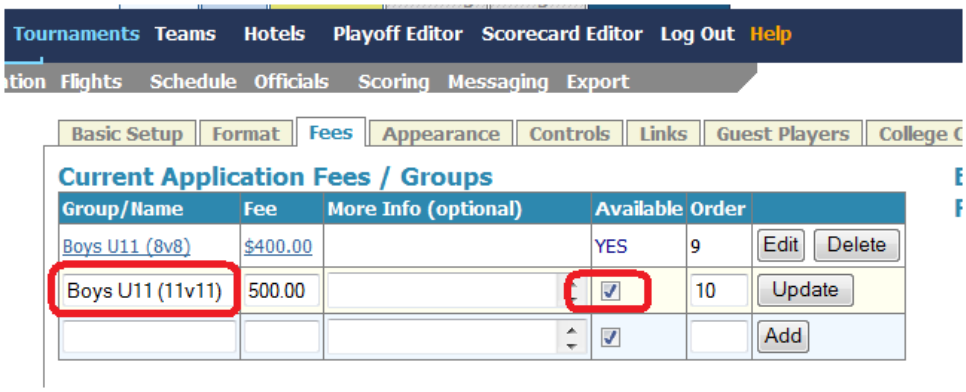

7) Once all your fee groups have been entered, it's time to create payment options.

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Payment Options: Adding Credit Card Accounts and Check Addresses

There are three ways to accept payments for your tournament.

a) Checks
b) Credit Cards
c) Electronic checks (ACH) (coming soon)

Please note that GotSoccer does not process any of your payments. Checks are sent to the address you want, credit cards are directed to your processor via Authorize.net, and electronic checks are also processed by Authorize.net and deposited directly to your account.

We have just added the ability for clubs and associations to have a different credit card account for a tournament and for club registration. Charges for a tournament can go into a completely different account from online player registration charges. You can also have a different address for check to be sent.

To enter a payment method:

1) Click on the **Home** tab
2) Click on **Payment Setup** on the gray menu bar.
3) Fill out the Default information on the left side of the screen. This information is always used for charging from the Club or Association area (online registration) and can be used for tournaments also.

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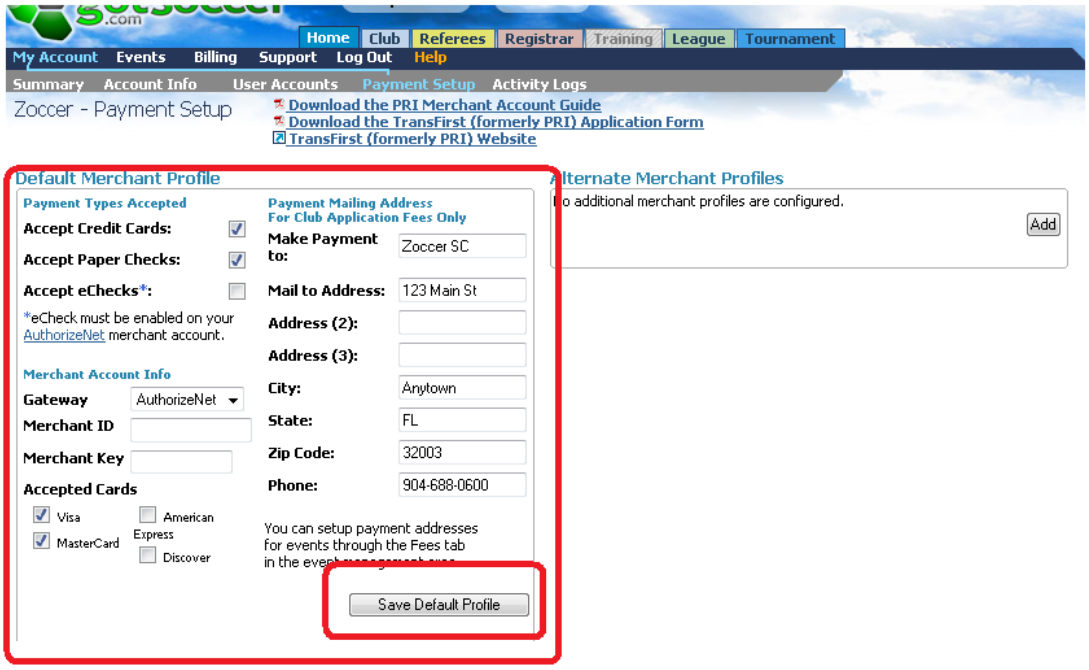
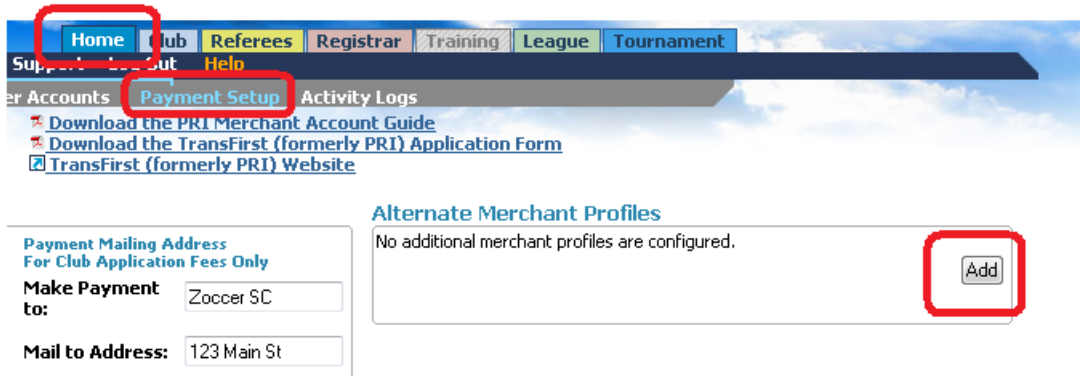


4) If you want to use a different credit card account for tournaments, click on the Add button on the right side In the *Alternate Merchant Profile* area



5) Simply fill out the alternate payment profile information. If you are setting up an additional credit card account, it will have different login and merchant key information.
6) Although we call this *Alternate Profile 1*, you can change this to *Tournament Account*, for example, even though it is in blue.

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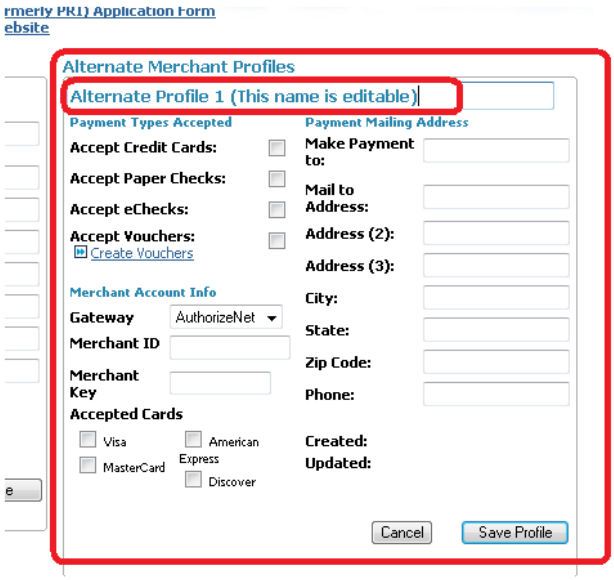
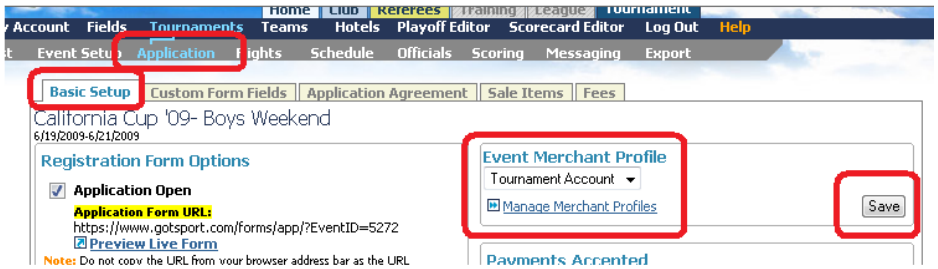


7) Select the account you want for the tournament



8) If you have selected *Checks/Money Orders*, type in the Payment information on the right side of the screen. You must include a phone member or type in N/A.
9) Press **Save**
10) If you want to take credit cards and are new to GotSoccer:
    a. Understand that we do don't process credit cards, we interface with a gateway that allows you many processing options.
    b. The gateway we use is called use Authorize.net. This allows you many processing options. We strongly suggest you speak with Tony DeBruno (817-798-1425) about credit card processing. We use Tony's company for our own processing and find that they are one of the least expensive. Don't be fooled by a rate you see on Google. There are many different types of transactions, swiped, phone, internet, and several different types of transactions credit, debit and premium cards. Tony is simply a recommendation. You are free to use any processor that

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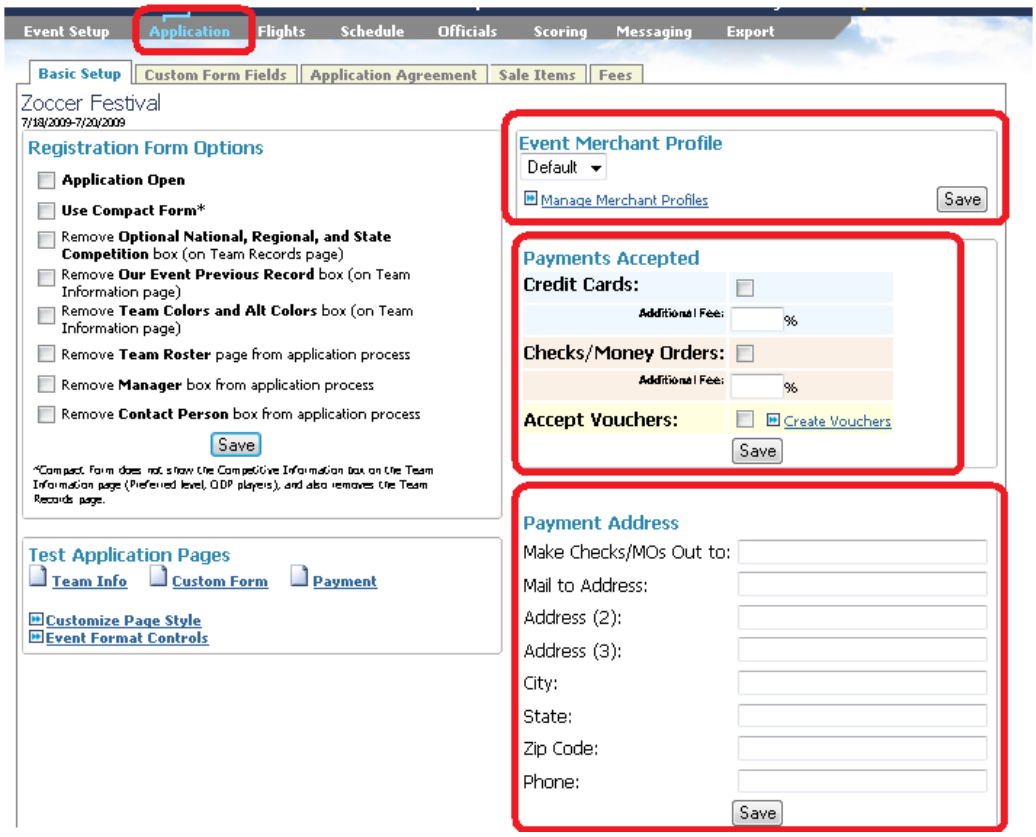
interfaces with authorize.net (www.authorize.net). Once you have opened an authorize.net account we will help you save the ID and merchant key into our system.



11) Click **Save** to finalize the payment options. That's it you've created a basic application. There are many other options within our application process including the ability to upload logos, create custom form fields, remove certain default questions from the application (for example nation and state cup results) and customize automatic email text.

The number 1 reason for applicants not being able to complete an application is incomplete payment information. We recommend you go back and make sure the payment option (Credit Card and or Check/Money order) is click on and you have entered all relevant information.

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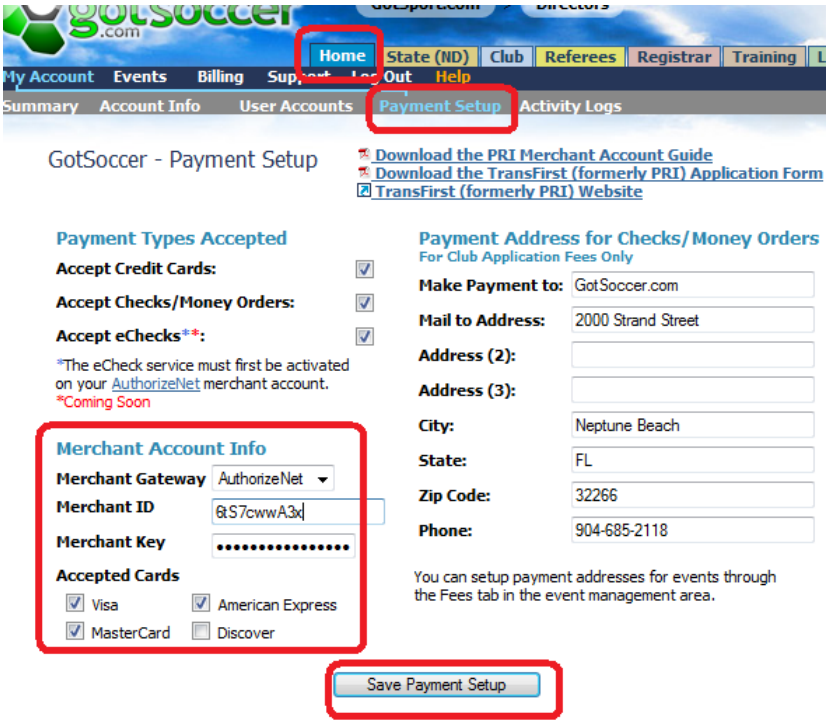
Credit Card Setup

If you are new to GotSoccer and have established an authorize.net account, you'll need update your Payment Setup with two authorize.net numbers and make sure the account is set to authorize.net. To do this:

1) Click on the **Home** tab
2) Click on **Payment Setup** on the gray menu bar
3) Make sure the *Payment Gateway* is set to Authorize.net, assuming you are using authorize.net.
4) Enter your *Merchant ID* (AP Login number) found in the Settings area of your authorize.net account. (We strongly recommend copying and pasting the ID and merchant key as they are case sensitive.) Do not type in your authorize.net username; this is only for access to the authorize.net account and not for processing purposes.
5) Enter your *Merchant Key*; it should be a 16 character string. Again it is case sensitive and we recommend copying and pasting.
6) Click the cards you want to accept.
7) Click the Save Payment button at the bottom of the screen.



You're ready to accept credit cards.

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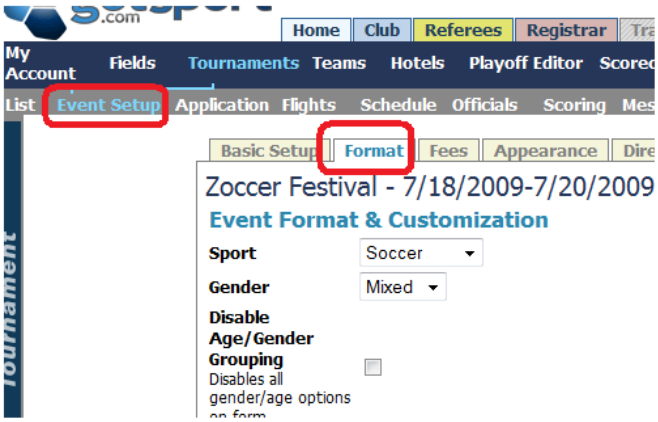
Age Groups

Most tournaments use the USYSA year of 8/1 through 7/31 for grouping ages. In this system teams do not increase in age (from u11 to u12) until 8/1. There are tournaments that start in one year and end in another (for example, begin on 7/30 and end on 8/1) and want to use the increased age group and other tournaments that occur earlier, mostly in July that want to use the new (rising) age group, have a U12 team play as a u13.

Our system can handle this nuance by having the director tell it when to increase the age group for teams.

1) Click on the **Event Setup** link on the gray menu bar
2) Then the format tab below the gray menu bar



3) Scroll down until you see the Override Age Group

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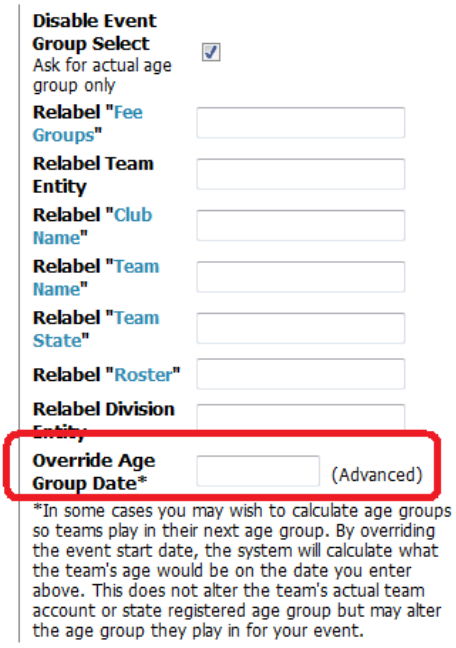

4) Assuming your event conforms to the general USYSA age group guidelines (8/1 through 7/31 of the next year. Type in 8/1/xx where xx = the start of the new age year. If your event is in July 0f 2009 and you want a U13 team to play in a U14 age group type in 8/1/09.
5) Click **Save** at the bottom of the screen.

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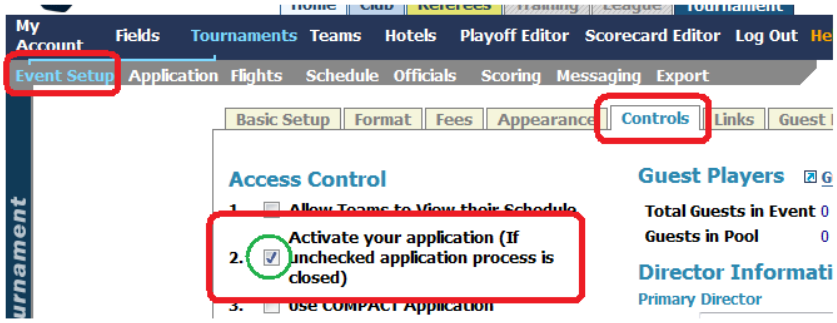
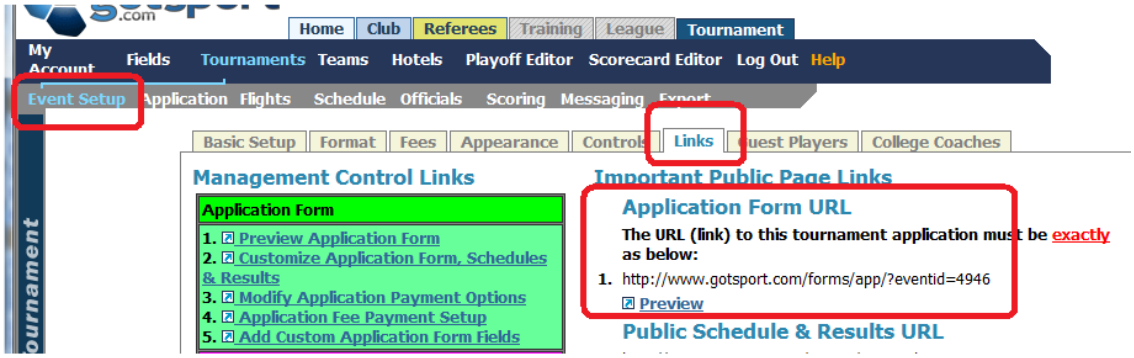
Linking the Application to your Website

1) Make sure the application is open. To open the application, click on the **Event Setup link** on the gray menu bar then **Controls** from the tab menu below. Make sure the box next to *2. Activate your application …* is checked



2) Go to the bottom of the Control screen and click **Save**. Your application is now *Open*.
3) You can find the application link by clicking the **Event Setup link** on the gray menu bar then **Links** from the tab menu below.



4) You will see it listed as "1." On the right side of the screen. You must copy it exactly as it appears here. Do not click on the preview link and copy it from the address bar because it will include code to make it a unique application. Again copy and paste the link exactly as it appears on this screen.
5) Send this link to your webmaster.

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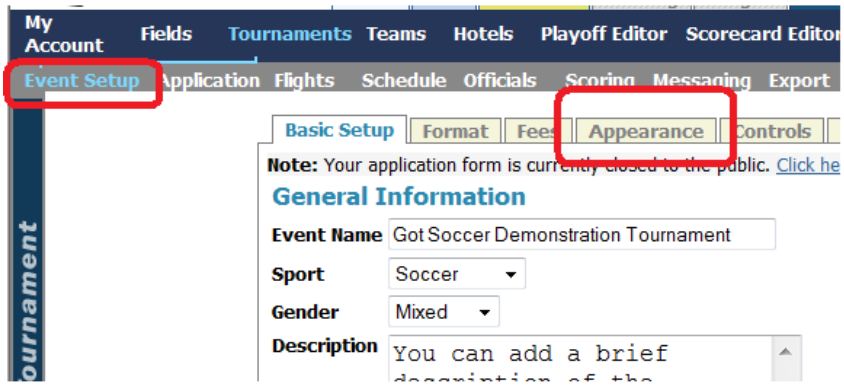
Optional Application Elements

There are many ways to customize a tournament application. We will start with the most commonly used, uploading a logo.

To upload a logo:

1) The logo must be saved as a *jpeg* file and must be on your computer, in documents or pictures, for example.
2) Click on **Event Setup** on the gray menu bar
3) Click on the **Appearance** tab. (This tab can also be accessed by clicking on the **Application** link on the gray menu bar.)



4) Click the **Upload Logo** button on the right side of the screen.

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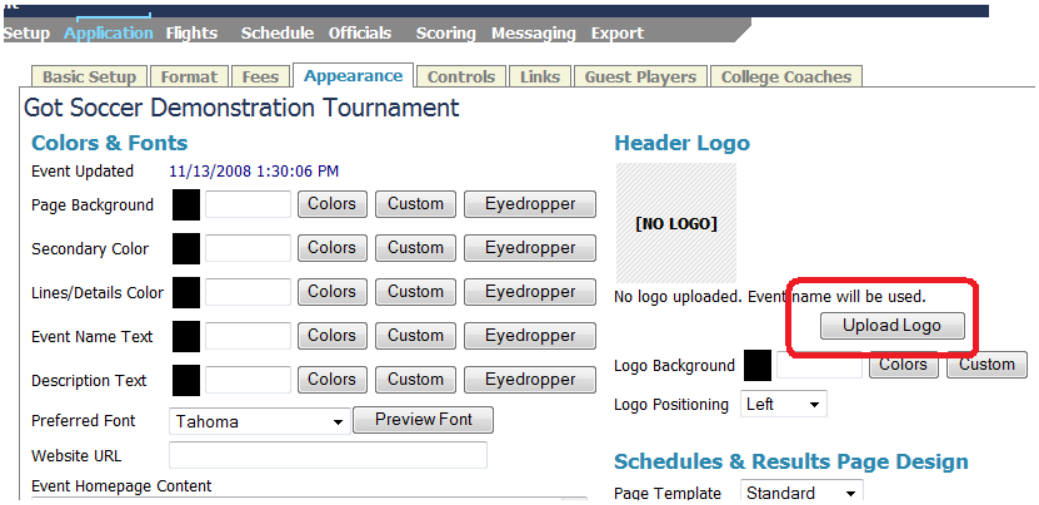
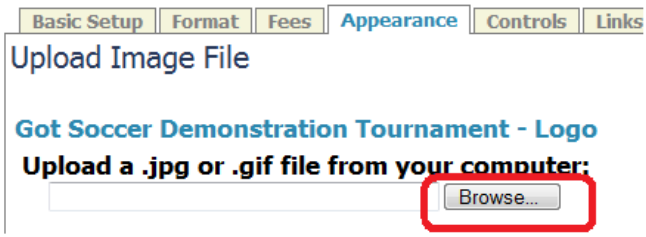


5) Click on the **Browse** button



6) Type in your logo name or search for it using your computers search functions and press **Open**.

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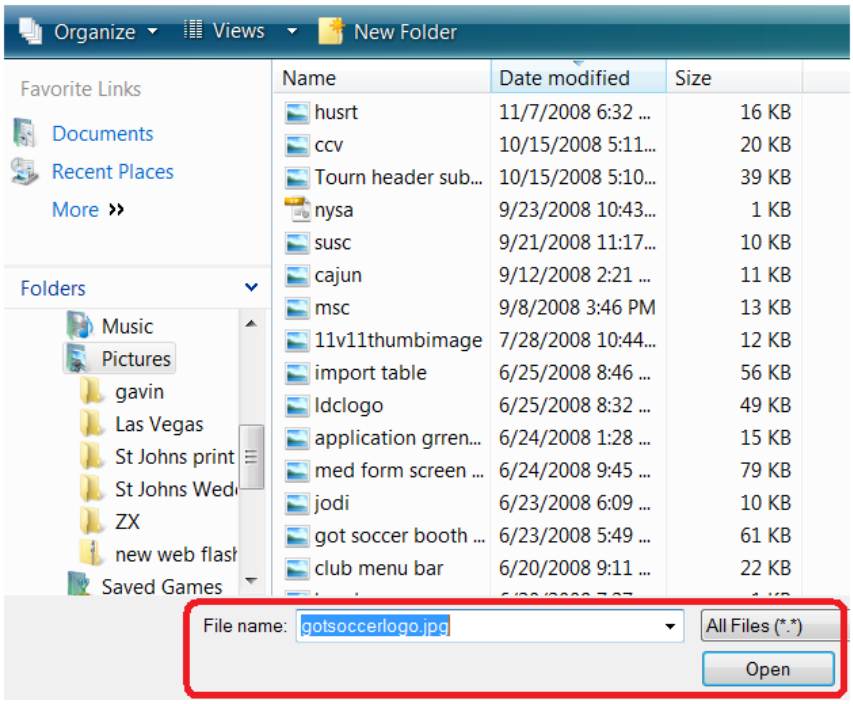
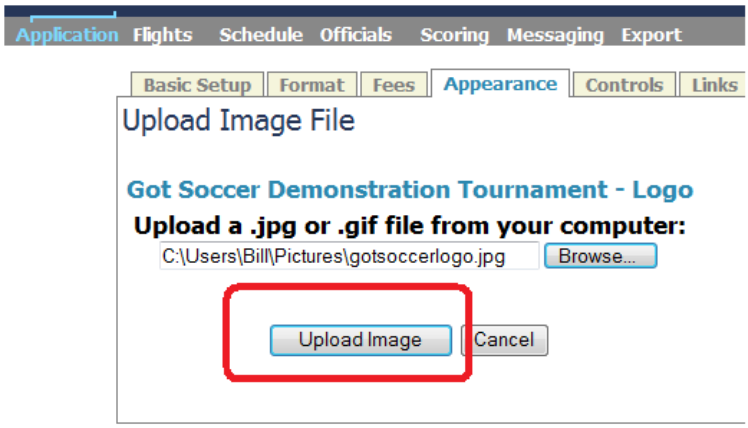


7) This will return you to our system.
8) Press **Upload Image**



9) The image will appear on the screen.

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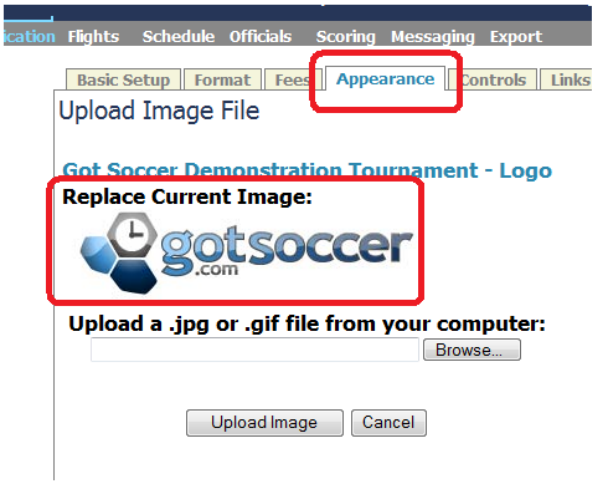
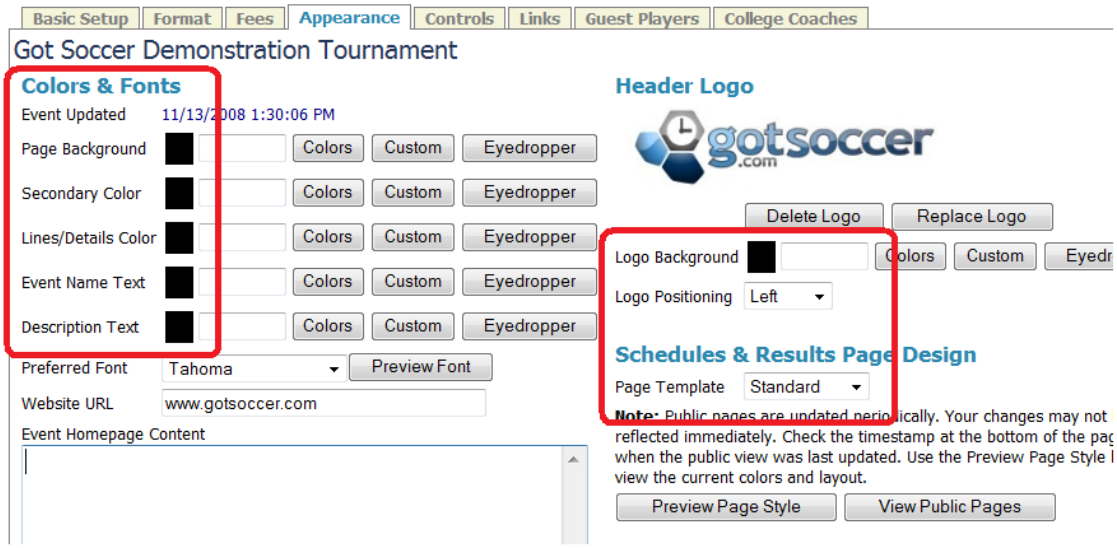


10) Click the **Appearance** tab to return to the main logo upload screen.
11) There are many options for customizing the application and other public pages. You can change the background color, logo positioning, and page style to name a few. You can also type in your event website. This will allow individuals to go directly to your event home page from our system.



12) Click on the **View Public Pages** button. The browser will open a new window showing how the page will look when you have a schedule.

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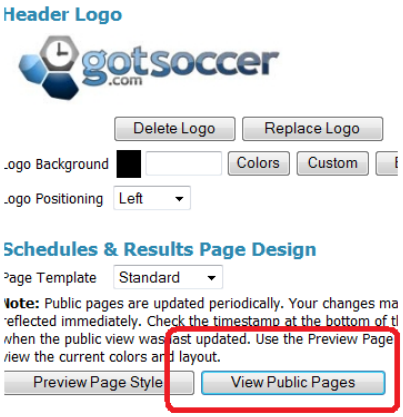
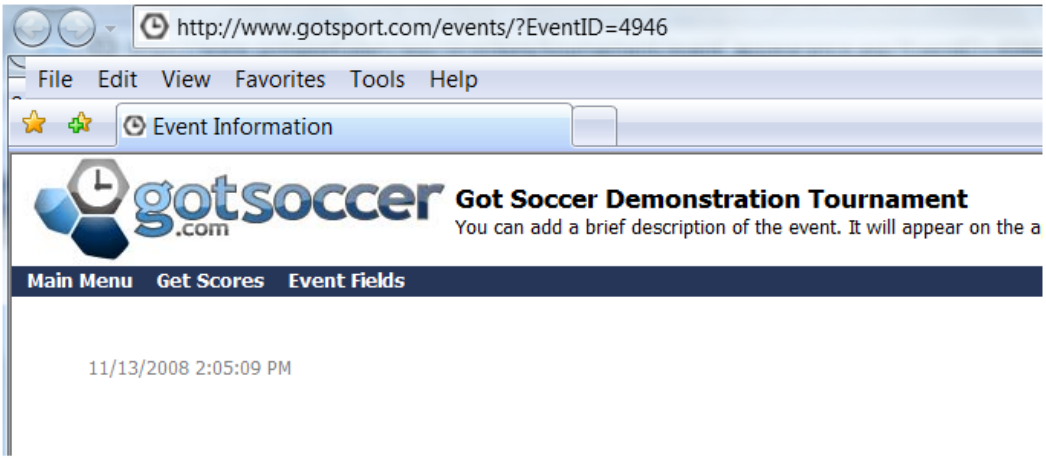


13) You'll notice that the page background default is white and the logo is on the left.



14) What if we wanted the page background color to have the light blue color in the "g" of GotSoccer?
15) Close this window and return to the tournament **Appearance** screen
16) Click on the **Eyedropper** button to the right of page background

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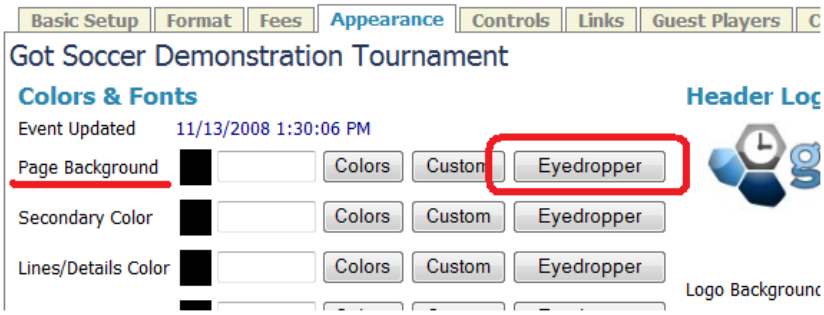
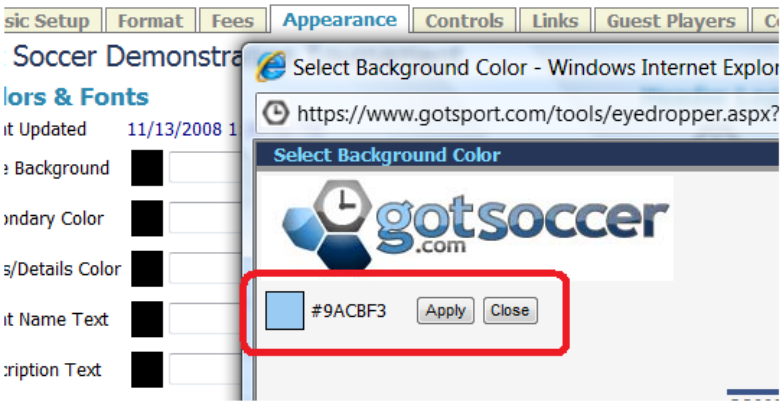


17) A new window will open. IF you move our cursor over the logo, the arrow will change to a crosshair. Place the crosshair over the color you want to use. Click the mouse and the color will fill the small box just below and to the left of the logo.
18) Click on **Apply**
19) Then click **Close**



20) The system will return you to the **Appearance** screen. You will notice that the color is now in the box to the right of Page background and it appears behind the logo.

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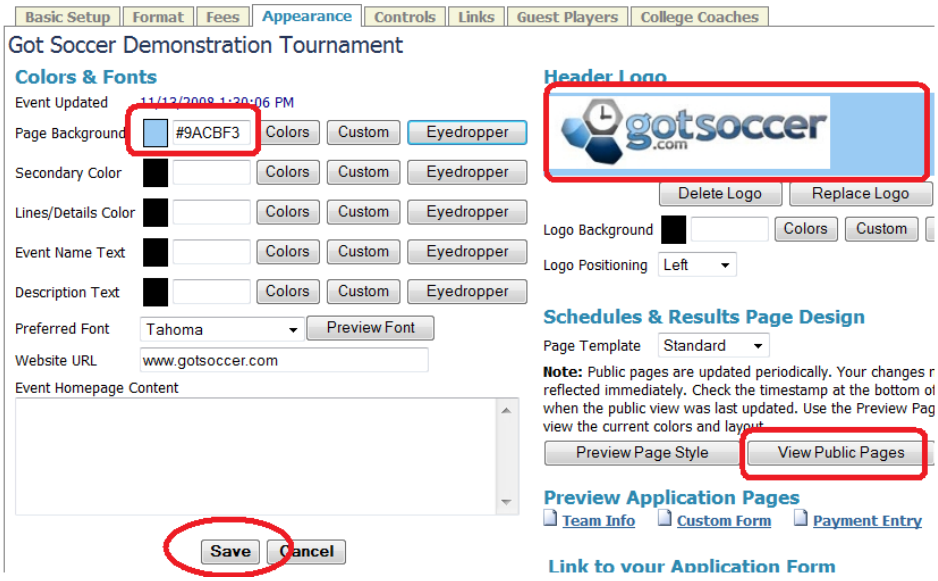
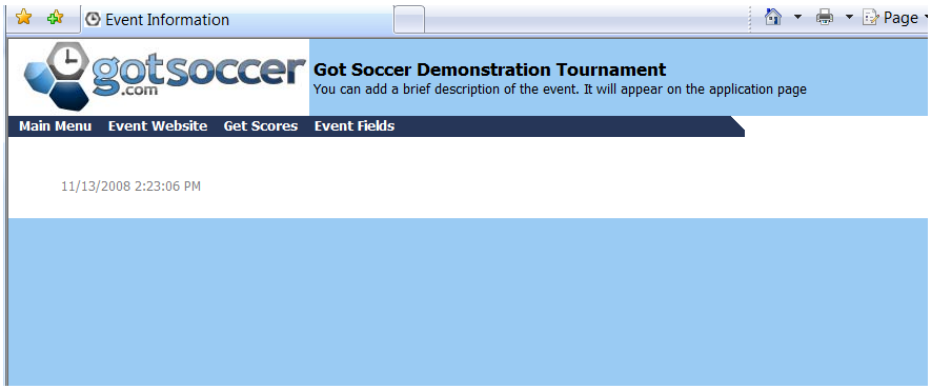


21) Click **Save** at the bottom of the page and then click **View Public Pages** a new window will appear and the page background will be light blue.



22) You can also change the page style by using the *Page Template* options. In the following example we will use *Template 4* and *center* the logo. This will place a ribbed look in the background and use your event name.

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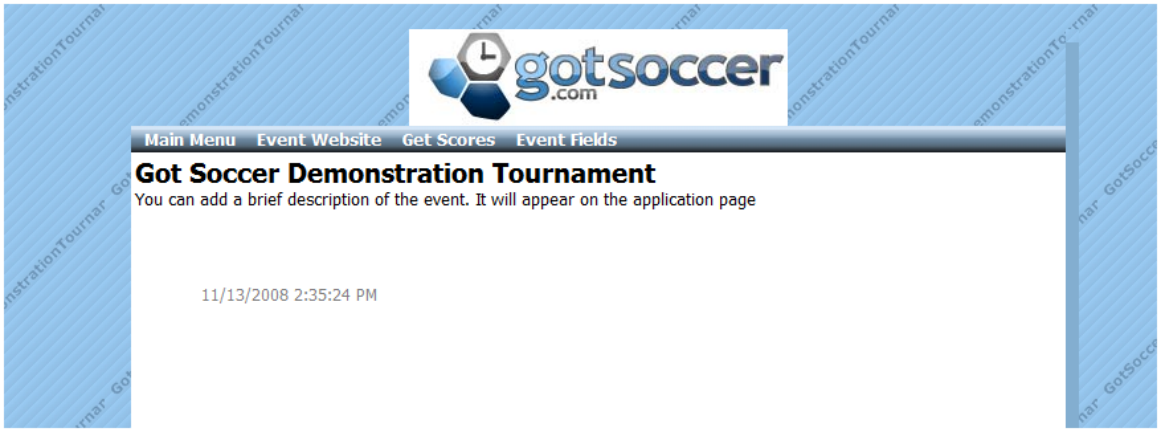
23) Click **View Public Pages** to see the changes. A new window will open showing the new look.



24) Experiment with these options to find the best look for your event.

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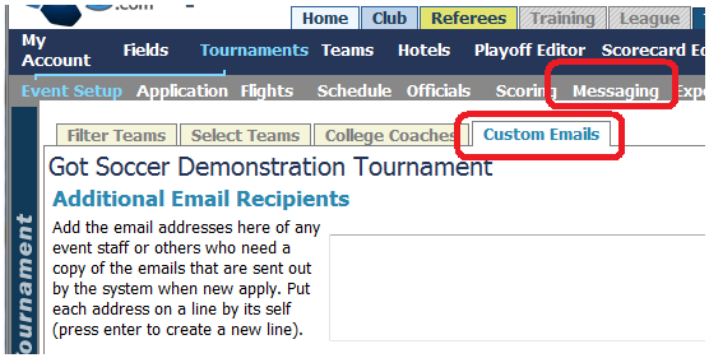
Customize Automatic Email

GotSoccer send out an email confirmation every time a team completes an application and, in most cases, send an email when the team is accepted. (**Note**: There is one manner of acceptance that does not send an automatic email.) To modify these emails from our default settings:

1) Click on **Messaging** on the gray menu bar.
2) Click on the Custom Email tab below the gray menu bar.



3) The first box allows you to have duplicate emails sent to other members of your event committee. Simply type in an email address, press enter, then another. Do not use semicolons.

4) Press **Save** to update the emails.
5) If you look further down the screen you will see two text boxes. The one on the left is used for the application confirmation email (Thank you for applying…). It usually reiterates payment information and may speak to acceptance issues. Think of this as a way to minimize emails and phone calls from

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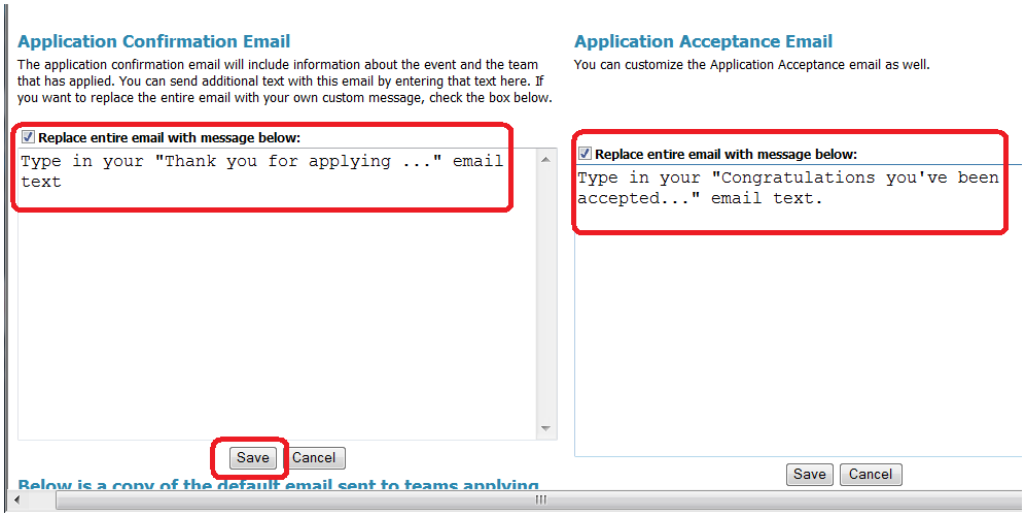
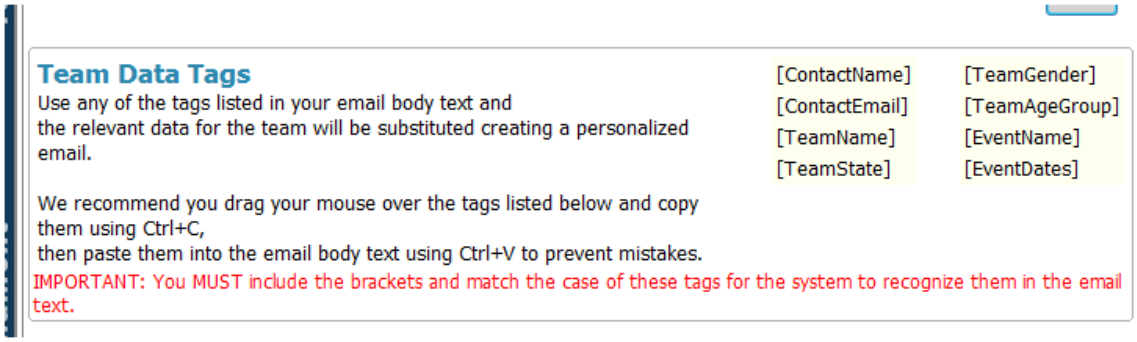
applicants. The text box on the right is the Acceptance email (Congratulations you've been accepted …). It usually has information about payment and check-in.



6) You can also add in labels like coach and or manager names. These labels can be found just above the text boxes. Please read the directions carefully.



7) You can use HTML tags to create a more custom look to the email. This is true anywhere you can type in text within our system.
8) You do not have to use these features. We have default email langue. If you'd like to see it, click on the Show link below the text boxes.

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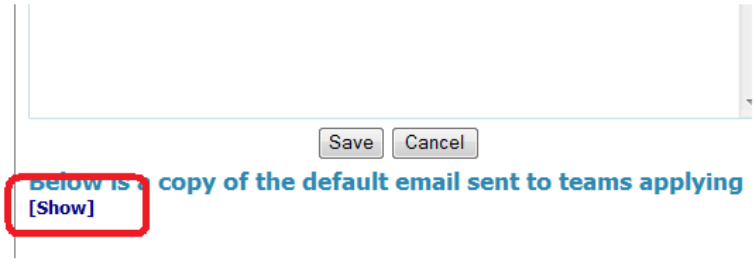
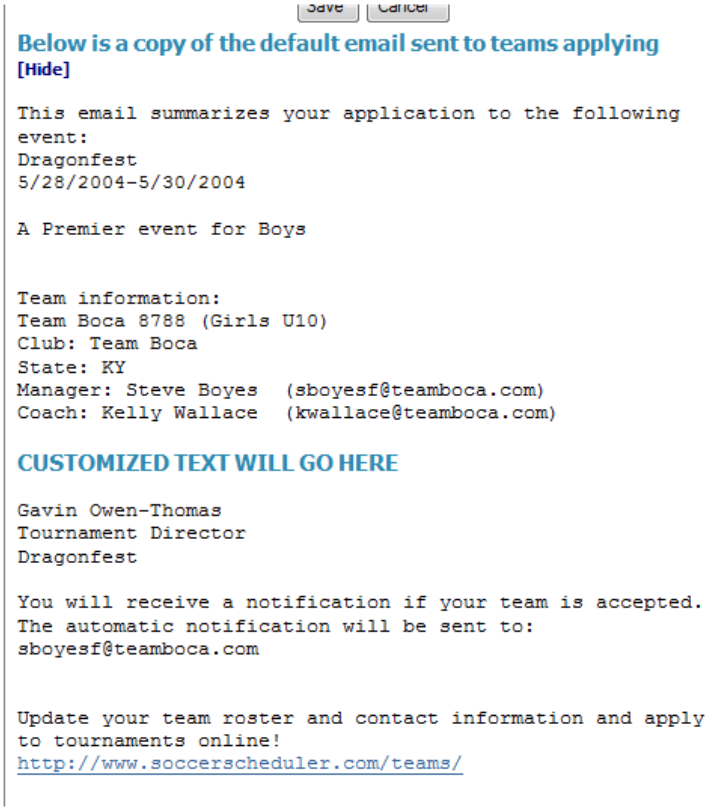


9) You can now see our default email language.



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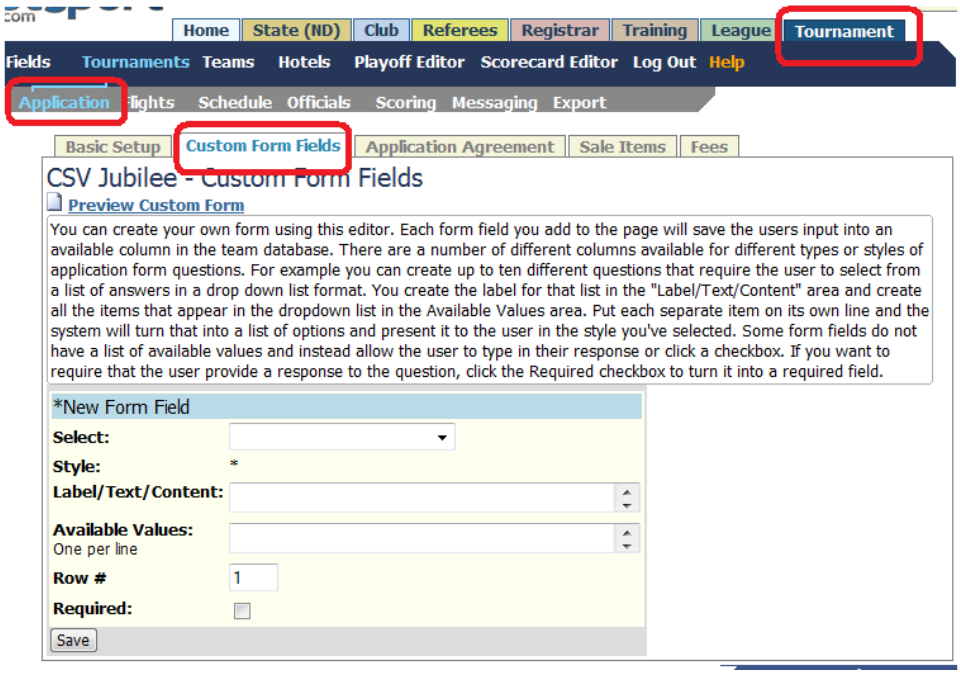
Customizing Applications with the Custom Form Creator

GotSoccer has the industry's most flexible way to customize your application. There are six different types of forms allowing you to create a mix of 36 different questions and statements, with the ability to order them in any way you desire.

To get to the form creator in the tournament module:

1) Log in as a Club or Director (**Note**: the new form creator is not in the old tournament director module, but in the new Club or Director module.)
2) Click on the **Tournament** tab
3) Click on the tournament name
4) Click on **Application** on the Gray menu bar
5) Click the **Custom Form Fields** tab



The six types of forms are selected by using the **Select** dropdown. They are:

1) **Text/HTML (1)**, used for notes.
2) **Checkboxes (5)**, used for statements

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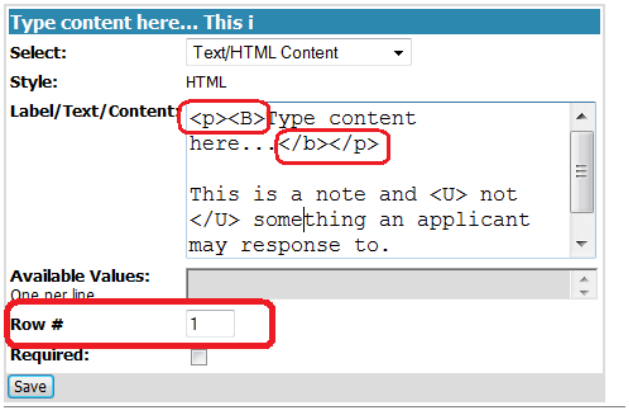
3) **Text (5)**, used for questions that can be answered with 255 characters or less
4) **Long Text (5),** allows for unlimited response to the question.
5) **Drop Down (10)**, allows for the creation of multiple selections in the form of a drop down list.
6) **Radio Button (10)**, allows for the creation of multiple selections in the radio button format.

Text/HTML:

We allow for one note. This is a statement made by the event or club that does not require a response from the applicant. It could be basic instructions or promotional in nature.

You can use a simple text structure, but may want to incorporate HTLM tags. HTLM allows you to change fonts, make words bold, insert line or paragraph breaks, use bullets and more. In order to use HTML you must have some knowledge of HTML tags. We suggest you browse the internet for information on HTML language. One site you might consider is http://www.w3schools.com/html/default.asp (HTML Tutorial)

An example of an HTML form field is:



In this example we want to bold **Type Content here…**, underline the word not, and make this the first item the applicant sees on the custom form field page.

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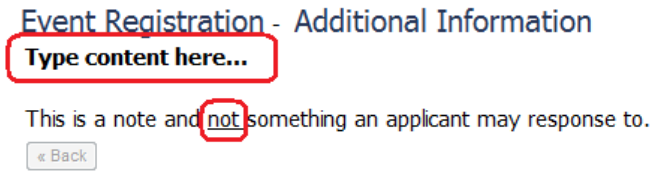
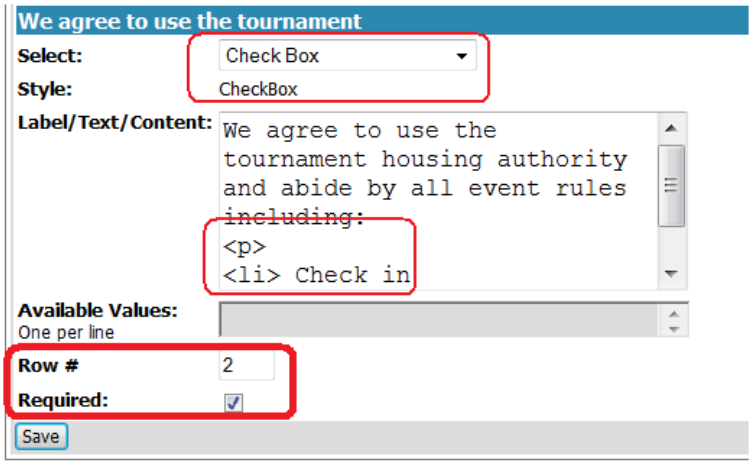


Check Boxes:

Checkboxes allow you to enter text and force the applicant to agree to the terms. If you do not select the *Required* box, the applicant can check it. This is usually a request for help. [There are many ways in our system for applicants to request help including our Support Ticket. The Support ticket is the most flexible method.]

In the following example, we want to have applicants agree to use our housing group all rules including check in and parent code of conduct. Notice we've added HTML tags to create bullets (<li>). This box is required and will be the second item the applicant will see.



The results now look like:

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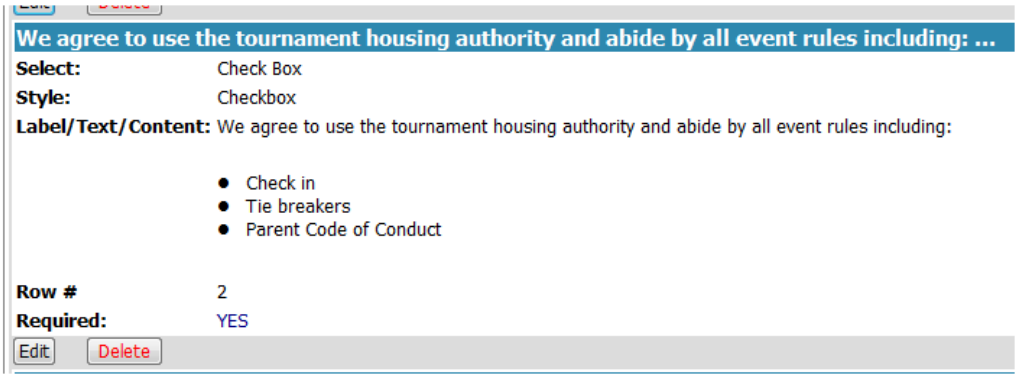

A check box will appear on the application and the applicant will have to agree to the terms before proceeding.

Radio Buttons and Dropdown Lists:

Radio Buttons and drop down lists allow the user to choose one option from a preset list. It could be a question such as "Can you play a Friday night game?" or a request for a specific level of competition. The system allows you to use 10 radio button and 10 drop downs for a total of 20 questions.

To create a radio button option:

1) Select one of the radio options from the Select drop down

2) Type in your question in the *Label/Text/Content* box

3) Enter the desired answer options in the *Available Values* area.

4) Decide if you want the answer to be required, where it will appear on the page

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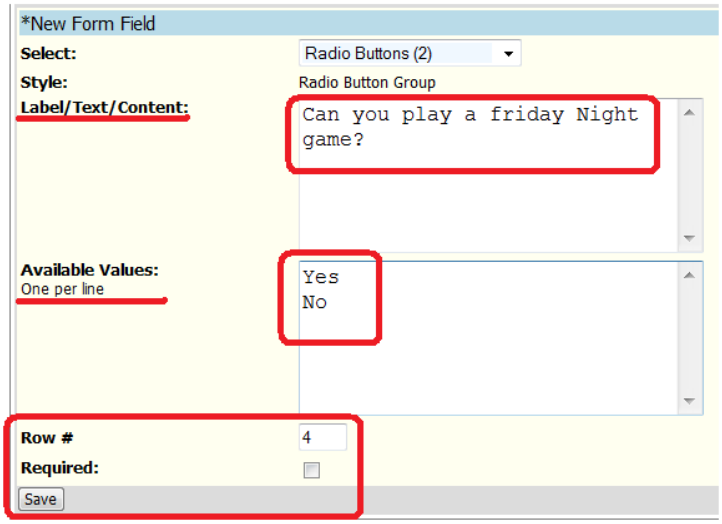
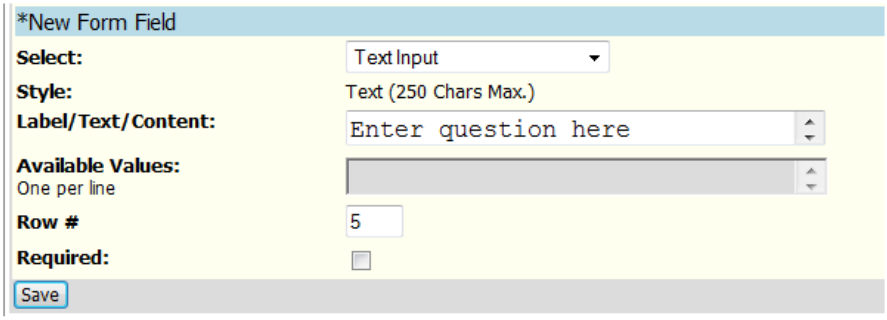


5) Finally **Save** the form

Text Input:

This form allows the applicant to answer a question. The answer is limited to 255 characters. A typical question might be; "What is the age of your oldest player?" or "If you are coaching multiple teams, please name the other teams."

1) Select one of the *Text Input* options from the Select drop down
2) Type in your question in the *Label/Text/Content* box



3) Decide if you want the answer to be required, where it will appear on the page

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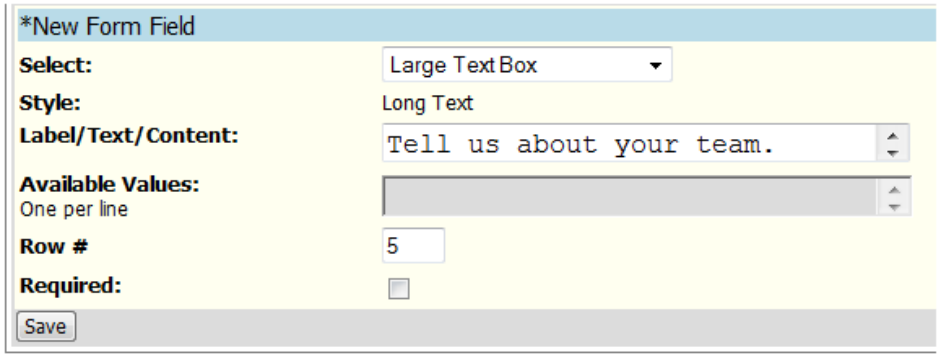
4) Finally, **Save** the form

Large Text Box:

This form allows the applicant to answer a question. The answer can be as long as the writer wishes. A typical question might be; “tell us about your team?”

1) Select one of the *Large Text Box* options from the Select drop down
2) Type in your question in the *Label/Text/Content* box
3) Decide if you want the answer to be required, where it will appear on the page



4) Finally, **Save** the form

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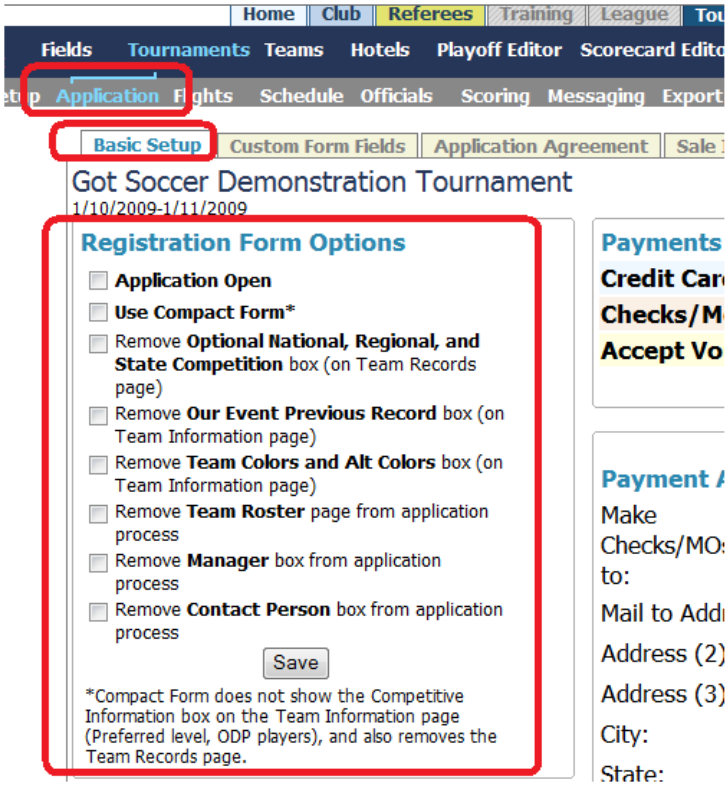
Customizing System Default Application Questions

Our system asks many of the standard questions include team age, coach and manager contact information, game history and more. Certain tournaments may not be interested in collecting all this information, so we allow the tournament director the ability to turn most of the default questions on and off.

These controls are found in the **Application** area on the **Basic Setup** screen. Look at the registration Form Option box on the left side of the screen



If the ***Application Open*** box is unchecked the application is not open or available. Teams are unable to apply to the event. It is important to remember to save the form after you have made your selections. Simply clicking a box will not automatically change the option; you must save your changes.

The ***Use Compact Form*** to remove the following questions from the application

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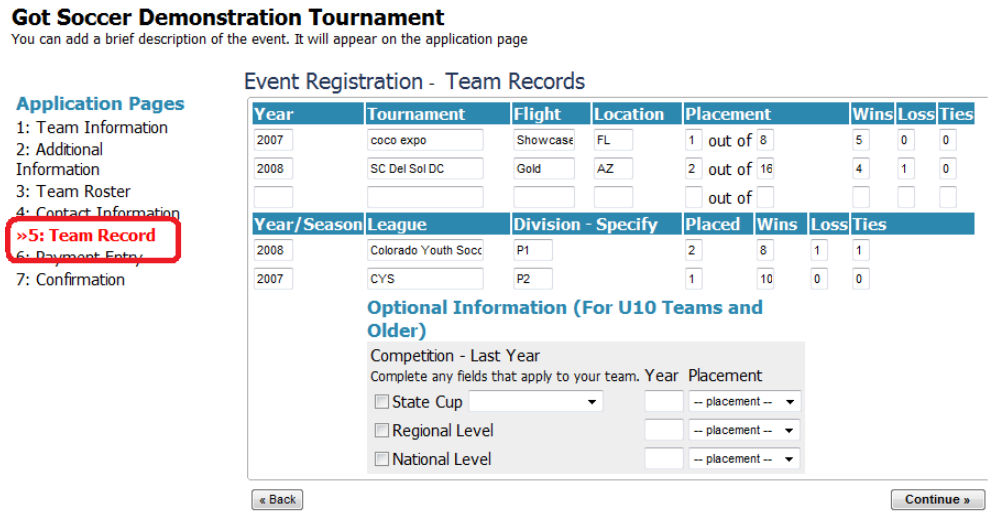
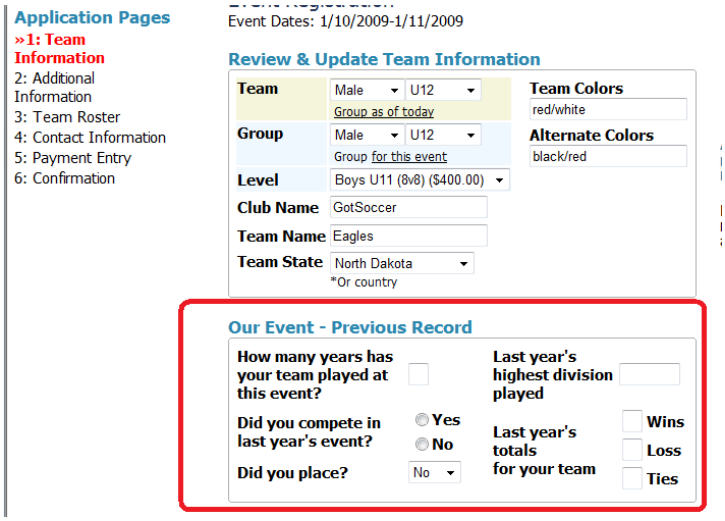
It also removes this page from the application:



If you are not interested in the information circled in red below



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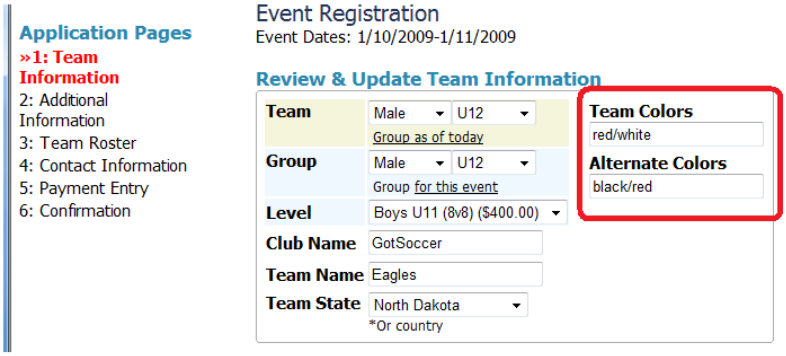
You can remove it from the application by clicking **Remove Our previous Record** box. This is an option area so teams can skip it if they desire.

Another item that can be removed from the application is the *Team Colors* and *Alternate Colors* box.



Again these are optional for the applicant, but if you want them removed simply click the *Remove Team Colors and Alt Colors* box then press **Save**.

GotSoccer allows teams to create and maintain player lists, often referred to as rosters. Teams can manage this information through their team account. If you like we can show the players already on the roster and allow the applicant to remove players from the event roster, edit or add players to the list during the application process. Again this is an option feature so even if it is shown the applicant can skip the step.

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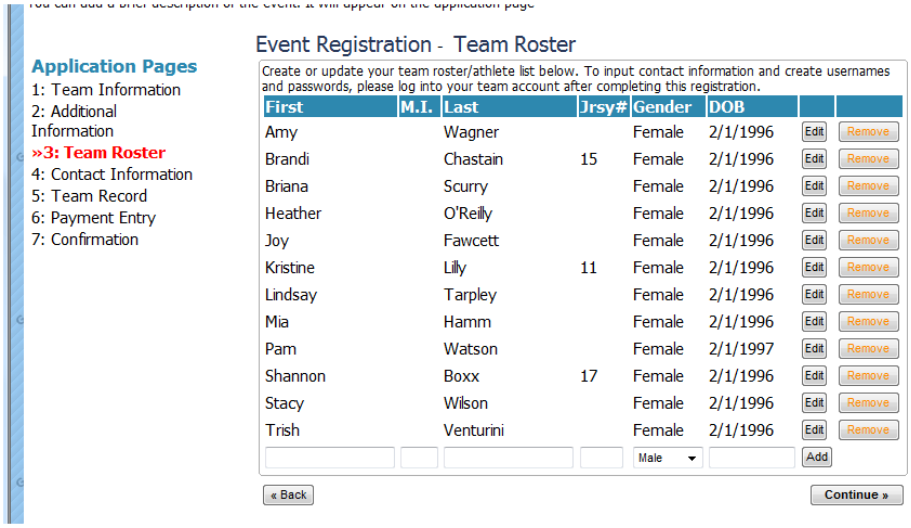
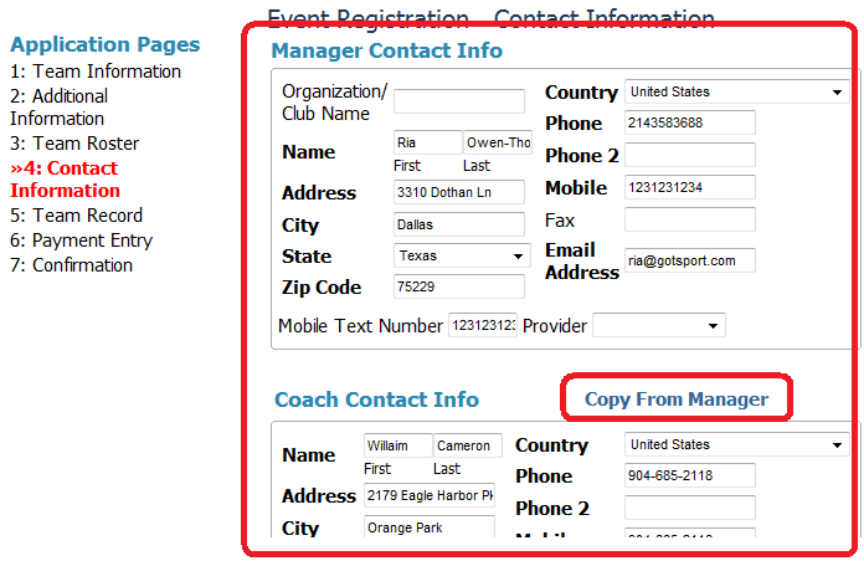


To remove this screen from the application, click the **Remove Team Roster** page from application process and press **Save**.

Our normal application requires the applicant to provide basic contact information for a manager, coach and team contact. We allow the applicant to copy information form one individual to another in case one person has dual roles. We strongly recommend you collect information on all three individuals.



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If you want to eliminate collecting information on a manager and or contact person click the *Remove Manager Box* and or *Remove Contact Person* box and press **Save**.

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Application Agreement

At the conclusion of every application the applicant is require to accept the application agreement. Our default agreement states:

> If my application is accepted I acknowledge that my payment will be deposited upon acceptance and if payment is refused, my application may be revoked, and I acknowledge that
> **1)** My application must be reviewed by tournament directors before my team is accepted.
> **2)** Submitting an application does not guarantee acceptance
> **3)** If your application is not accepted you will receive a full refund and a letter of notification, but
> **4)** Once accepted no refunds are allowed. Every effort will be made to play all games in case of inclement weather. Games may be shortened to accommodate a delayed schedule.

Should you want to amend this or provide your own agreement language:

1) Click on Application on the gray menu bar
2) Click the Application Agreement tab
3) Add the language to the text box. You may use HTML tags to create bold, numbers, bullets, …
4) Press Save and the default language will be replaced with the langue entered here.

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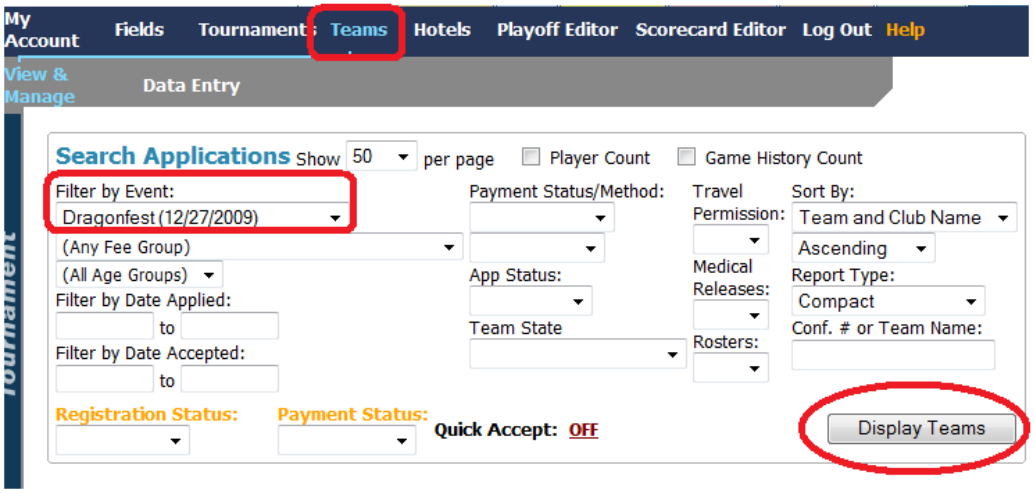
Applications (Editing and contacting teams)

Once you've started accepting applications you'll want to do the following three things:

1) Review the teams information
2) Accept teams
3) Contact teams.

There are several places in our software to do this, but we will concentrate on the Search Application area.

Click on the **Teams** link on the dark blue menu bar and make sure your event is selected in the *Filter by Event* box. If it is not select the event and press Display teams at the bottom right of the Search Application box.



A list of the teams in the event will be displayed in a table below the sort box. To review a team's application simply click on the team name.

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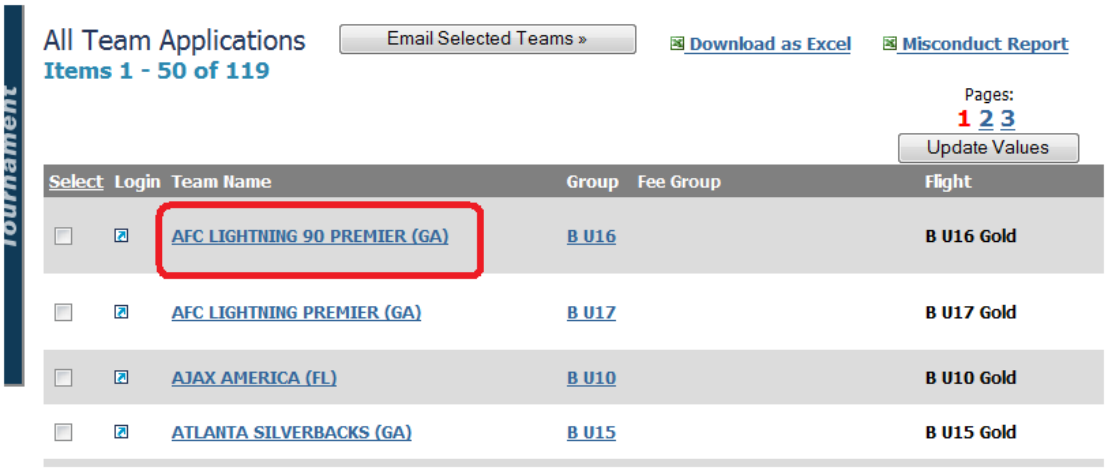
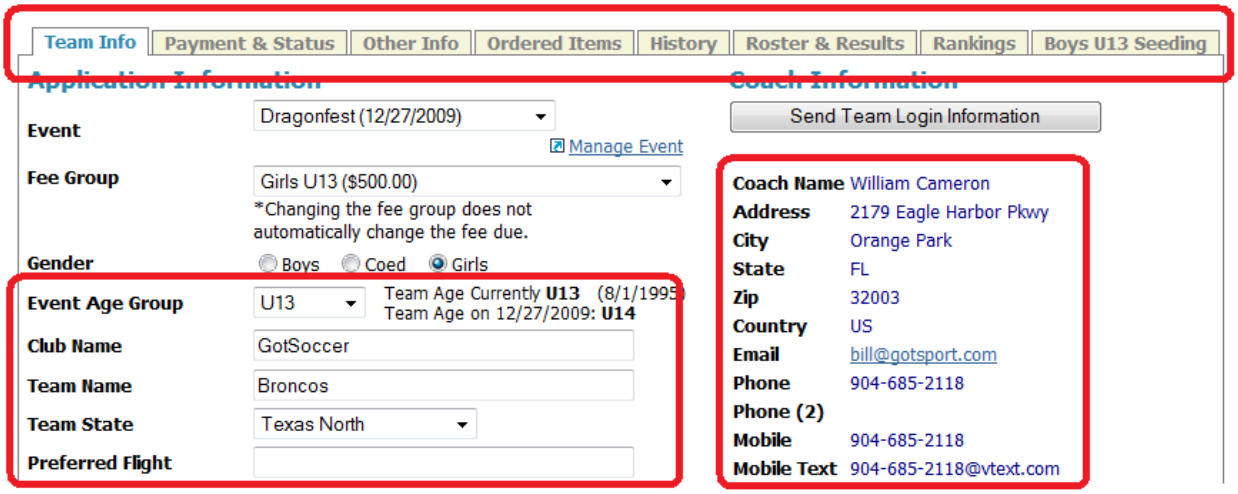


Once you clicked on the team name the application will open. [Note: The team application can be accessed from other areas including the tournament log in page for recently applied teams and the Flight page.]

The system will open the Team Info screen. On this page you can edit application information including the gender, age group (many teams are moved up age groups) and team name. Remember, this is just the application for your event so changing information on this page only changes it for the event.



You can also keep track of teams that have submitted permission to travel, medical release forms and official rosters on the **Team Info** screen.

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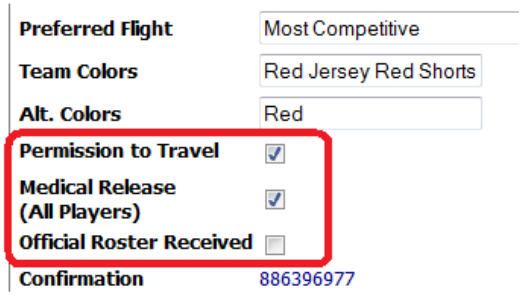
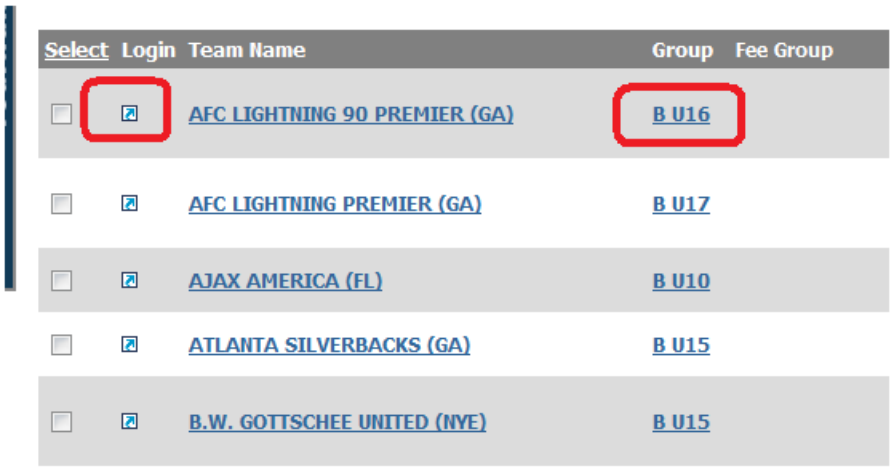


Notice there are several other screens associated with the team application including:

a) **Payment & Status**; used to Accept and revoke applications, enter payment information and see credit card transaction history.
b) **Other Info**; contains answers to application questions including team info and any custom form fields.
c) **Ordered Items**; if you sold items through the application process
d) **History**; game history already in the GotSoccer system
e) **Roster & Results**; the roster of players attending the event and event red/yellow card records.
f) **Ranking**; a direct link to the team's GotSoccer ranking page
g) **Seeding**; a link to teams in this one specific age group.

If you click on the Group age the system will open up the age group seeding page.

If you click on the small arrow to the left of the team name, the system will open up the actual team page.



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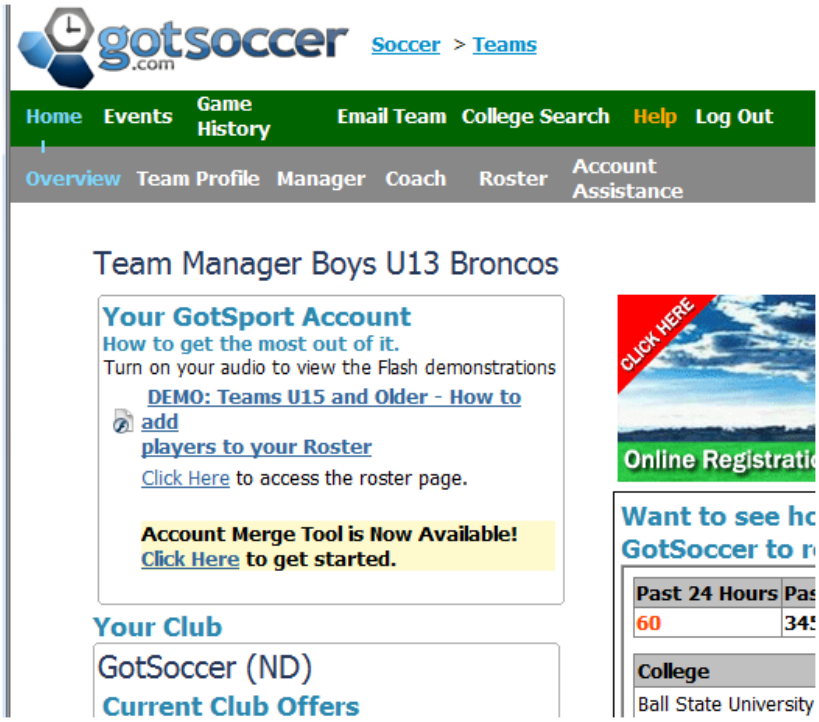
This can help you see exactly the same screen the team manager sees.



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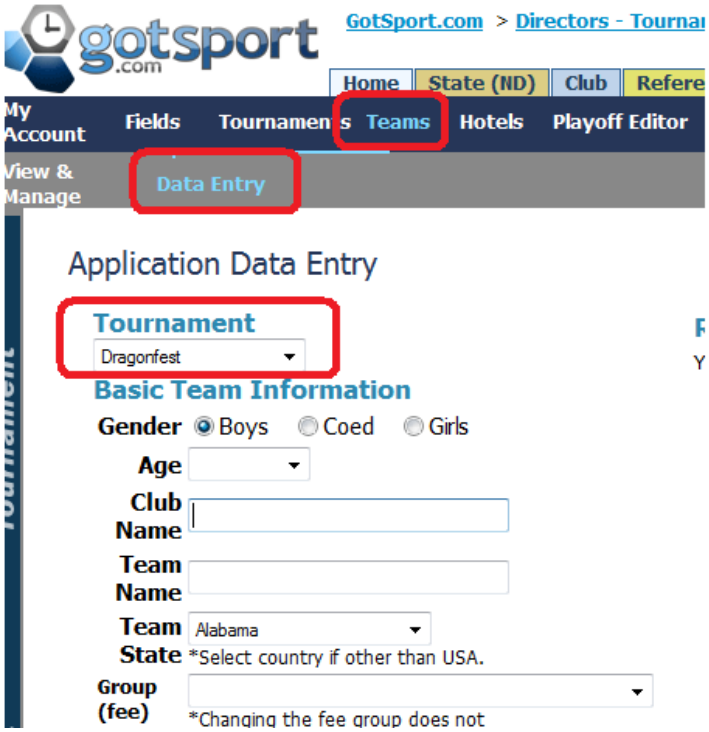
Adding a Temporary Application (TBAs)

Every once in a while we need to add an application. It is usually a temporary application that will be *Replaced* at a later time. To add an application:

1) Click on Teams on the dark blue menu bar
2) Click on Data Entry on the gray menu bar
3) Make sure the event is correctly displayed in the *Tournament* dropdown



4) Fill out the basic team information. Type TBA or other designation for a temporary application.
5) Type an email address. This is critical. Without an email address we cannot link the application to our messaging system.
6) Click on the Accept Application immediately box, if desired.
7) Click Create Application.

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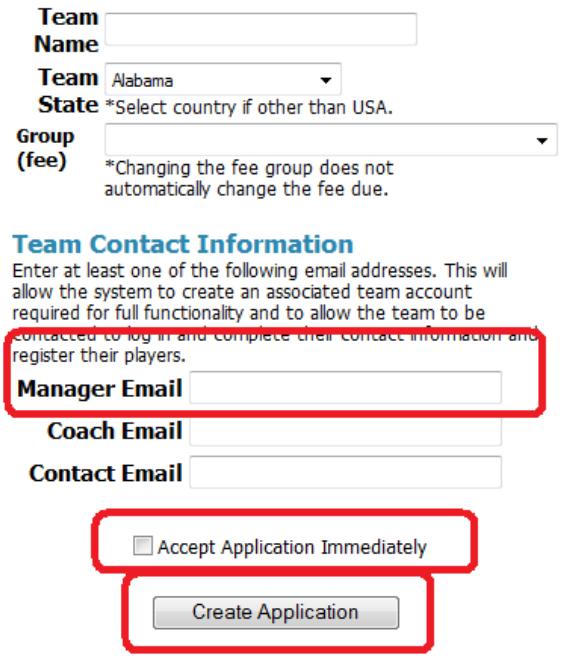
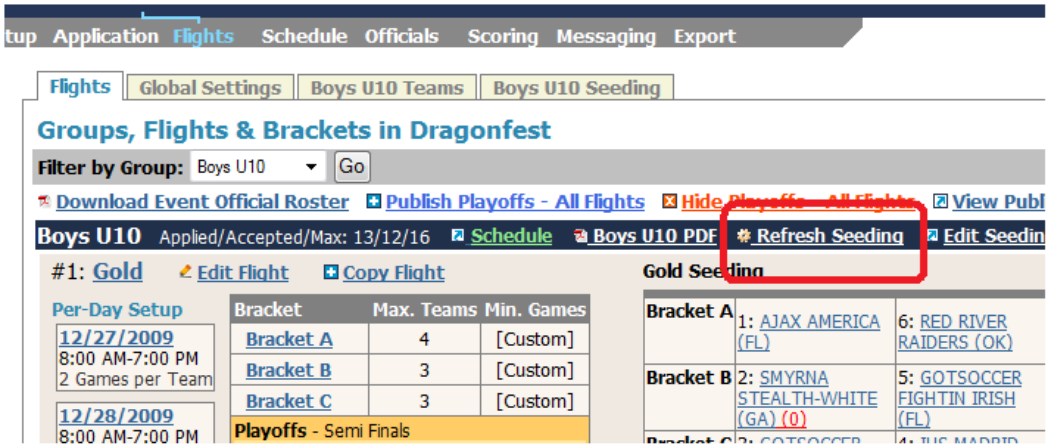


8) When you return to the flight you may have to click Refresh Seeding to see the team.



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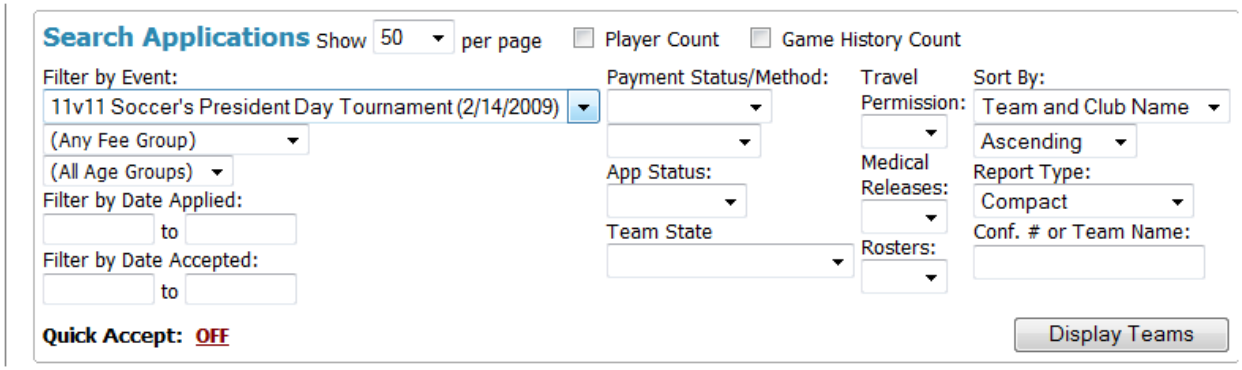
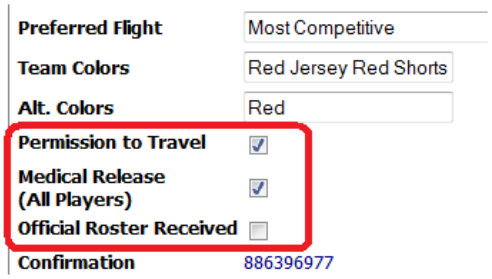
Search Applications Filter Area

Our Search Applications filter area allows for very fine sorting of teams. Simply make your selection from the sort options and press **Apply Filters**.



The filters include:

a) *Filter by Event*; you can see other current or event past events
b) *(Any Fee group)*; sort by the fee group the team registered for (teams may want to play up).
c) *(All Age Groups)*; sorts by the team's current age group.
d) *Filter by Date Appl*ied; allows you to set to and from date ranges
e) *Filter by Date Accepted*; allows you to set to and from date ranges
f) *Payment Status/Method*; allows you to sort by those Paid or Unpaid and by credit card or check (the box just below).
g) *App Status*; allows you to sort by Accepted or Pending teams.
h) Team State
The next three sort features are controlled by the tournament director clicking check boxes in the *Team Info* screen (accessed by clicking on the team name



i) *Travel Permission*;

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j) *Medical release*;
k) *Rosters*; set in the Team Info area
l) *Sort by* allows you to sort the team applications table by:
    i. Team and Club name
    ii. Team Name
    iii. Club name
    iv. Team gender
    v. Team Age
    vi. Date Applied
    vii. Date Accepted
    viii. Hotel Rooms
m) You can then choose to display the results in an Ascend or Descending manner.

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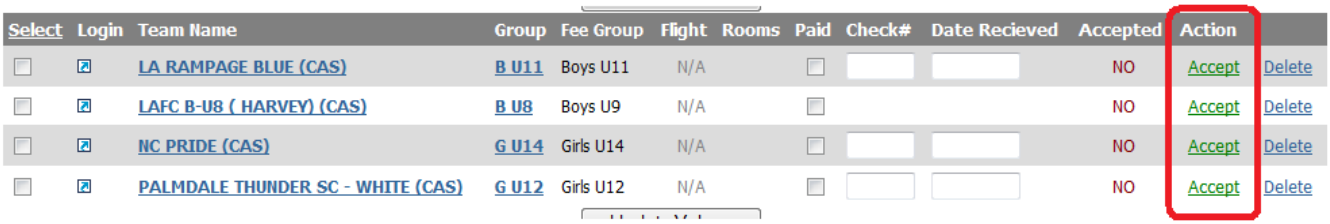
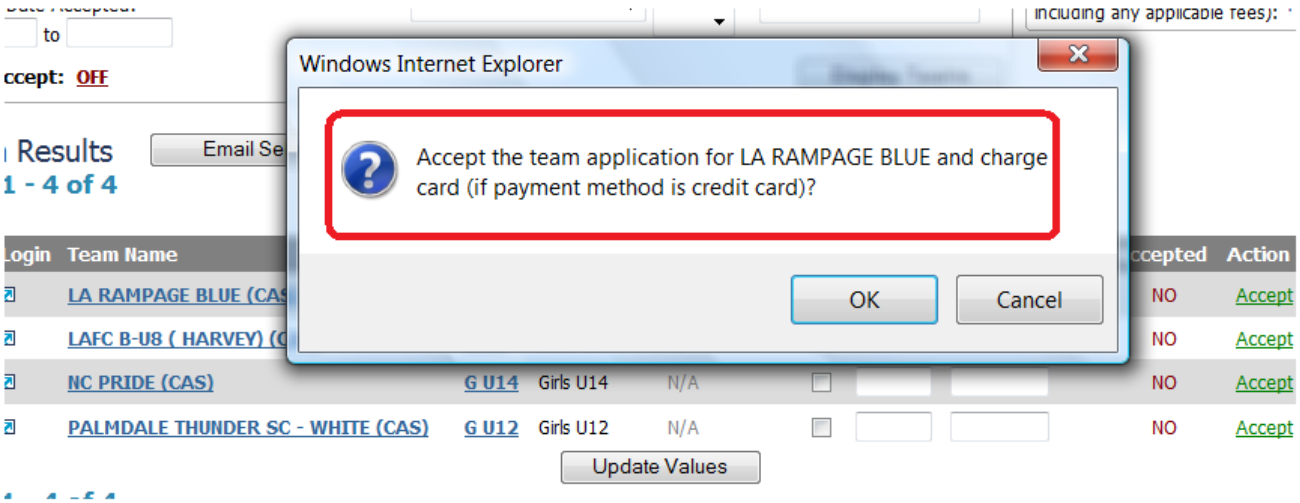
Accepting Teams from the Teams page

There are several ways to accept team into your tournament. One of the easiest places to do this is in the **Teams** area. Look to the right side of the table and you will see a column titled *Action*.



Select	Login	Team Name	Group	Fee Group	Flight	Rooms	Paid	Check#	Date Recieved	Accepted	Action	
		LA RAMPAGE BLUE (CAS)	B U11	Boys U11	N/A					NO	Accept	Delete
		LAFC B-U8 (HARVEY) (CAS)	B U8	Boys U9	N/A					NO	Accept	Delete
		NC PRIDE (CAS)	G U14	Girls U14	N/A					NO	Accept	Delete
		PALMDALE THUNDER SC - WHITE (CAS)	G U12	Girls U12	N/A					NO	Accept	Delete

If you click the word **Accept** a Box will pop up asking you to confirm the acceptance and reminding you that if this team used a credit card, that the credit card will be charged.



If you proceed the credit card will be charged and an email will be automatically sent to the team announcing the acceptance. If the system does not refresh and show the team as accepted, it means the credit card was declined. If the team has opted to pay by check, there will, of course, not be a charge, but the acceptance email will be sent.

This is what the screen will look like if the card was successfully charged and a check received:

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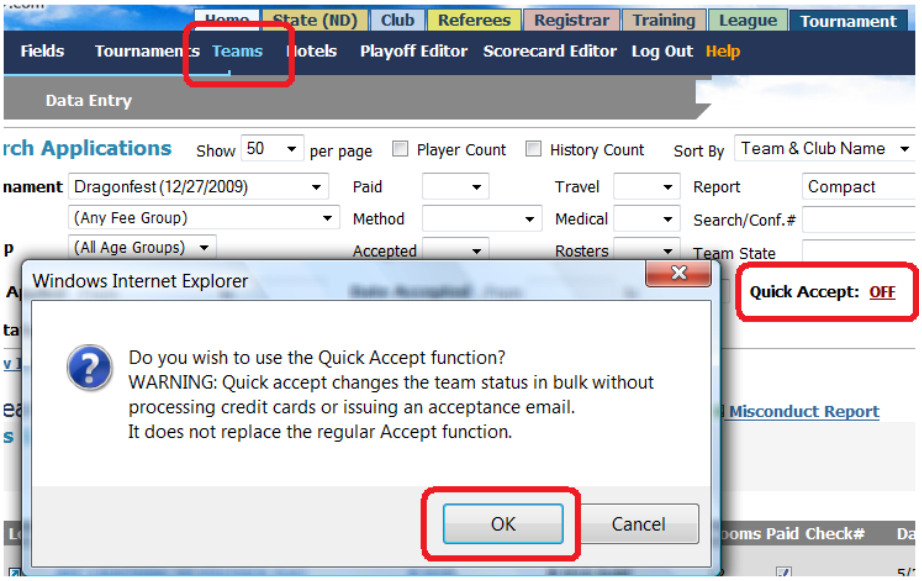
Accepting Teams without Notification

A tournament may want to accepting teams without sending emails or charging credit cards. This can be done by:

1) Clicking the **Teams** link on the dark blue menu bar
2) Toggling the Quick Accept from **Off** to **On**, when this is done a pop-up box will alert you to the change.
3) Click OK



4) The system will refresh and you will notice check boxes in the *Accepted* column of the teams table.
5) Check the boxes of the teams you want to accept and press **Update**.

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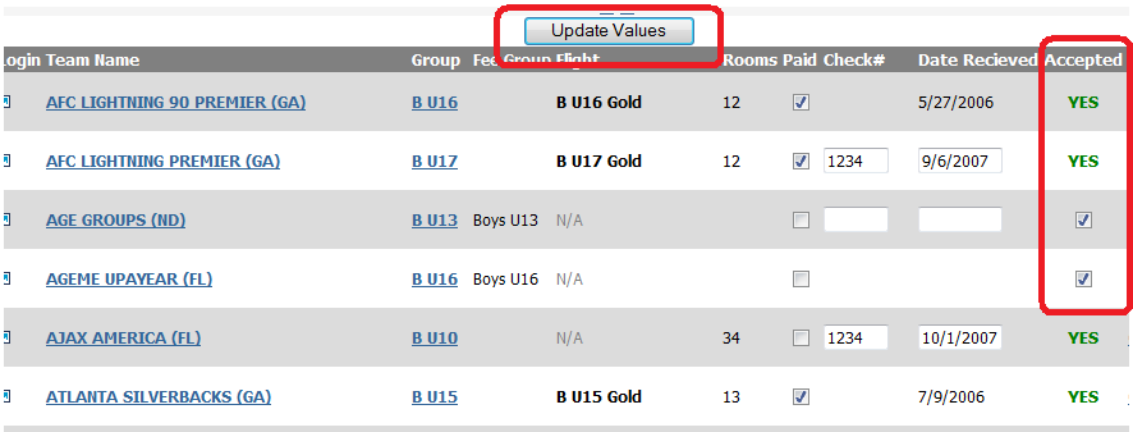

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Emailing and Text Messaging Teams

Our system has the capability to email and text all or several subsets of teams. These functions can be done directly from inside a team's application, from the **Message** or **Teams** area of the program. The email can include team usernames and passwords.

Emailing from the team application page:

You access the team application by clicking on the team name on the tournament home page, the **Flight** page or the **Teams** page.

Tournament Home page

Flights page:

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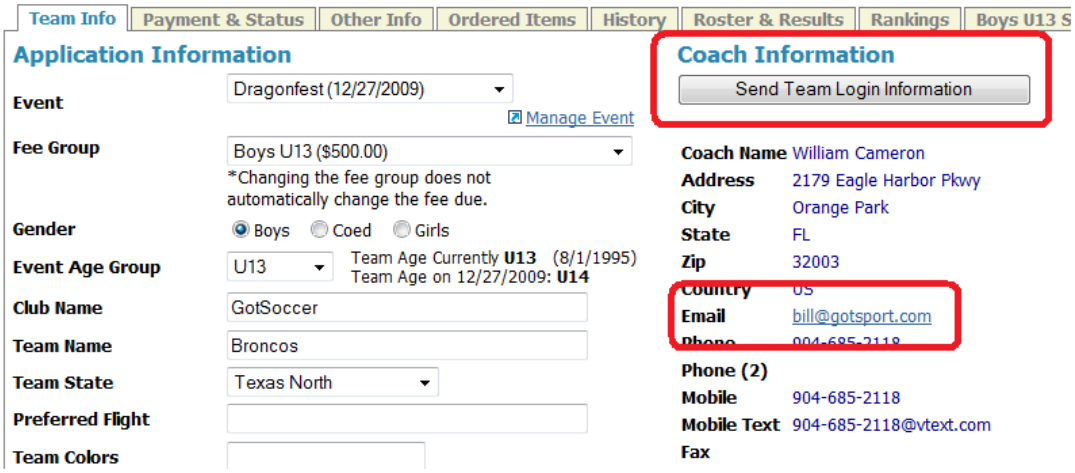
Team's page

After clicking, the screen will open the Team Info screen. You'll find the coach, team manager and contact information. Just click on an email address and the system will open your computer's email program and an email will can be sent.



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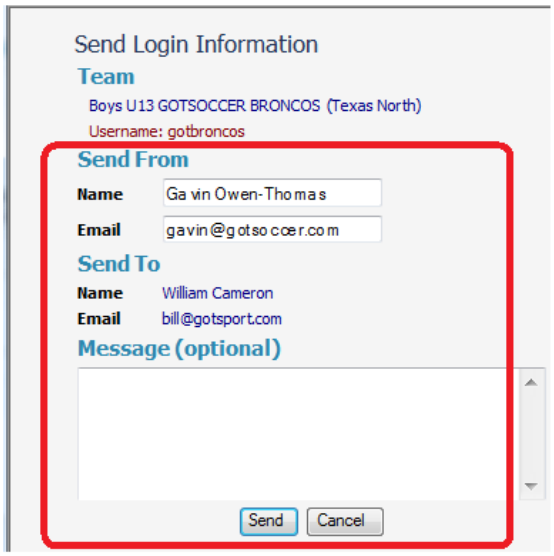
You can also click on the **Send Team Login Information** and a pop up box will appear. Just fill out the fields and click **Send**.



Emailing from the Messaging area:

Click on **Messaging** on the gray menu bar. If you don't see it click on the blue tournament tab then the name of your event. When the screen opens you will see several messaging options. You can:

1) Select to send a *Bulletin* or a *Personalized* email.
    a. A *Bulletin* will send one email to each unique email address. If one person is affiliated with several teams they will receive just one email. This is perfect for sending out general announcements like "Schedules are available" or "Rain Delay".
    b. A *Personalized* email will send an email to each unique email address associated with each team. If a person is associated with three teams, for example, they will get three emails and each email will include the login information for a team.

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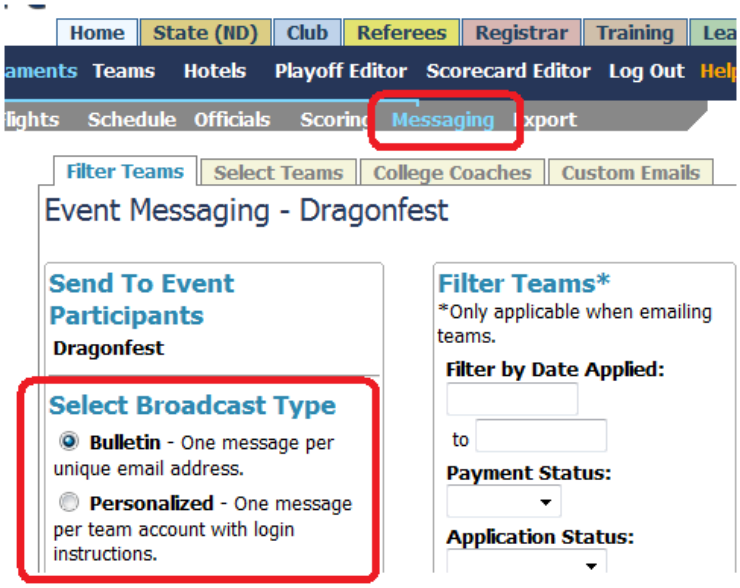
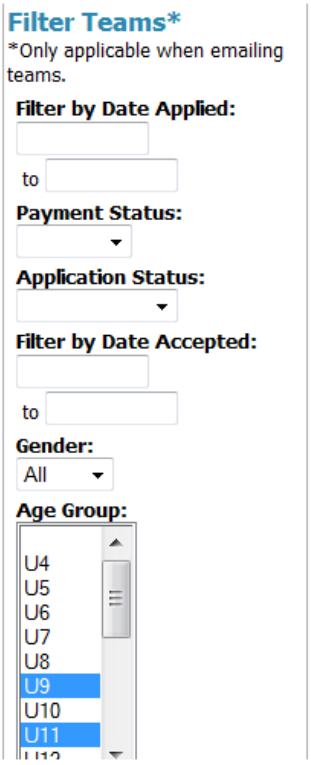


2) Select other Filter parameters including:



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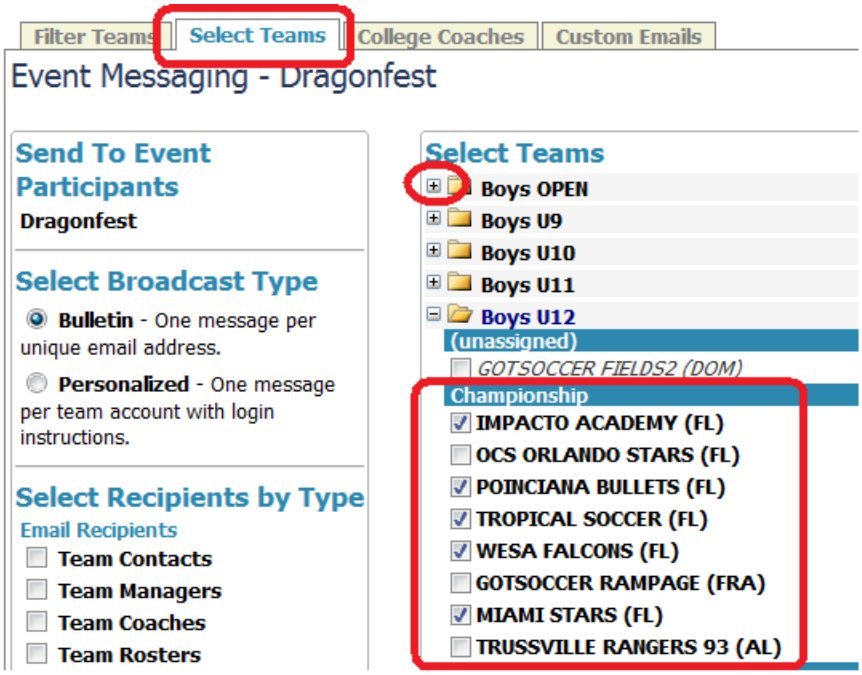
a. Date Applied (from and to)
b. Payment Status (Paid or Unpaid)
c. Application Status (Accepted Pending)
d. Date Accepted (From and to)
e. Gender (Male, Female, Coed)
f. Age Group (Hold down the Control key <Ctrl> and click the age groups you want to email to. In this example we selected U9 and U11.
g. Specific teams by clicking on the **Select Teams** tab



h. Click the "**+**" sign to open an age group, then click the box in front of each team to select the team

3) Select the email recipient. [Note: if you send a "Personalized" email and the team contact, manager and coach happen to be the same person with the same email address only 1 email will be sent by the system.]
   a. Team Contact
   b. Team Manager
   c. Team Coach

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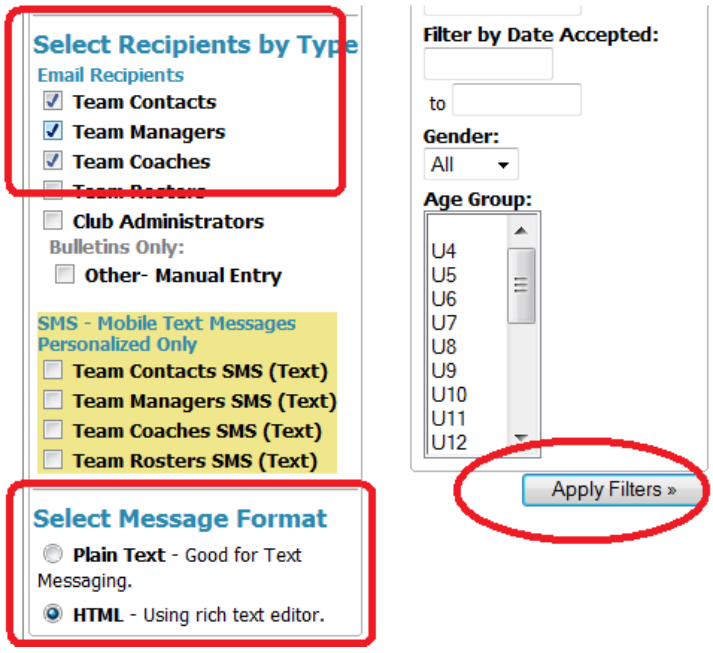
We recommend sending to all three recipient types.

4) SMS (text messaging), can be sent personalized only and the email will be cut off after 160 characters. This includes spaces. Do not send long emails as text messages.
5) Select a Message Format.
    a. Plain text cannot handle bold, italic, different fonts, …
    b. HTML (rich text) can handle most common word processor functions like bold, italic, different fonts, and hyperlinks (embedded URLs).

    We recommend using HTML.

6) Next click **Apply Filters**



The screen will refresh and show you:

1) A mailing summary including the number and type of contact in the mailing list.
2) Sender information that may be changed by the user.
3) A Subject line, or the emails Subject line
4) An HTML editor similar to a word processing tool bar that allows you to manipulate text and formatting.

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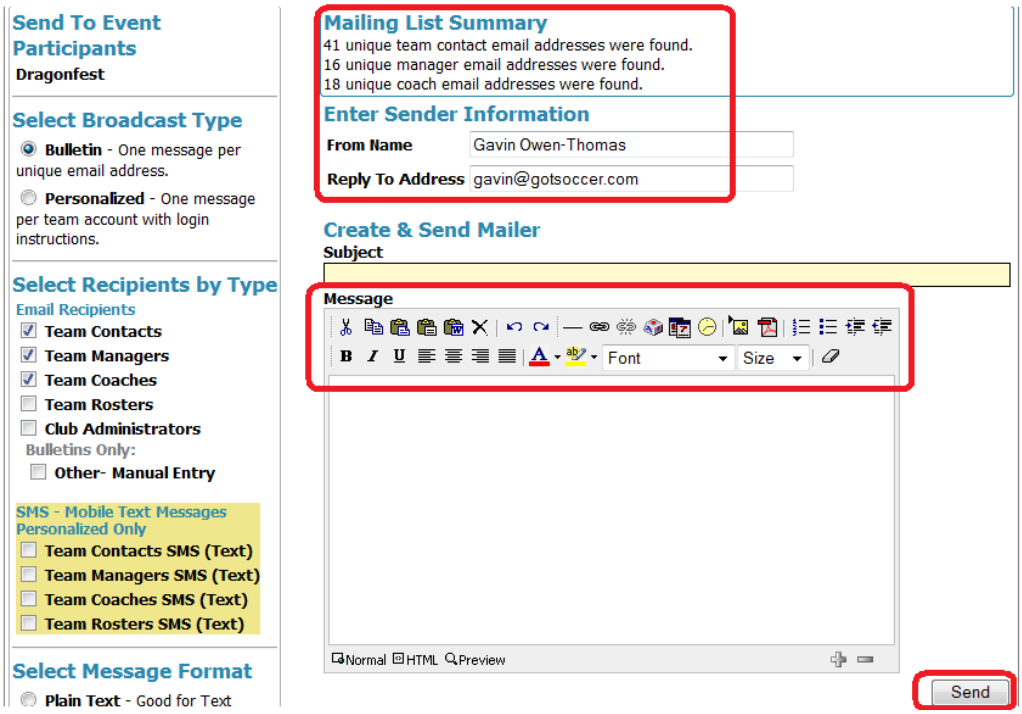

5) Type in your message or copy it from a word processing document. We advise creating documents in programs like word and coping them as spell check and other functions are not in the mailer. This also helps create a record of the emails you send.
6) Click **Send** to send the email. The system will return a "Sent" report, but it may take several minutes to generate. Please let the mailer finish before moving on to another function.

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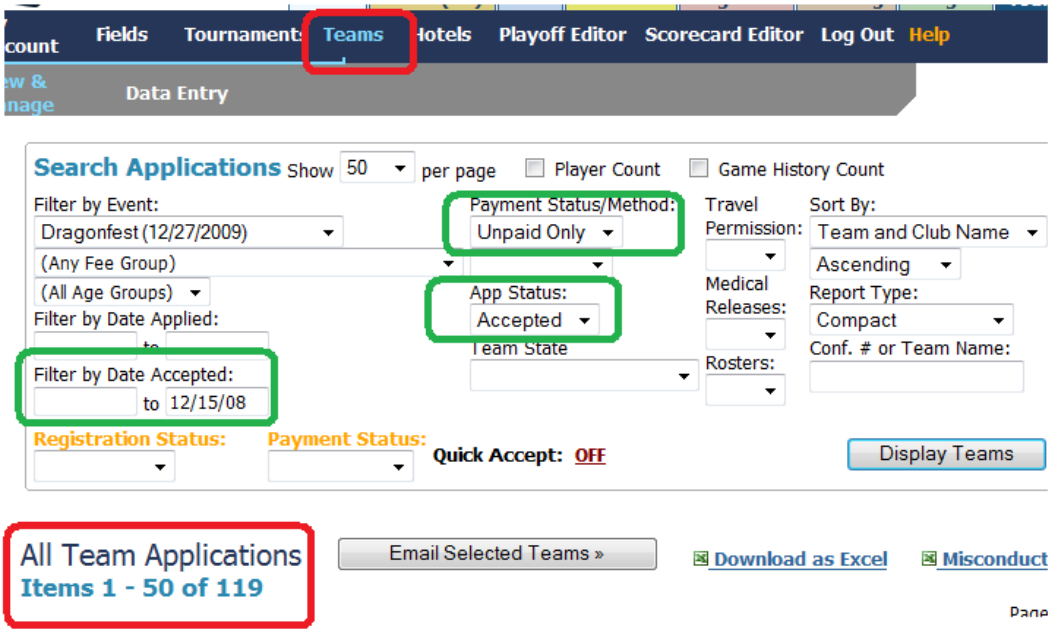
Sending an Email to Multiple Teams from the Teams page

There are many more filters options in the **Teams** area than the messaging area.) Please refer to our *Search Applications Filter Area* discussion above for detailed sorting options.) In our newest version of our tournament software you can email directly from the sorted team table.

1) Go to teams on the dark blue menu bar
2) Select your sort parameters
3) Press **Apply Filter**



In this example, we are looking for accepted teams that have been accepted prior to 12/15/08 but have not paid. The filter criteria are circled in green above.

4) The results return that there are 119 teams that meet these criteria, but notice only 50 are displayed (see the All Team Applications Items 1-50 of 119 circled at the bottom of the example above. To email to all 119 teams we must change the page size.
5) Adjust the Show ___ per page high enough to display all teams for the mailer. In this example we chose "All" from the drop down list and press **Display Teams**.

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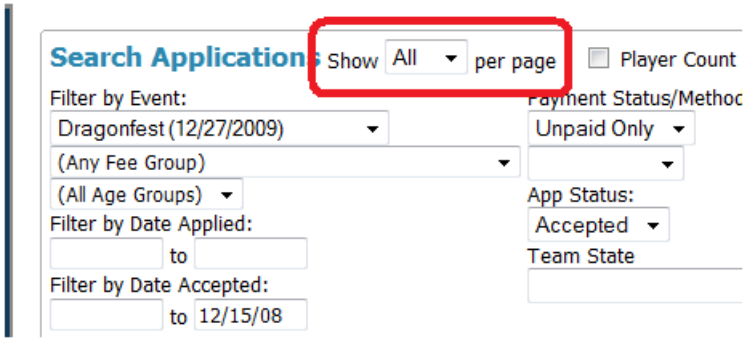
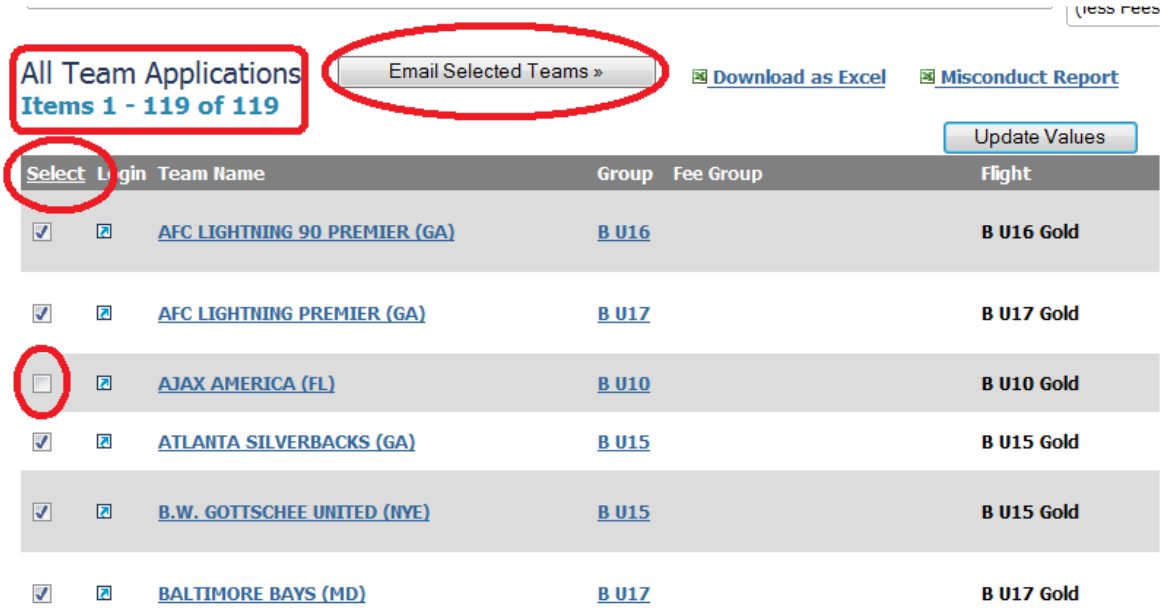


6) The table will regenerate and the *All Team Applications* will show something like 1-119 of 119. What is important is the number XXX of XXX are the same, here 119 of 119.



7) If you want to email all the teams simply click the Select link at the top left of the team table.
8) You can also deselect any individual team by clicking on the checkmark as we did with Ajax America above.
9) Click the **Email Selected Teams** button above the table.
10) The system will refresh and take you to the messaging area, but will display a list of the teams in the email cue below the **Select Message Format area**.

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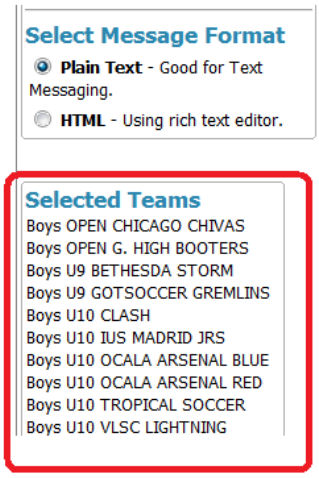
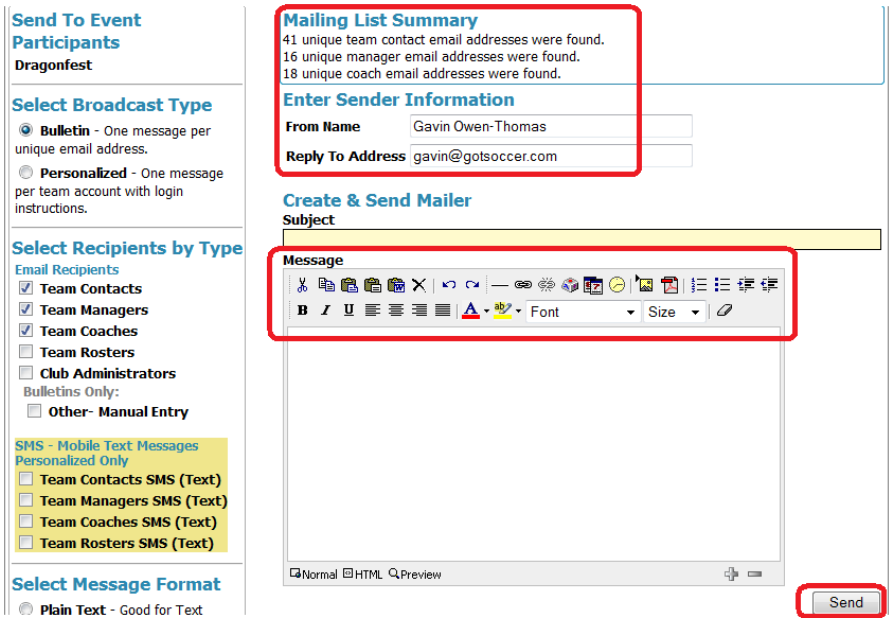


11) Select your *Broadcast Type* (Bulletin or personalized), *Recipient Type* (Managers, Contacts, and Coaches), the *Message Format* (Plain or HTLM) and press **Apply Filters**. Note: The **Apply Filters** button is found at the very bottom of the Selected Team list, at the very bottom of the page. You may have to scroll down quite a way to find it.
12) The screen will refresh and the mailing List Summary, and email editor will appear.



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13) Type in your message or copy it from a word processing document. We advise creating documents in programs like word and coping them as spell check and other functions are not in the mailer. This also helps create a record of the emails you send.
14) Click **Send** to send the email. The system will return a "Sent" report, but it may take several minutes to generate. Please let the mailer finish before moving on to another function.

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Building Flights

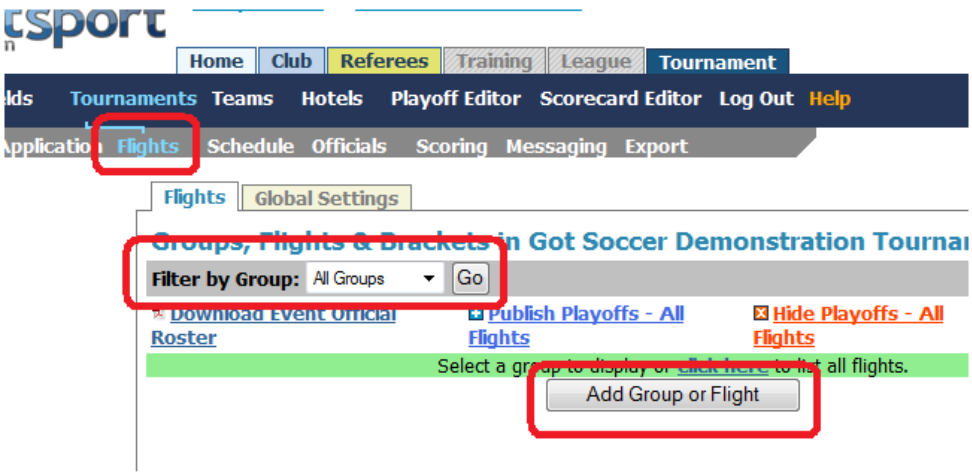
Flights are groupings of teams that will play against each other in a round robin or championship format. Our software can handle any game set desired and any playoff format needed. We build flights in the **Flight** area. Think of this as the architectural plan for the event.

Before we start, we would like to offer some parameters that may help you with regard to structuring your event.

"How many teams can we accept?"

If you are going to play 2 games per day, the answer is the number of accepted teams will equal the number of time slots you have available. Let's make it simple. Suppose you have 5 small sided fields and will start a new game every hour on the hour (60 minute time slots), will start at 8am and end at 6pm. That means you can play 10 games (8AM, 9AM, 10AM, … last start = 5PM) on a field per day. Multiply this, 10 games, by the number of fields, 5, and we have a total of 50 times slots and therefore can accommodate 50 teams. If you play just 1 game per day, then the number of teams equals 2 times the number of time slots.

Once you click on the Flight link on the gray menu bar, you will see the following screen



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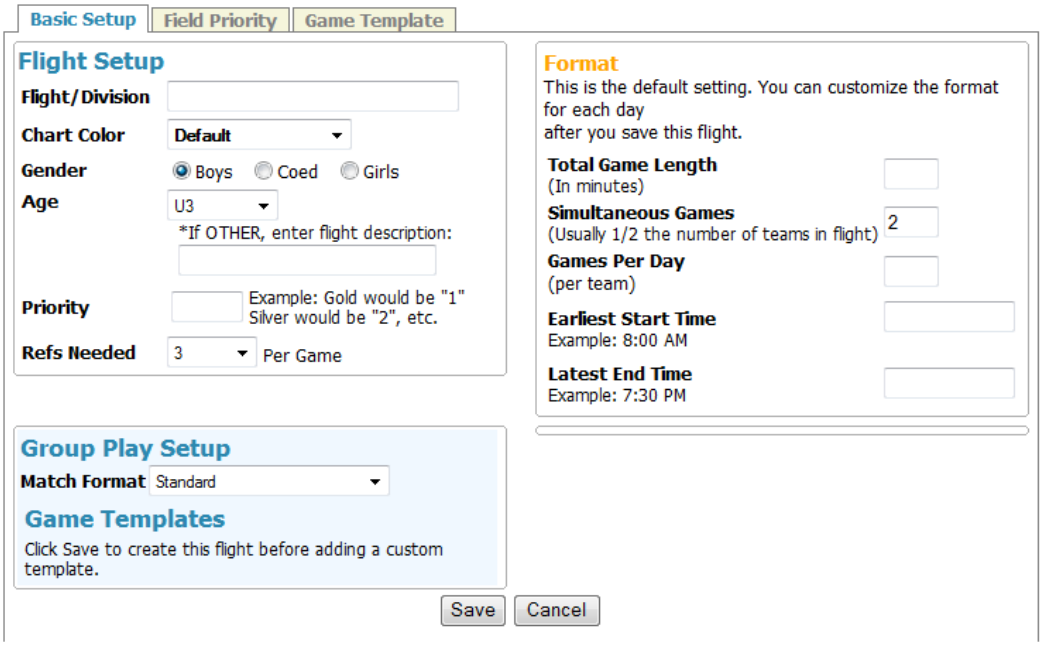
If you already have flights entered, just click the arrow in the *Filter by Group* dropdown box, select the flight and press **Go**.

If this is your first time using the scheduler, you will have to create flights. [If you copy a past event, all flight information will be copied to the new event, reducing the time spent building flights.] Click the **Add Group or Flight** button.

The next screen will look like this:



Fill out the form:

- Flight/Division = the name you want the flight to be listed as; for example, Gold, Premier, Black…
- *Chart Color* will change the color of the flight on the chart screen. We suggest leaving this until later.
- *Gender* = Select Boys, Girls, Coed. Age groups over U17 will show as Men's and Women's
- *Age* = the age of the flight at tournament time. If you are accepting applications for an event after 8/1 (the start of the USYSA year) before 8/1, use the age that the flight will be when the event is played, NOT what it is now.

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- *Priority* = the order of the fights. 1 = most competitive, 2 = the next most competitive. You may have as many flight priorities as you need. Several tournaments have 15-20 divisions within and age group flight. The priority helps us know which is the most competitive.

- *Refs Needed* = the number of refs you want per game. This is only relevant if you are using our assigning software.

- *Group Play* = this determines how the flight will play. *Standard* means the teams will play other teams within the bracket, *Crossover* (only 2 brackets per flight) the teams in bracket A play the teams in bracket B, or *Custom Template*, any type of game set you need. We will deal with this in a more detailed way below.

The *Format* Box contains the basic default setting for the flight. We also have a per day setting that can override the defaults, for example some flights may need three games in a day to get to a final while most teams will just get two games. Use the most common setting.

- *Total Game Length* = the time slot. The amount of time from the start of one game to the start of the next game. This included half time and between game breaks. For example, most event that play 35 minute halves will have total game length set to 85 or 90 minutes.

- *Simultaneous Games* = the number of games that can start at the same time. This is most often set to ½ the total number of teams in the flight or 1.

- *Games per Day* = the maximum number of games per day that a team can play.

- *Earliest Start Time* = the earliest time the flight can start. We strongly recommend using the earliest start time for the entire event for each flight.

    - Short hand: 8a = 8:00 AM, 11.45a = 11:45 AM, 3.30p = 3:30 PM

- Latest End time = the latest a flight can <u>end</u>.

- Once the form is completed press **Save**.

The following is an example of how a Boys U10 Gold flight might be created.

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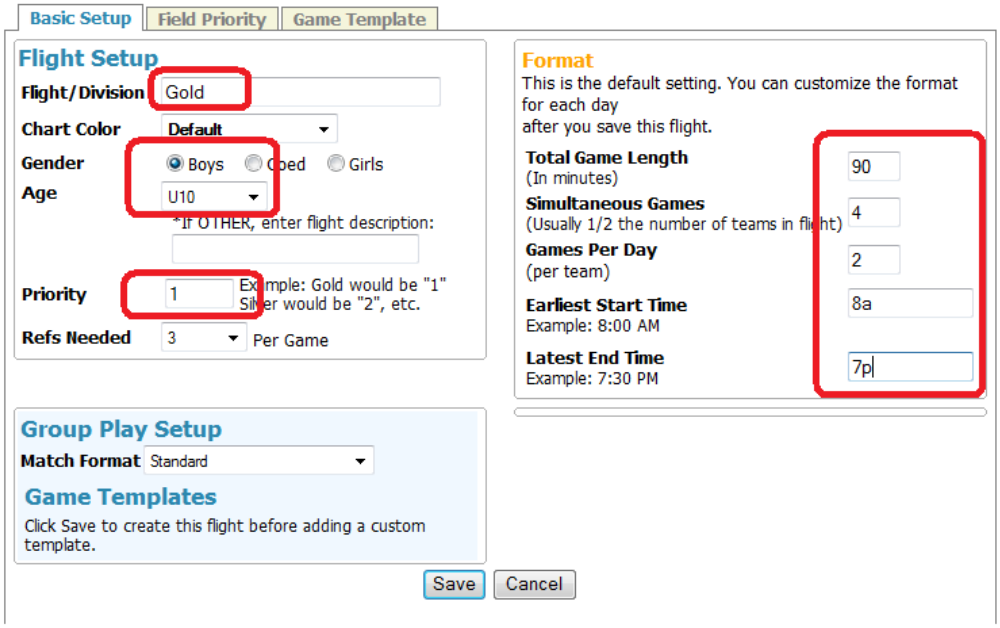

Next Click on **Flights** on the gray menu bar and select an age group in the Filter by group dropdown. At this point you will have just one flight, here BU10.

The system will refresh and show the following screen

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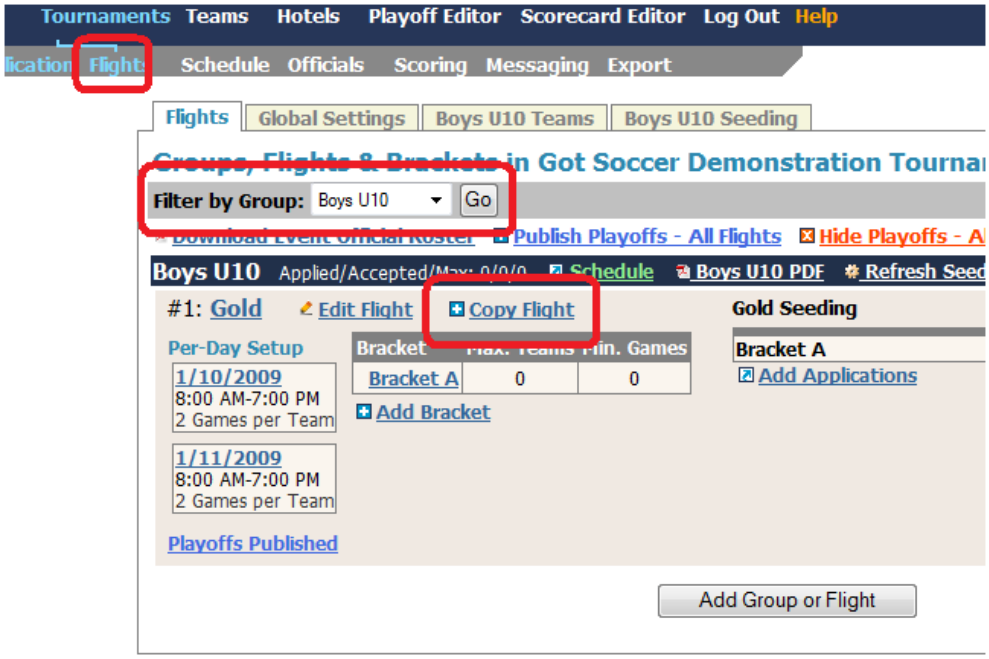
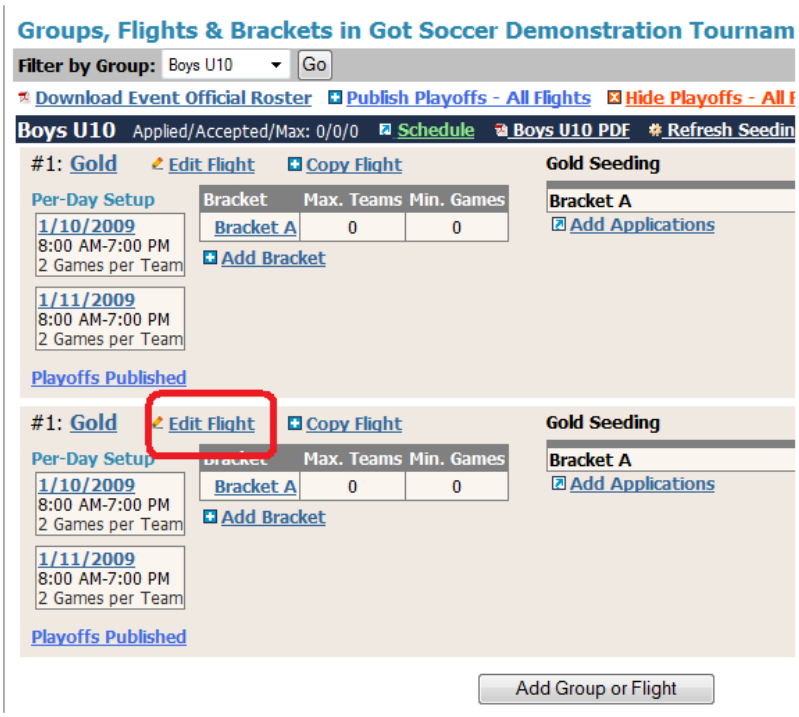


To create another fight simply click the Copy Flight link just above Bracket A. The system will now create a duplicate BU10 gold flight.



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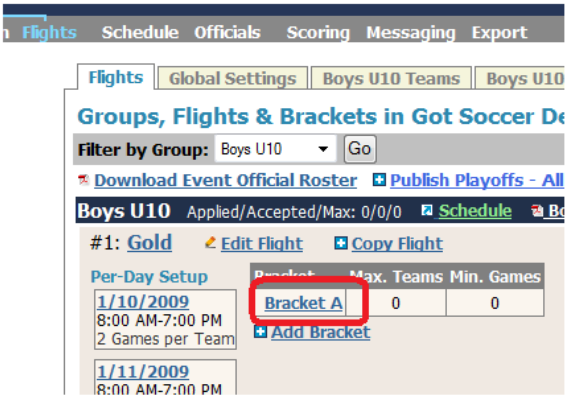
Click on the **Edit Flight** link to open up the flight setup screen for the new flight. To create a Girls U10 flight simple click the Girls radio button and press **Save**.

If you click on Flights on the gray menu bar and click the Filter by Group dropdown, you will see both a Boys U10 and Girls U10 flight.

Before we go too far, we want to mention that you can copy certain bracket structures as well. Let's say that our event is likely to have a BU10 gold and Silver with two brackets of four teams and a simple final. We can create that structure in the Boys U10 Gold flight and copy it.

1) Create a bracket of 4 teams:

    a. Click on the words **Bracket A**



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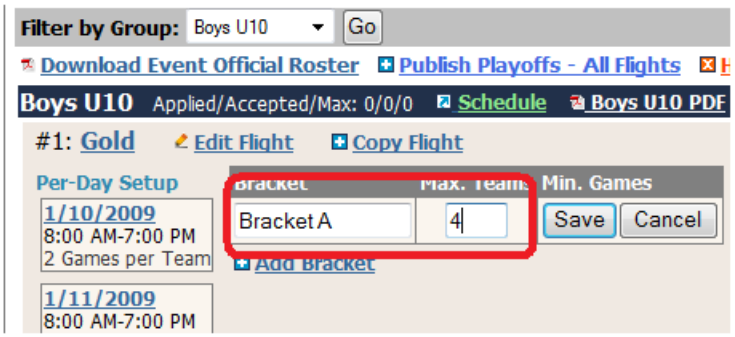
b. The screen will open and allow you to change the number of teams in the bracket from “0” to the number needed, here 4.

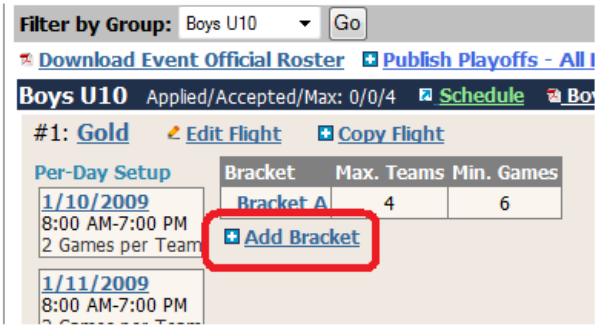
c. You may also change the name of the bracket from Bracket A to something else; Pool 1, for example.



d. Press **Save**

e. The system will refresh showing a bracket with the inputted number of teams, here 4.

f. To create a second bracket, simply press the **Add Bracket** link just below Bracket A.



g. The system will automatically create Bracket B with 4 teams. Assuming you want 4 teams in the flight simply press **Save**. If not then make the appropriate changes before saving.

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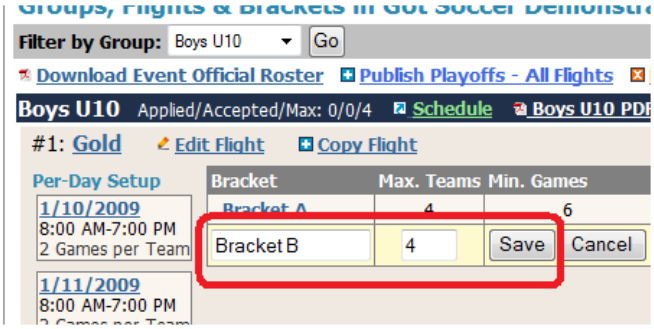
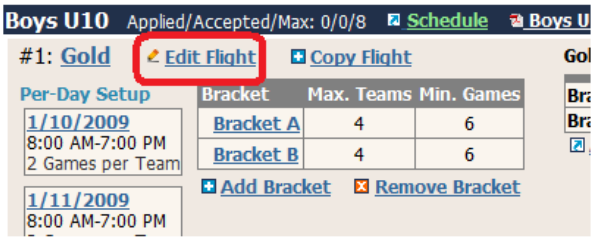
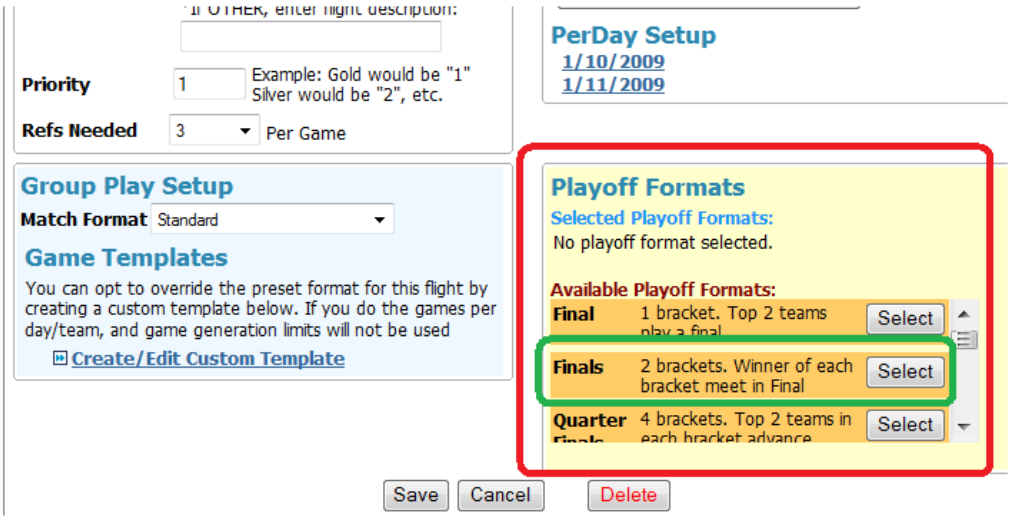


h. The system will refresh and you will have 2 brackets of 4 teams.



2) To add the final click on the **Edit Flight** link

3) Look to the right side of the screen for the *Playoff Format* area. You will see several default playoff options. In this case we want the two bracket champions to play a final we **Select**: Final *Two Brackets winner meet in a final.*



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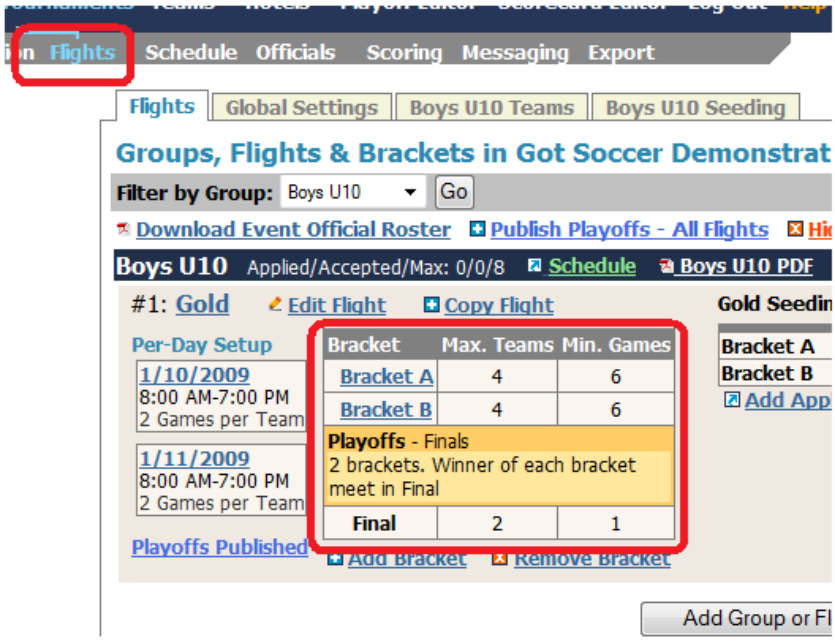
4) Click on the word Flight on the Gray menu bar and the system will return to the appropriate, here BU10 flight screen.



5) To create the Silver flight simply click **Copy Flight**, the system will refresh showing two BU10 gold flights, click on **Edit Flight** on one of the two, it doesn't matter which, change the word Gold to Silver and change the priority from 1 to 2.

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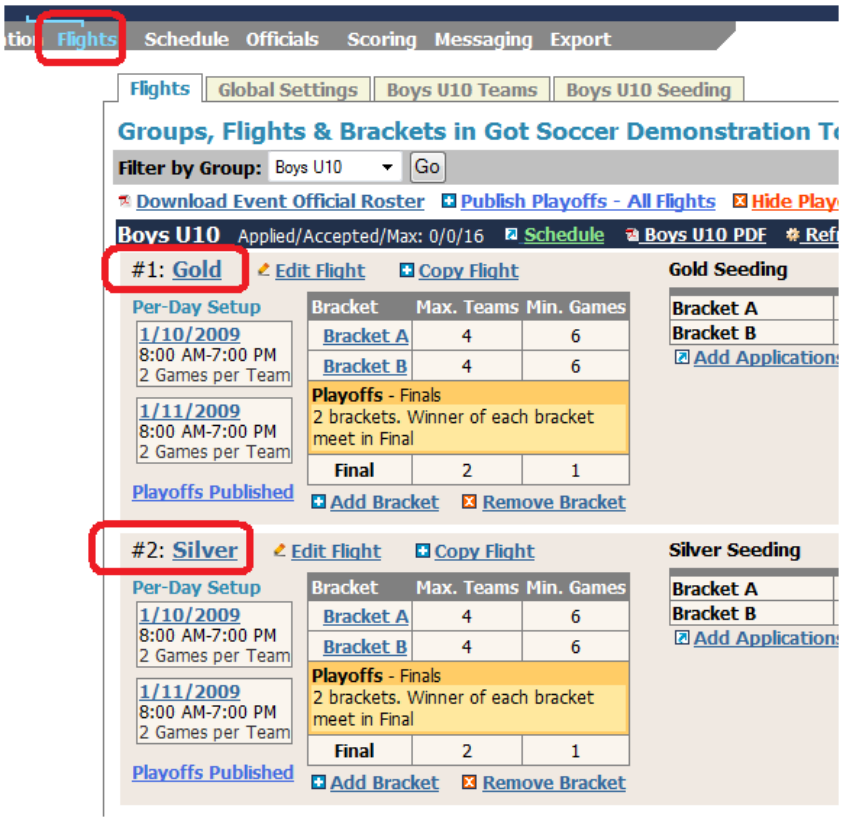
6) Press **Save** at the bottom of the screen.

7) Click on **Flights** on the gray menu bar, the system will refresh and show a gold and silver flight each with two brackets of four and a simply final.



Of course our system is completely customizable so the Silver flight can have a different structure than the gold flight. To make changes, simply click on the bracket, change the number of teams, save your work, click on **Edit Flight** and change the playoff structure.

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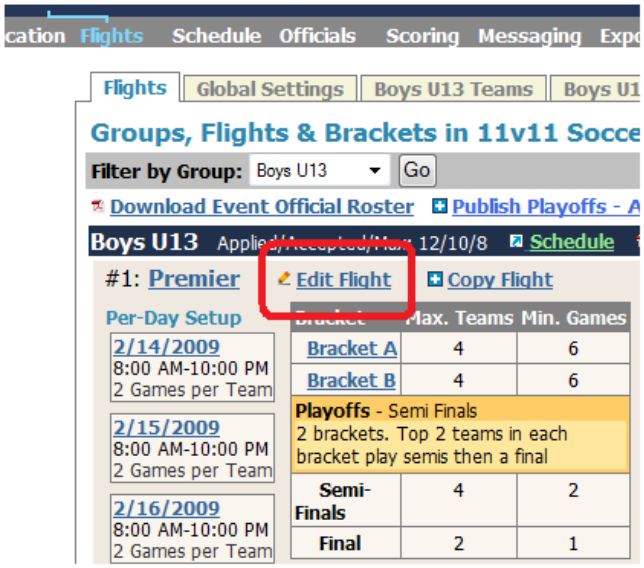
Match Format (Standard, Crossover, and Custom Group Play)

The match format setting is accessed via the Edit Flight link on the flight screen.



Once you open the Flight Setup page look down on the left side for the *Group Play Setup* area. Use the dropdown box to select the appropriate setting. You do not need to save the setting; it will automatically change on selection.

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Our system can handle any group play format you require. The format will break down into one of three categories:

1) Standard = Teams play other teams in the same bracket during group play. An example is the simply bracket of four teams were each team play three games against the other teams in its bracket.

2) Crossover = Teams do not play teams in their own bracket they play teams in another bracket. This setting can only be used if there are two brackets, call them Bracket A and Bracket B. A team in Bracket A will play pool games against teams in Bracket B and not against any Bracket A team. This is most commonly one way to play a bracket of 6 teams. In a less common structure it can be used with two brackets of four in a four game minimum event.

3) Custom = Teams can play group games against a team in their own bracket and against teams in another bracket. This setting is used for group of 10, 14, or other odd grouping. There is no set of games that cannot be created using our custom setting. If you select the "Custom" setup you will have to create or paste in a custom game set template.

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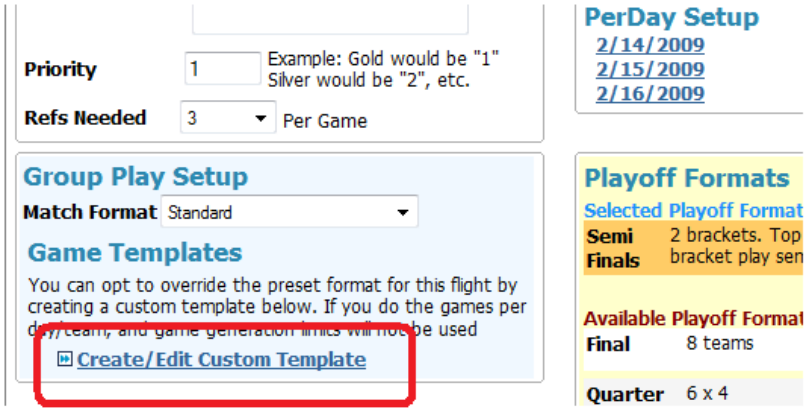
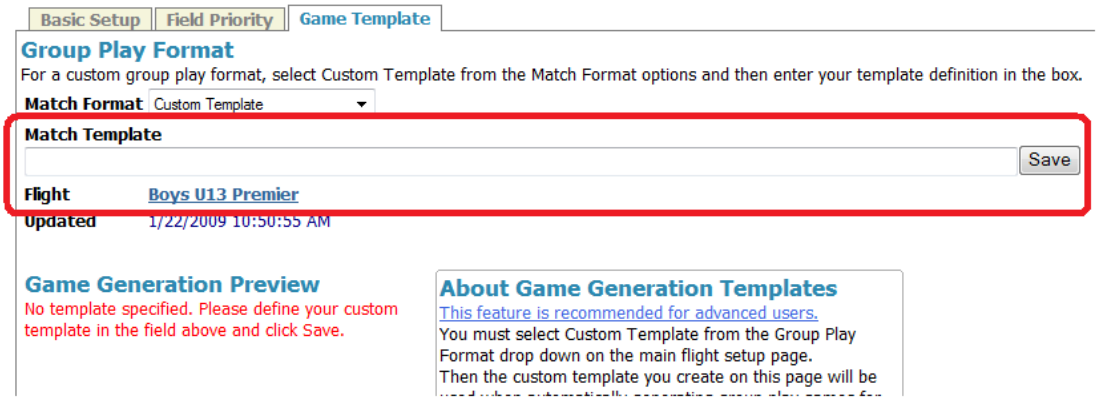
Custom Game Templates

The ability to create custom game templates is one of our strongest features. It allows for ultimate flexibly in group play. (We have a separate Playoff Editor that creates custom playoff / consolation games.) The user can generate their own template or use one of the many we have included in this manual.

You access the Custom Template area from the Edit Flight > Group Play Setup area, see above. Click on the **Create / Edit Custom Template** link.



The screen will open to the Group Play Format area and you will see a match template box.



Type or paste in a template into this box and press Save. The template must conform to certain coding protocol. Errors are almost always due to capitalization issues.

Rules for creating a template in our system

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- You must designate a Day and the “D” in day must be capitalized, the “ay” must be lowercase, the day must be followed by a number and the number followed by a comma.

  Example: Day1, [not “DAY1”, or “day1”]

- Each bracket must be called A,B,C,… NOT 1,2,3 where A= the first bracket in the group table on the flight page. You must refer to it as A even if you have renamed “Bracket A” to “Pool 1”

- Each letter must be followed by a number that designates the original seeding of the bracket. “A1” refers to the first team seeded in Bracket A, B3 refers to the 3rd team seeded in Bracket B.

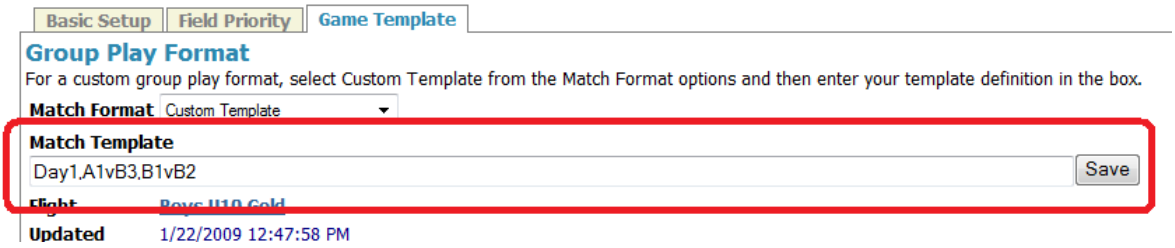
- We use a lower case “v” to represent versus using an upper case “V” will not work.

To create a game on Day 1 where the first seeded team in Bracket A plays the 3rd seeded team in Bracket B, we type the following string into the *Match Template* rectangle:

Day1,A1vB3

If we want to add a second game say B1 versus B2, we type the following string into the *Match Template* rectangle:

Day1,A1vB3,B1vB2



Once the string is finished, click **Save**. The screen will refresh and you will see a *Game Generation Preview*

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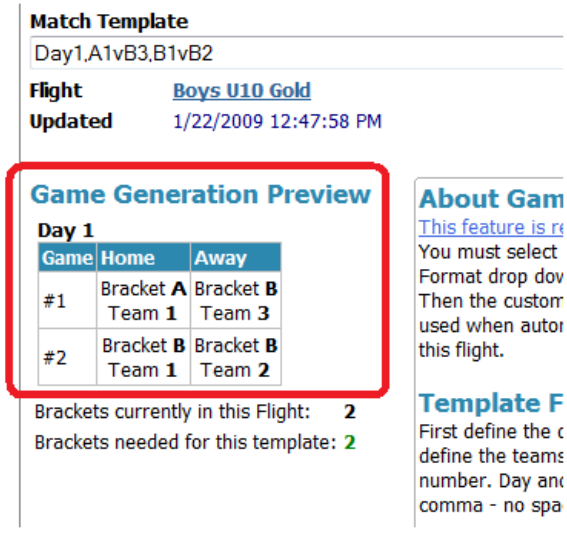
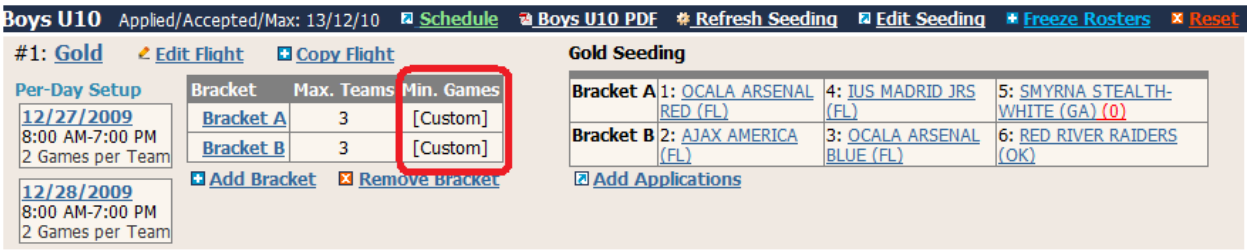


This preview will display each game. You can edit the template to modify the game set until you actually generate the game set. Once games are generated, modifying a template will NOT change existing games.



Note: the word *Custom* appears in the Min Games column. If it does not say Custom, the flight will not use the template.

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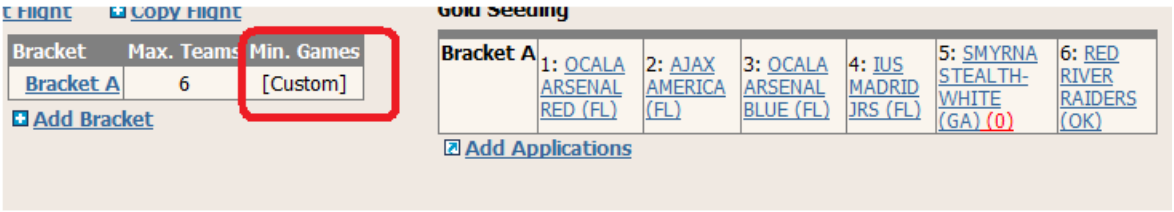
Sample Templates

We have included the most commonly asked for templates. Again these are custom templates for non-standard and non crossover flights. If you just need standard or crossover flights make sure the Match Format is set to *Standard* or *Crossover*.

Six Team Flights:

a) 1 Bracket with six teams playing round robin. This template is for five games. To change it to a four game round robin, simply deleted the three "Day3" games; to change it to a three game round robin deleted the three "Day 3" games and the last three "Day 2" games.

Day1,A1vA6,A4vA2,A5vA3,A5vA1,A2vA3,A6vA4,Day2,A1vA4,A6vA3,A2vA5,A3vA1,A4vA5,A2vA6,Day3,A1vA2,A5vA6,A3vA4



[Note: Make sure you refer back to the games that you did not use as this will help you with seeding. If you want a four game round robin each team will not play 1 other team in the flight? Which team is that, refer to the "Day 3" games (Day3,A1vA2,A5vA6,A3vA4) that you did not use. Using this template Team 1 (Ocala Red) will not play Team 2 (Ajax), 5 (Smyrna) will not play 6 (Red River) and 3 (Ocala Blue) will not play 4 (IUS)

b) 2 brackets of 3 teams playing three group games, two in group and 1 crossover.

In this template A1 will cross with B3 , B1 with A3 and A2 with B2.

Day1,A1vA3,B1vB3,A2vB2,A1vB3,B1vB2,A2vA3,Day2,A1vA2,B1vA3,B2vB3

The brackets would look like this:

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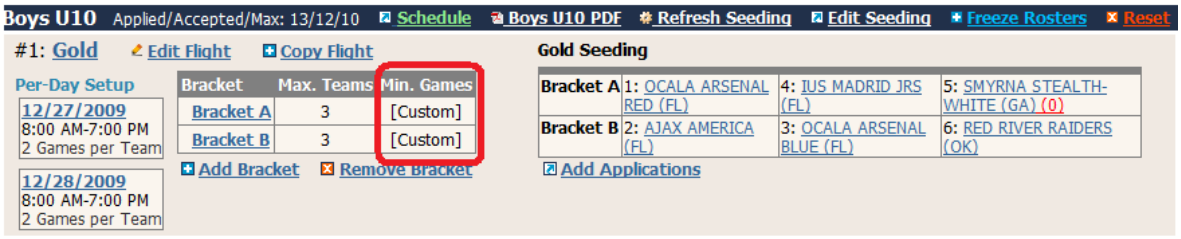


So Ocala (A1) plays Smyrna (A3), Red River (B3), and IUS (A2).

c) 2 brackets of 3 teams playing three group games, two in group and 1 crossover.

In this template A1 will cross with B1, A2 with B2 and A3 with B3.

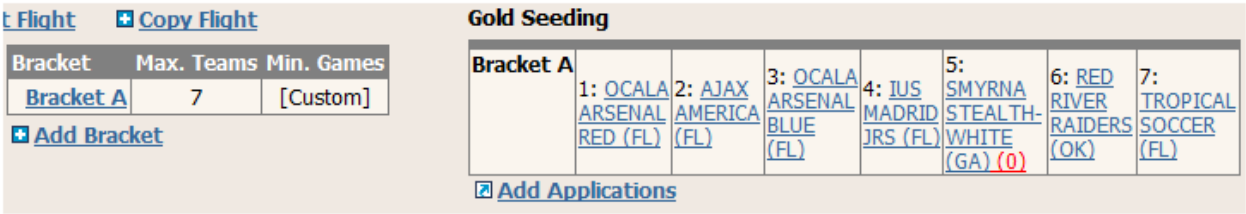
Day1,A1vA3,B1vB3,A2vB2,A2vA3,B2vB3,A1vB1,Day2,A1vA2,B1vB2,A3vB3

This is very similar to the scenario in (b) above, except two of the crossover games are different. Here Ocala (A1) plays Smyrna (A3), Ajax (B1), and IUS (A2).

Seven Team Flights

We always tell our clients that our system can handle any number of teams, but we can't make 7 and 9 team flight into good numbers. Most events that get caught with seven teams will decide to play in one of two ways

a) A simple 4 game Round Robin



Day1,a3va4,a5va6,a1va2,a2va3,a4va5,a7va1,a7va6,Day2,a3va7,a1va6,a4va2,a3va1,a6va4,a7va5,a2va5

b) Two group games, that move into a playoff where the group winner gets a bye, 2 plays 7, 3 plays 6, and 4 plays 5. This is set up as Standard match play, or you can use the Day1 part of the template above. The

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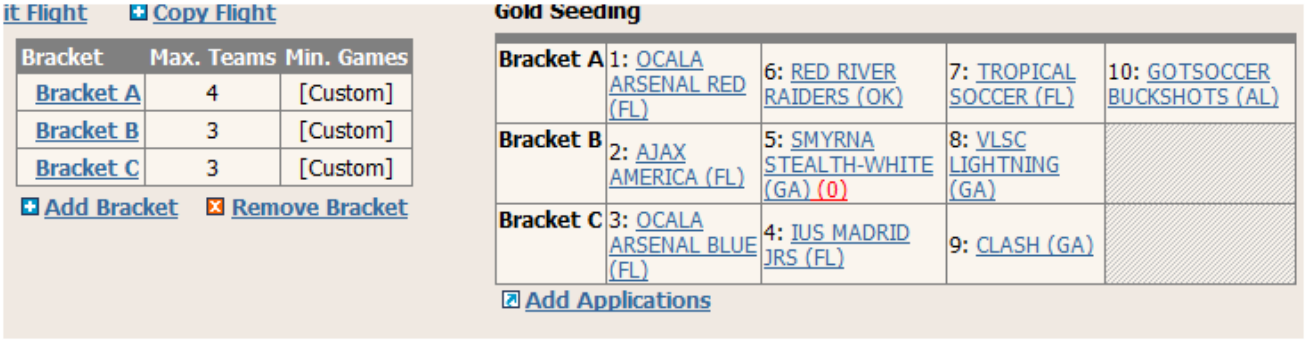
advantage of the template is, it is very easy to see what teams play each other and therefore those that do not.

Ten Team flights:

Ten teams is a very common flight. It is typically set up as a bracket of four and two brackets of three. The two brackets of three fall into the crossover category, all team in one bracket playing the three in the other bracket, or playing the two teams in their bracket and one out of bracket game.



a) Bracket 1 = 4 brackets B and C (3 each) crossover
Day1,A1vA4,A2vA3,B3vC1,B2vC2,B1vC3,A1vA3,A2vA4,B1vC1,B3vC2,B2vC3,Day2,A1vA2,A3vA4,B1vC2,B3vC3,B2vC1

b) Bracket A = 4 B and C = 3 – Standard + 1 crossover 1v3 and 2v2
Day1,A1vA4,A2vA3,B1vB3,C1vC3,B2vC2,A1vA3,A2vA4,B1vC3,C1vC2,B2vB3,Day2,A1vA2,A3vA4,B1vB2,C1vB3,C2vC3

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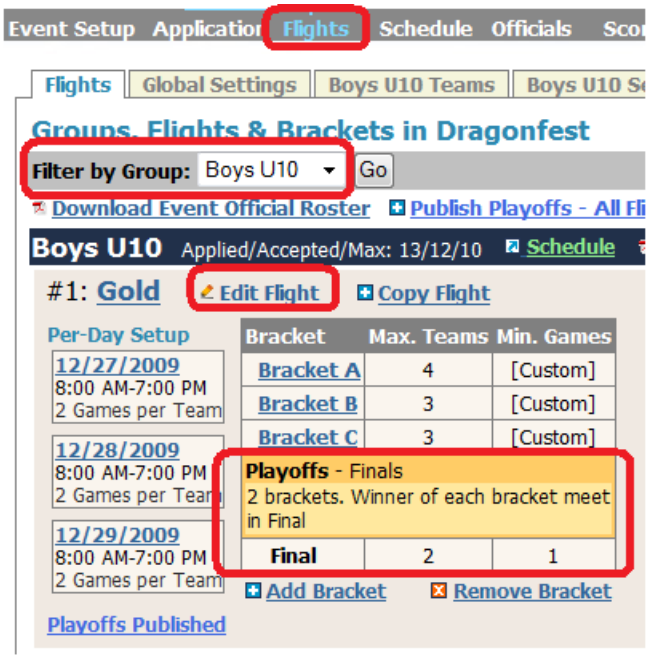
Setting up Simple Playoff Formats

We can create any set of playoff or consolation games you may require. There are several preset playoff options and a way to create custom playoff and consolation games.

To create a playoff structure:

1) Go to the **Flight** screen
2) Select a specific age group from the *Filter by Group* dropdown, here Boys U10
3) Check to see if a playoff structure already exists by looking just below the *Bracket* table. If one is there, they are copied from previous events, make sure it is correct. In this example there is an incorrect playoff setting. The playoff is a final for a two bracket division. This example has three brackets.
4) Click on the **Edit Flight** link.



5) If there is a wrong playoff structure listed, you'll need to delete it by pressing the **Remove** button.
6) Next select the appropriate playoff structure from the *Available Playoff Format* list. Notice there is a scroll bar button that allows you to see more formats.
7) The formats in orange are system defaults. We have created the most common including:
    a. One and two bracket finals
    b. Two, three and four bracket semi finals, including one for two brackets of 3 and a consolation game.

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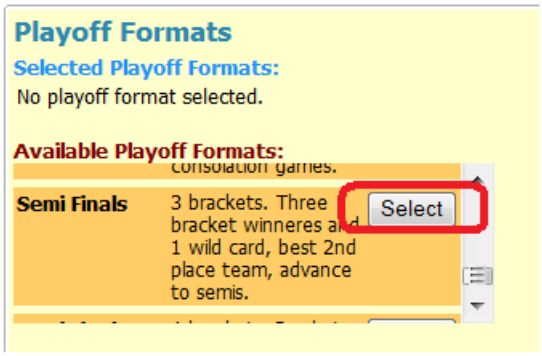
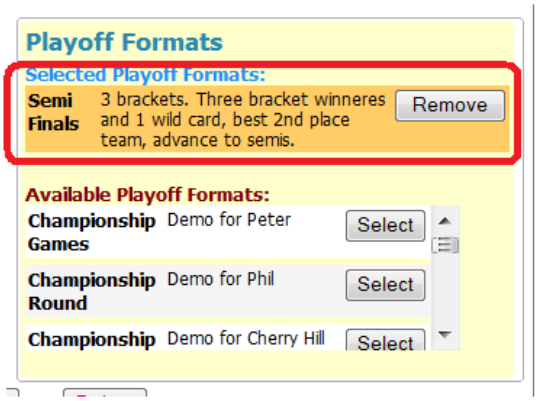
c. And four bracket quarter finals.

8) In this example we want a semi final for three brackets, the three group winners and a wildcard. Scroll down, find the playoff and click the **Select** button.



9) The page will refresh and show the Selected Playoff format



10) Scroll up and click on the **Flight** link on the gray menu bar to return to the BU10 flight page.

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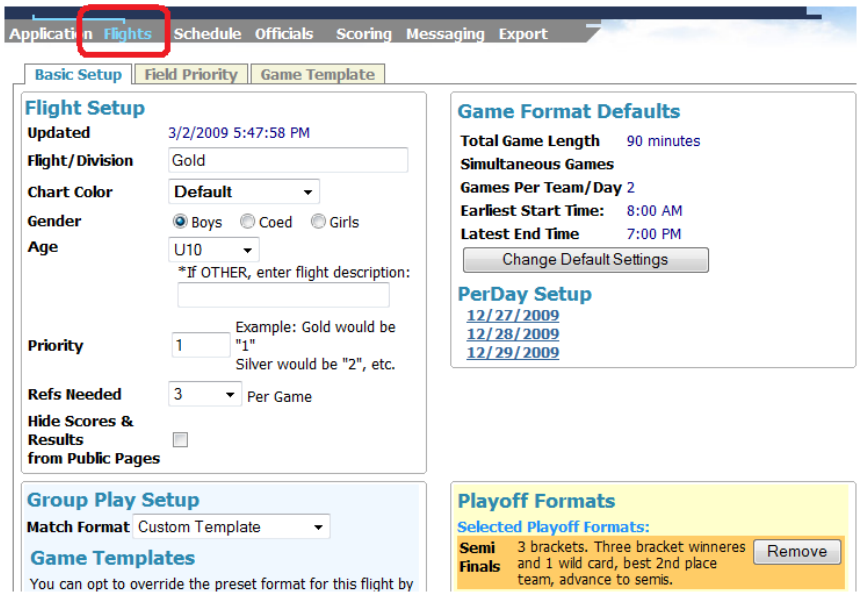

11) When the screen refreshes, it will display the bracket and playoff structure for the specific flight.

12) Repeat this process for all flights.

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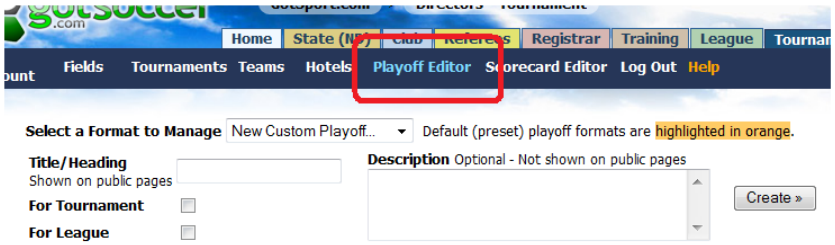
Creating Custom Playoff and Consolation Game Formats

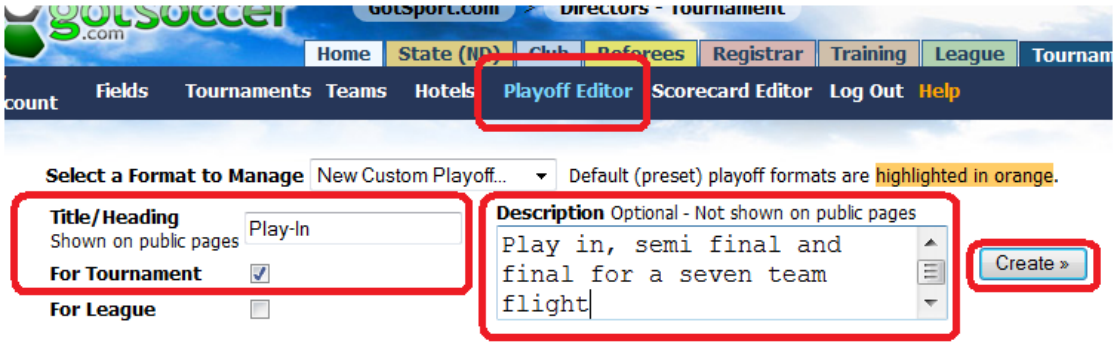
Our system can create any playoff structure you need. For example, say you have 20 teams and want to run quarter finals with the five bracket winners and three wildcards. How about a flight of seven teams, where one team advances, six move to a ply-in (quarter final) round? What about consolation games, or a third place game played by the semi final losers?

To create custom playoff formats:

1) Click on the **Playoff Editor** link on the dark blue menu bar
2) The system will display the editor screen. It will default to Create Custom Playoffs. You can also edit any playoff structure you have by opening the Select a Format to Manage dropdown list. The list will contain all playoffs, but you will only be able to edit those custom playoffs created specifically in your account.



3) Fill in the Title/Heading box. Note: This will be the heading used on the public schedule and results screen. We suggest keeping the title simple and descriptive. For example Play-in, Quarter-Final, Consolation, …
4) We suggest you fill in the description box, so when you return next year, your reminded of the reason for the structure.
5) Click on the *For Tournament* box
6) Press **Create**



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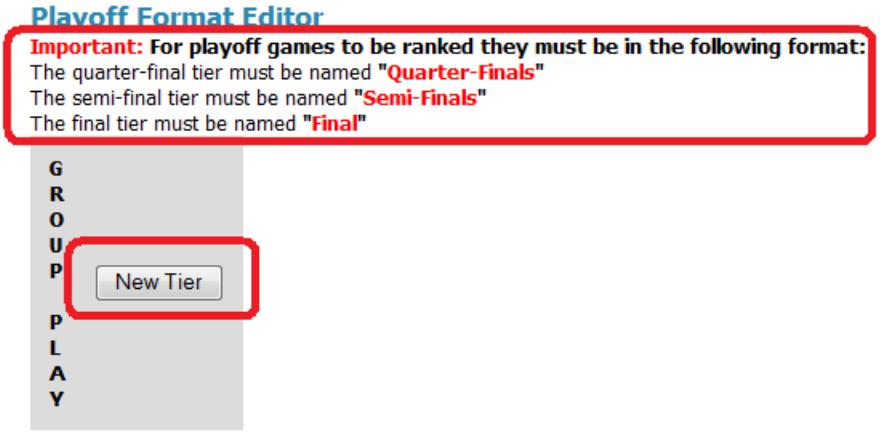
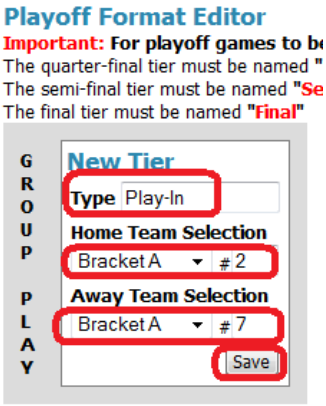
The screen will refresh displaying the *Playoff Format Editor*. Ranking are very important to teams. To insure your playoff structure is properly credited name the playoffs exactly as specified. For example, if you call the Final Championship teams will not receive points.

Click on the **New Tier** button



In this example, we have a bracket of 7 teams. The will play two bracket games on day 1. The bracket winner will advance to the semis, the second place team will play the 7th, 3rd the 6th and the 4th place team will play 5 in the Play-In round.

1) Type Play-In in the *Type* box
2) Since this is a single bracket and the system defaults to Bracket A type in **2** in the *Home Team Selection* box. This designates the second place team in Bracket A as the Home team in this game.
3) Type in **7** in the *Away Team Selection* Box and press **Save**



If you wanted a team from a different bracket, just open the dropdown menu and you'll see a list of additional brackets. As this is a global account setting available to any tournament past present or future

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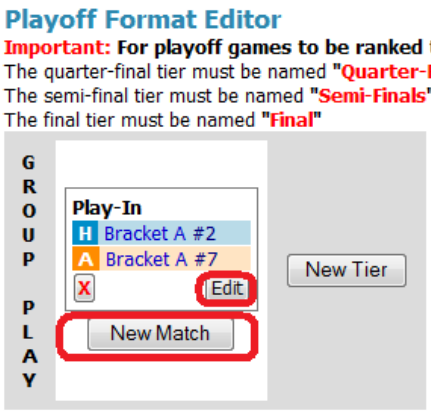
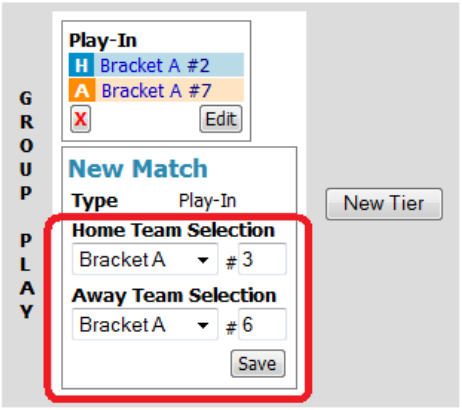
in the account, Bracket A equals the first bracket listed in your flight. If you renamed *Bracket A* "Pool 1" or "Red" for this tournament on the flight page, select *Bracket A* here.

4) The system will refresh, showing the game you just created. If you need to edit the match, click on the **Edit** button.
5) If you want to delete the game, click the red **X**
6) If you want to add another game to this tier (in this case another Play-In game) click **New Match**.



7) Repeat the process described above to define the teams for the second game in this tier. Here the third and sixth place teams, and press **Save**.



8) Repeat the process for any additional games in the *Tier*. In this example, we need a third game for the fourth and fifth place teams. Once you have finished entering games for the tier, click on *New Tier*.

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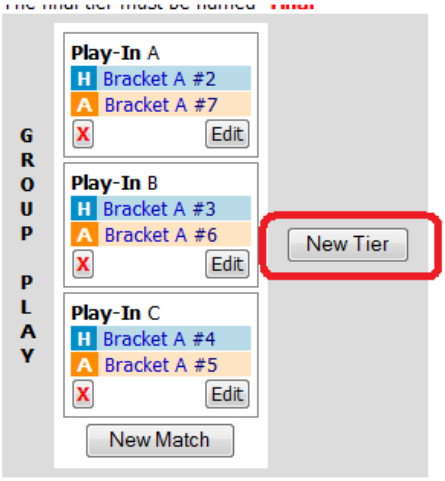
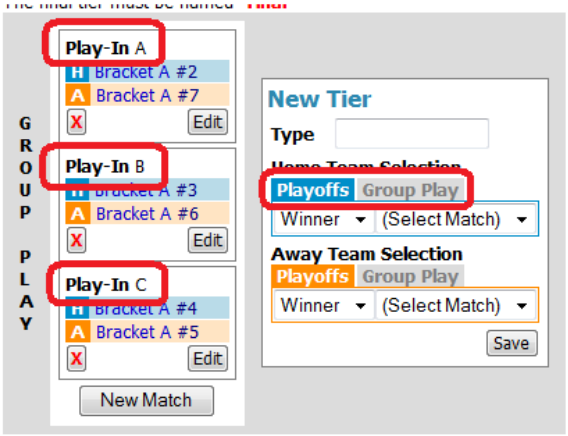


9) The screen will refresh allowing you to create the next tire of games, in this example Semi-Finals. Please note:
    a. The editor has named the games in the prior tier as Play-In A, Play-in B, and Play in-C. If you had called this tier Quarter-Finals, the games would be Quarter-Final A, Quarter-Final B, and Quarter-Final C.
    b. The new tier contains two headings, **Playoffs** and **Group Play**. Playoffs appear in blue because they are the default selection. If you need to use a group standing, as we do for this example, you will need to click the grayed out Group Play.



10) Type in Semi-Finals in the type box
11) Click on **Group Play** under *Home Team Selection*
12) Select **Bracket A**
13) Type in **1**, designating Bracket A first place team as the home team in this Semi-Final

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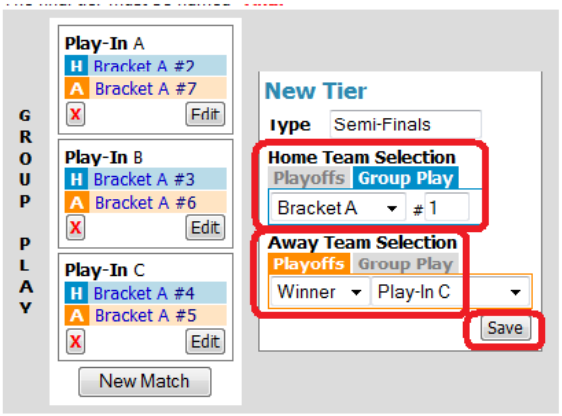
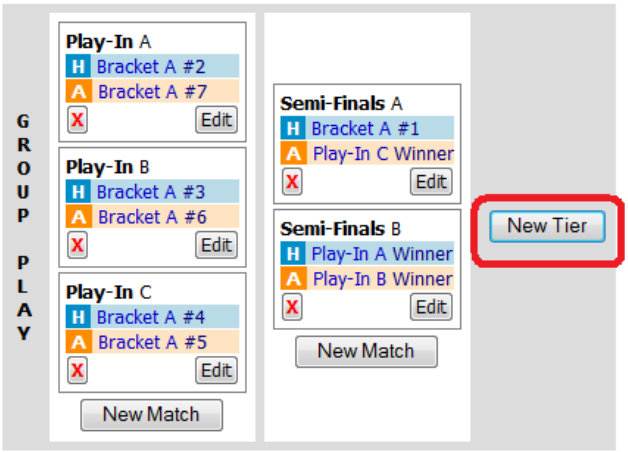
14) To make the winner of Play-In C (4th place v 5th place) the *Away Team Selection;* select Play-in C from the drop down menu and press **Save**.



15) To create the second semi-final, select **Winner Play-In A** for the *Home Team Selection* and **Winner Play-In B** for the *Away Team Selection* and press **Save**.
16) Click on **New Tier** to create the final.



17) Type in Final (remember our ranking system does not recognize words like Champion or Championship Game)
18) Select **Winner Semi-Finals A** as the *Home Team Selection*
19) Select **Winner Semi-Finals B** as the *Away Team Selection*

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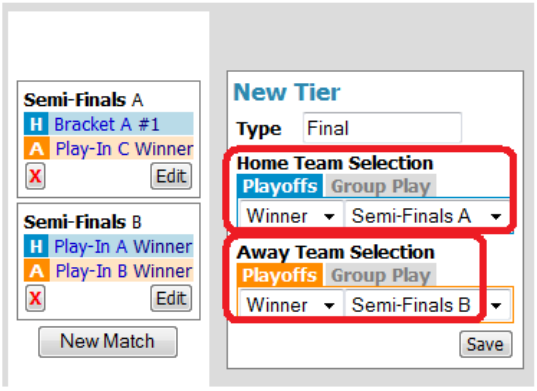
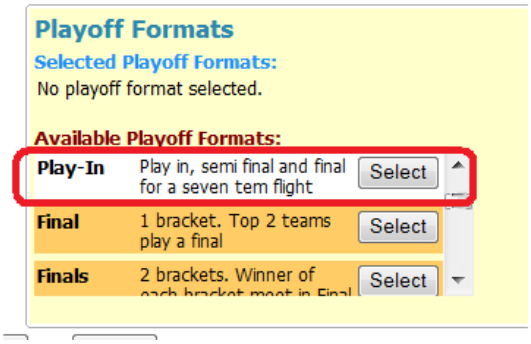


20) Press **Save**. The system will refresh showing the complete playoff structure. We could add another tier called 3rd place and have the **Loser of Semi-Finals A** play the **Loser** of **Semi-Finals B**.

Now that the playoff format is created, we can:

A) Go back to the **Flight** screen
B) Select the Age Group we want to apply the format to,
C) Click on **Edit Flight**
D) We will find this **Play-In** format in the drop down box in white not orange.



If we **Select** the format the screen will refresh showing the selection.

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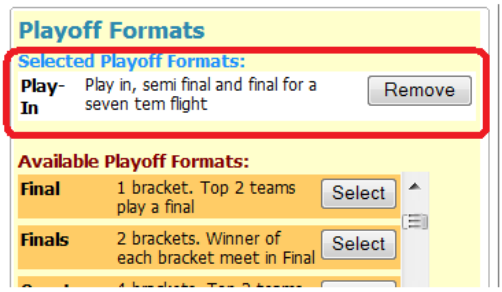
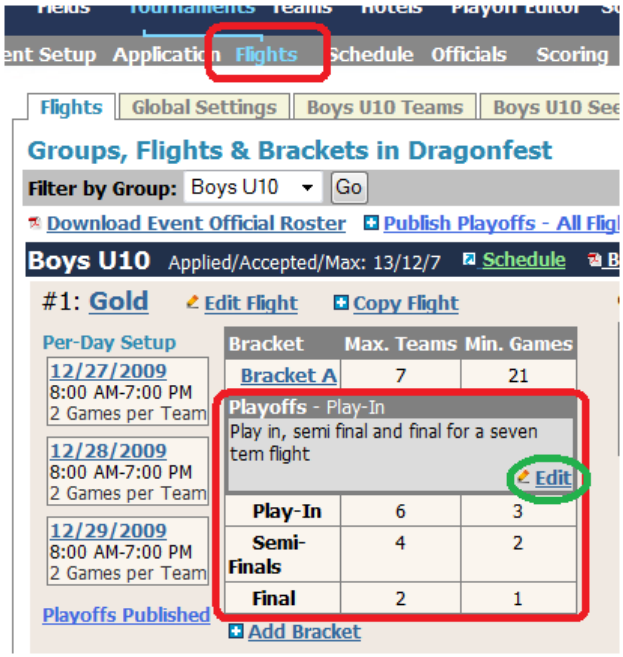


Next click on Flight and the system will show the flight screen with the playoff format below the bracket table.



Notice:

a) The system shows 6 teams and 3 games are involved in the **Play-In** round,
b) Four teams and two games in the Semi-finals round and
c) Two teams and one game in the final.
d) If you want to see or edit the playoff click on the **Edit** link in the grayed out description area.

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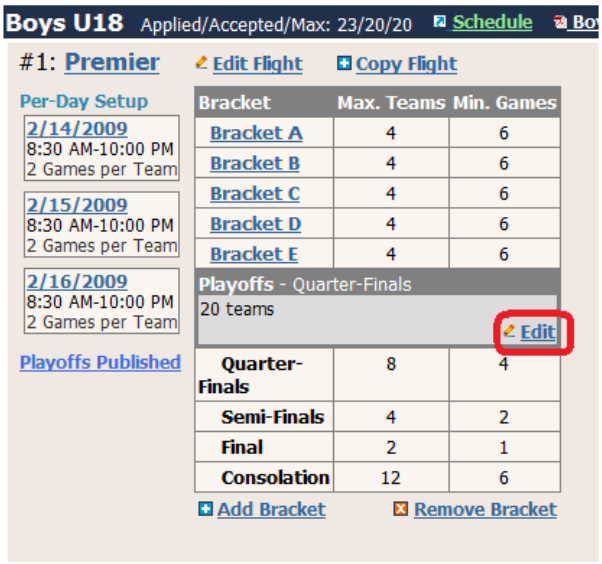
Wildcards in Playoff and Consolation Matches

The following screenshot shows a playoff format for a flight of 20 teams. The tournament has guaranteed four games and has placed the teams in five brackets each with four teams. As there are five brackets the director has elected to have a quarter final round. The five bracket winners and the three best second place teams will meet in the quarters, the remaining 12 teams will play a Consolation game.

We do not know which three of the five second place teams will advance and which two will have to play a consolation game.

The Flight page will look like this:



If we click on the **Edit** link, we can see and edit the playoff format. We have circled the games with wildcards in red. In this example, the top seed is Bracket A #1 and the second seed is Bracket E #1. Therefore, we have made the Winner of Bracket A (**Bracket A #1**) and the Winner of Bracket E (**Bracket E #1**) the top seeds for the playoffs. They will play the weakest wildcards and the top wildcard will play **Bracket D #1**. In our logic Wildcard # 1 is the best wildcard, followed by Wildcard #2, … Therefore, Bracket A #1 should play the weakest qualifying wildcard, here #3.(Our system does not adjust if a wildcard happens to come from the same bracket as the other team it is playing.) You can see this game below as *Quarter-Finals A.*

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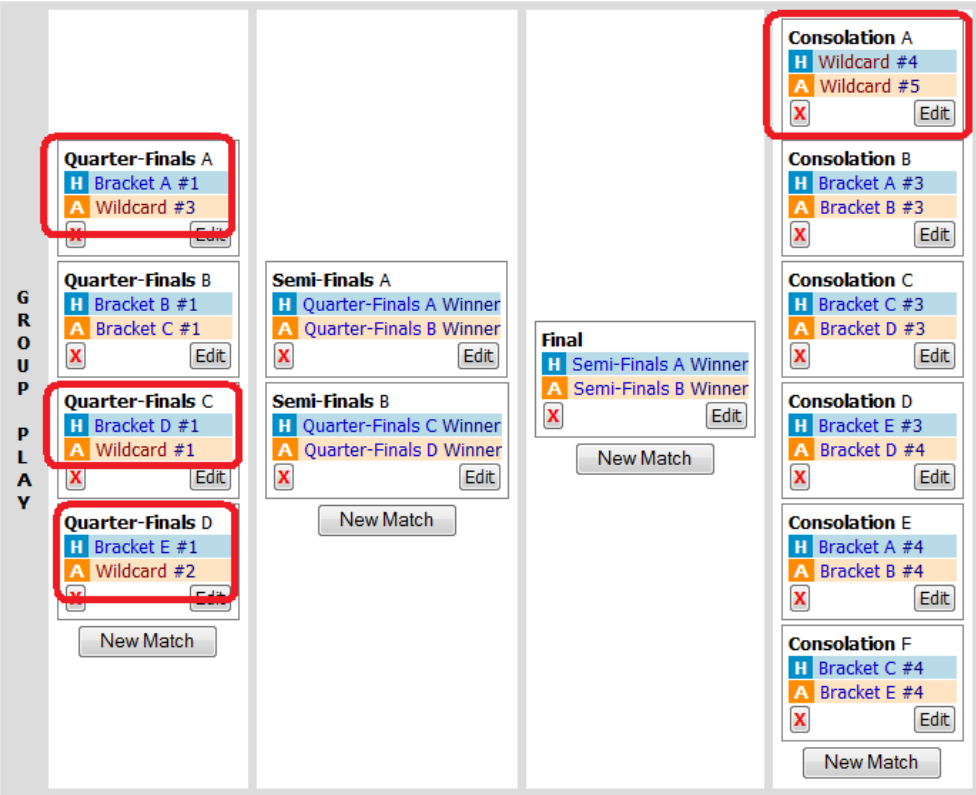

We then pair the winner of bracket E with wildcard 2 (*Quarter-Finals D*) and the top wildcard will play Bracket d 31 (*Quarter-Finals C*). That leaves the two second place teams that did not make the playoffs. We define these as wildcard 4 and wildcard 5. They are paired in *Consolation A*.

We strongly suggest you minimize the use of wildcards whenever possible. We would not recommend calling the third place team's wildcard 6,7,8,9 or 10. Instead call them A3, B3, … The reason for this is it is much easier for teams to know their bracket position then for them to know where they stand relative to the other third place teams. Therefore all other teams are referred to as A3, B3, E4, …

If you need consolation games, always create a new tier called Consolation. All games in a tier fall under the same heading. If the consolation games were created in the first tier in the bracket of 7 example above, they would be listing in the schedule as *Play-In* games.

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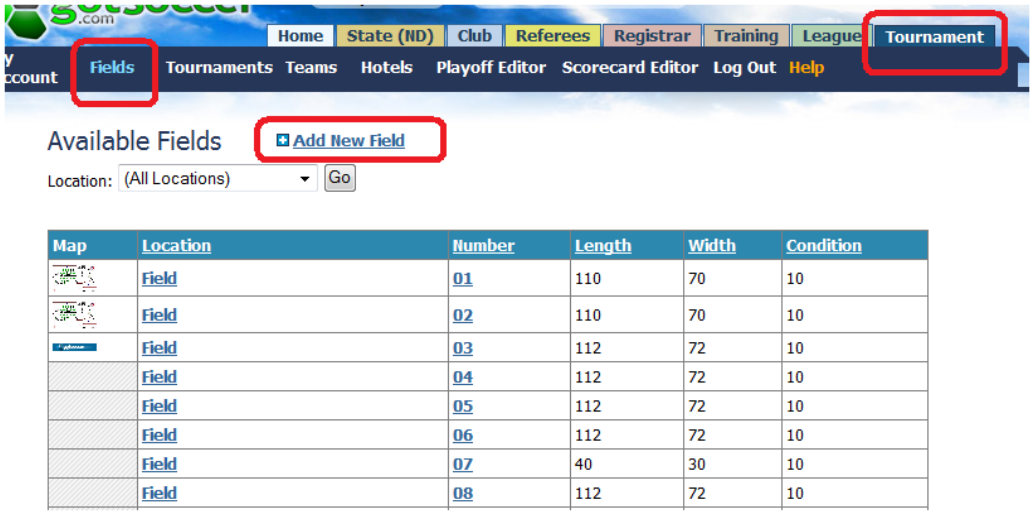
Creating and Copying Fields

To create a field:

1) In the tournament module, click on **Fields** on the dark blue menu bar.
2) The system will return the *Available Fields* screen.
3) Click on the **Add New Field** link



4) Fill out the:
    a. Field Information area
    b. Field or facility Address
    c. Allowed Player Ages. We recommend not being too tight on this parameter. If this is a full field, open it to all ages that could play on the field. We can restrict age groups in other areas.
    d. We recommend leaving Normal Availability alone. If you need to restrict time there are other, better, places to do this.

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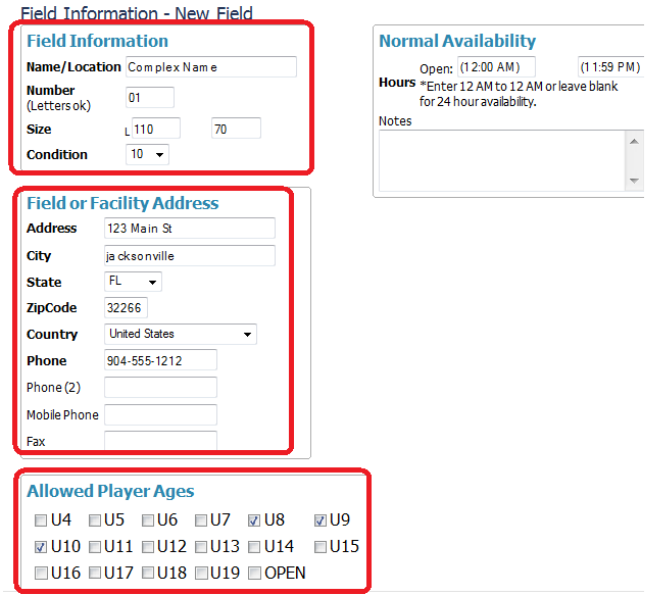
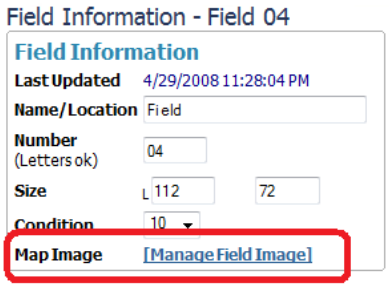


5) Click the **Save** button at the bottom of the screen.
6) The screen will refresh with new options.

To add a map of the complex:

1) Click the **Manage Field Image** link



2) Click on **Upload Image**

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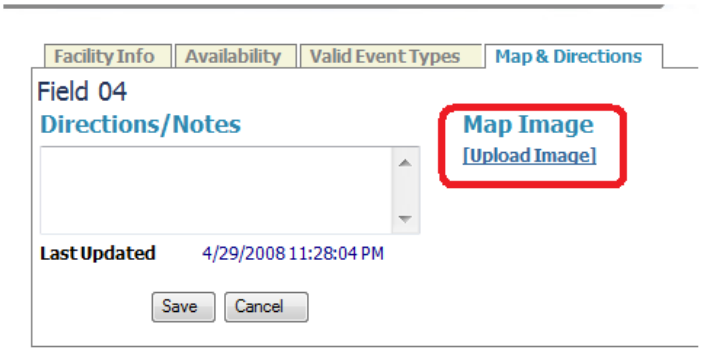
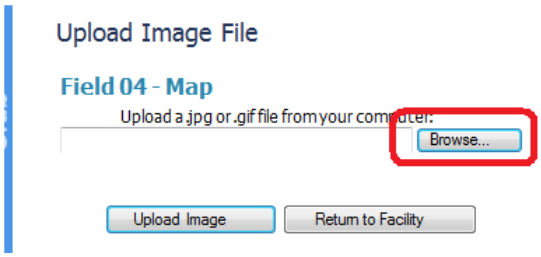
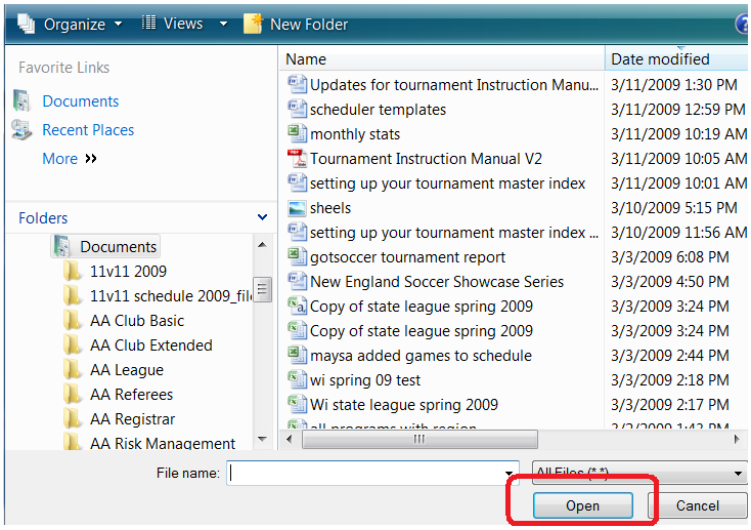


3) Click on **Browse**



4) Find the map (jpeg file) on your computer
5) Click **Open**



6) Click **Upload Image**

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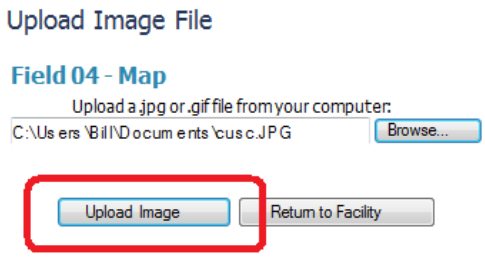
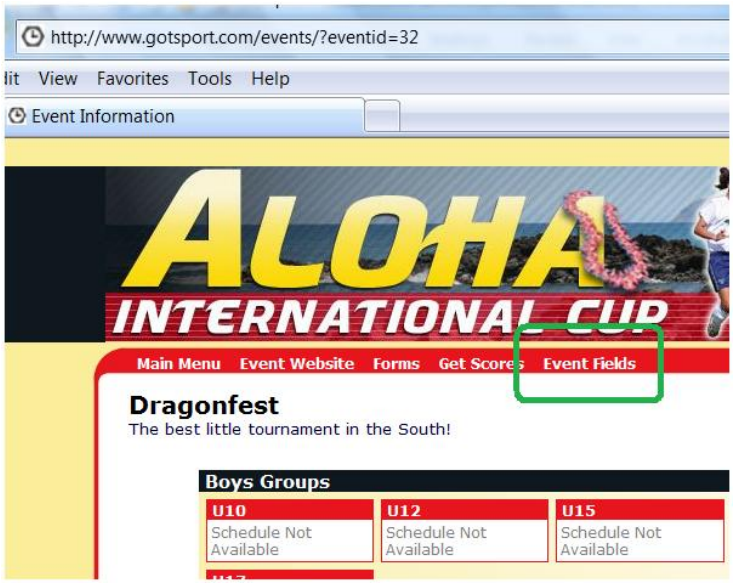
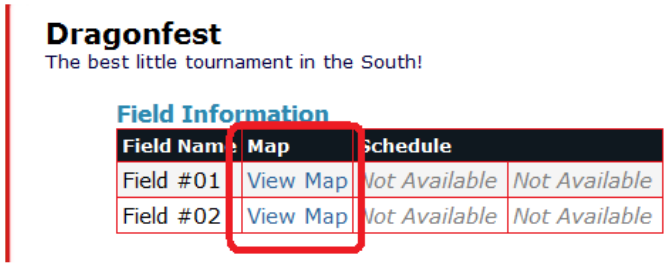


This map is available to the public from the **Event Fields** link on the public schedule screen.



Click on the **View Map** link



If you do not input an image the system will default to displaying a Google map. Not all addresses for soccer fields translate into quality directions. Please review the direction by click on the view map link.

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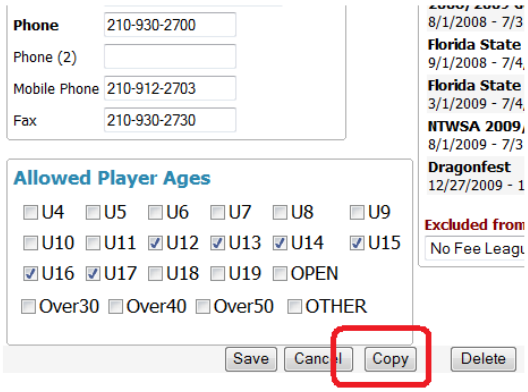
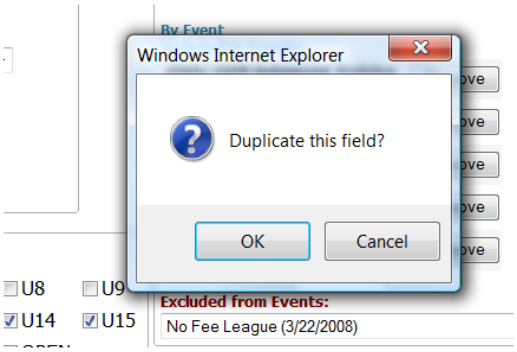
Copying Fields

If you have multiple fields at one complex:

1) Create and save the first field as described above
2) Click the Copy button at the bottom of the field screen



3) Click **OK** when prompted to duplicate the field



4) The system will refresh and tell you that the field was copied successfully and that you are now working with the copy and not the original.

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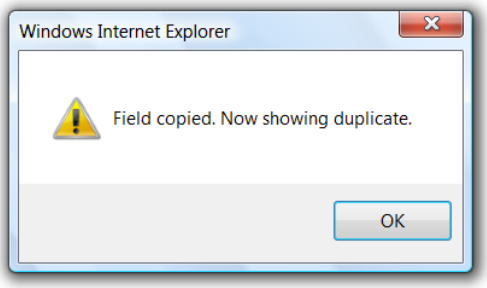
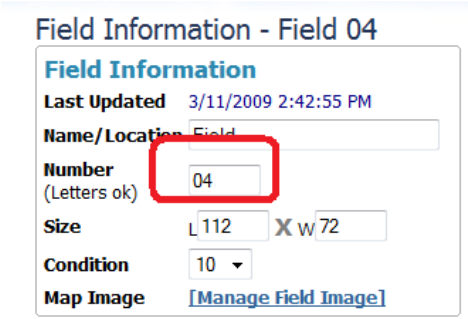
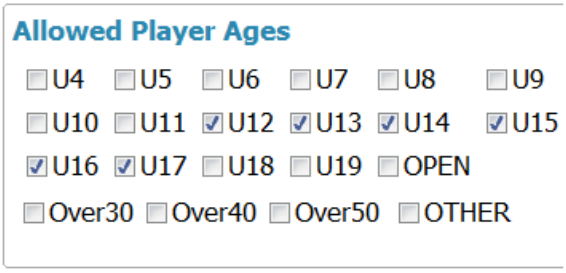


5) Change the field number. If you have more than 9 fields and are using numbers use two digits 01 not 1 for Field 1, 02 for field 2 etc… this will ensure fields are listed numerically on the chart page.



6) Make sure the *Allowed Player Ages* are correct



7) Click **Save** at the bottom of the screen.
8) Repeat for all fields at the complex.

Sometimes fields are split for one event but full sided for another. We suggest you create additional fields called for example, 1A and 1B. This would leave three fields numbered 1; 01, 1A and 1B. Notice you remove a field from an event. So if you are using the field as two small sided fields instead of a full sided field, **Remove** Field 01 from the event.

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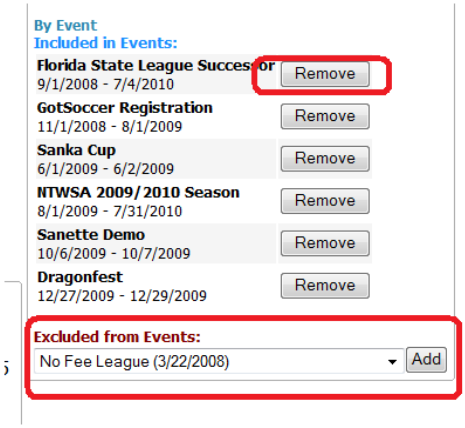
You may also see a list of Excluded events. You can add the field back in by clicking on the name of the event and clicking **Add**.



Field age groups can be modified and excluded from events in the chart page. See the *Reviewing your Field Setup Controls* in the *Our Smart Scheduler (Automatic Scheduling)* section below.

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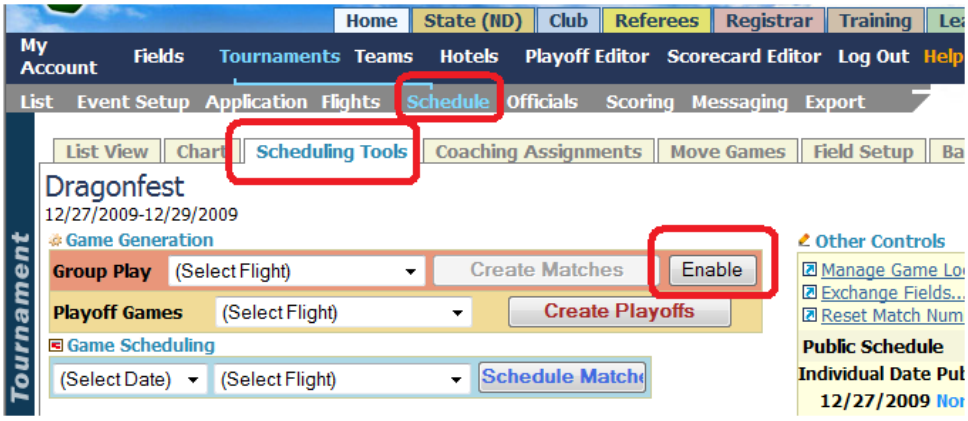
Generating Game Sets (Creating Matchups)

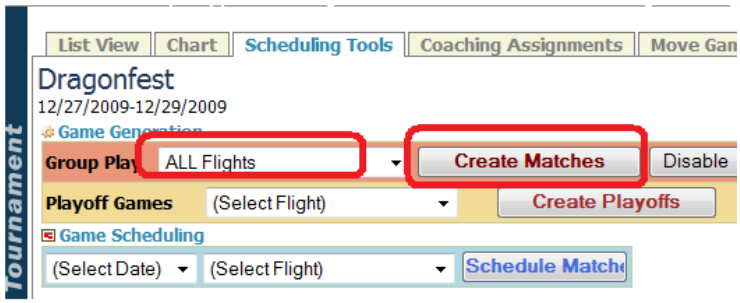
Most of the structural work for scheduling is done on the flight page. The size of the flight, number teams in each bracket initial seeding, game (time slot) length, games per day and simultaneous games are all set in the **Flight** area, see above.

The next step in scheduling is to generate game sets and playoffs. This is done in the **Scheduling Tools** tab in the **Schedule** area.

1) Click on Schedule on the gray menu bar
2) Click on the Scheduling Tools tab
3) Click on the **Enable** button in the Game Generation Group Play area.



4) Click the down arrow to select a flight or *All Flights*
5) Click **Create Matches**



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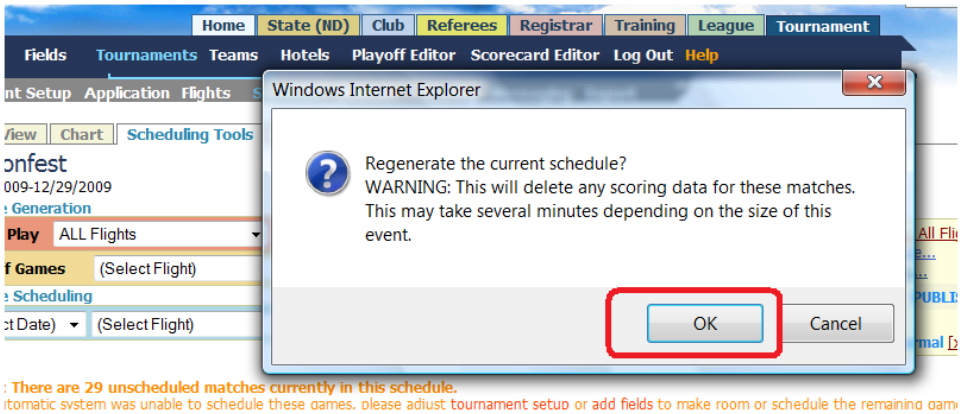
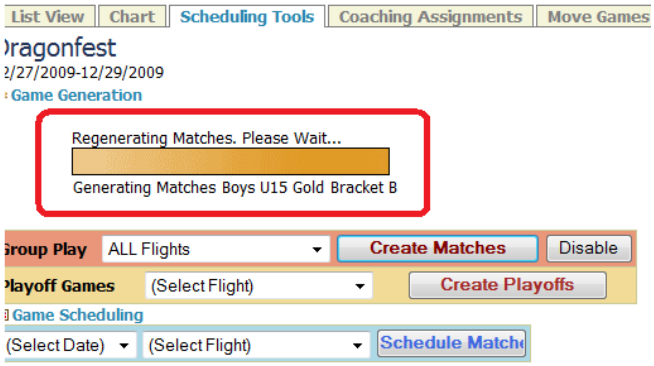
6) Click the Ok button. Once you click OK, you will get a progress bar. If the progress bar does not appear, it is possible that you have a pop-up blocker. Click on Create Matches again but this time hold down the <Ctrl> key on your keyboard and press OK, just like you were typing a capital letter. The <Ctrl> key is below the <Shift> key on most keyboards.



7) This is the progress bar. It may take a minute or two to generate matches if you are using the cross-over setting. If not, matches are typically generated in just a few minutes. This is what the progress bar should look like.



8) The next step is to generate the playoffs.
9) Click on the dropdown
10) Select the flight or *All Flights*
11) Click on **Create Playoffs**

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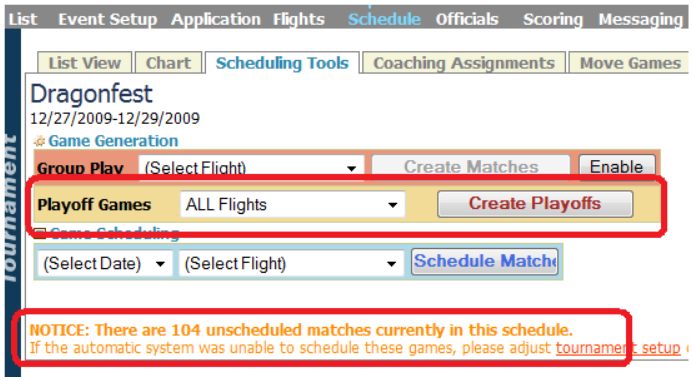

12) Just below the Game Scheduling box, you'll see a Notice: area that lists the number of matches that were created. All your games should be created.

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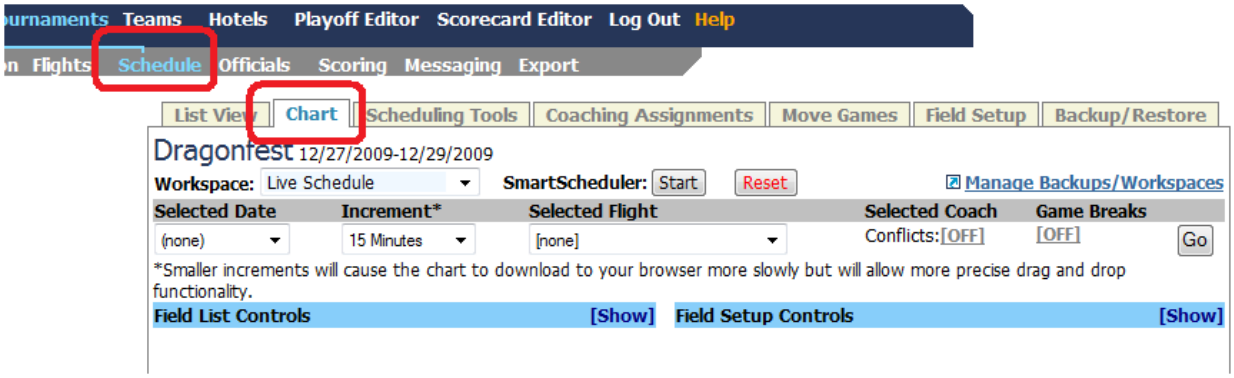
Scheduling Games and our Smart Scheduler

We are now up to actually placing games on fields at specific times, scheduling! Most of this work can be done directly from the schedule page by using our *Smart Scheduler*.



The chart page allows you to set many of your scheduling options and needs. We recommend starting by:

1) Reviewing your Field Setup Controls.

a) Click on the **Show** link
b) The screen will open and show all the fields associated with this event.

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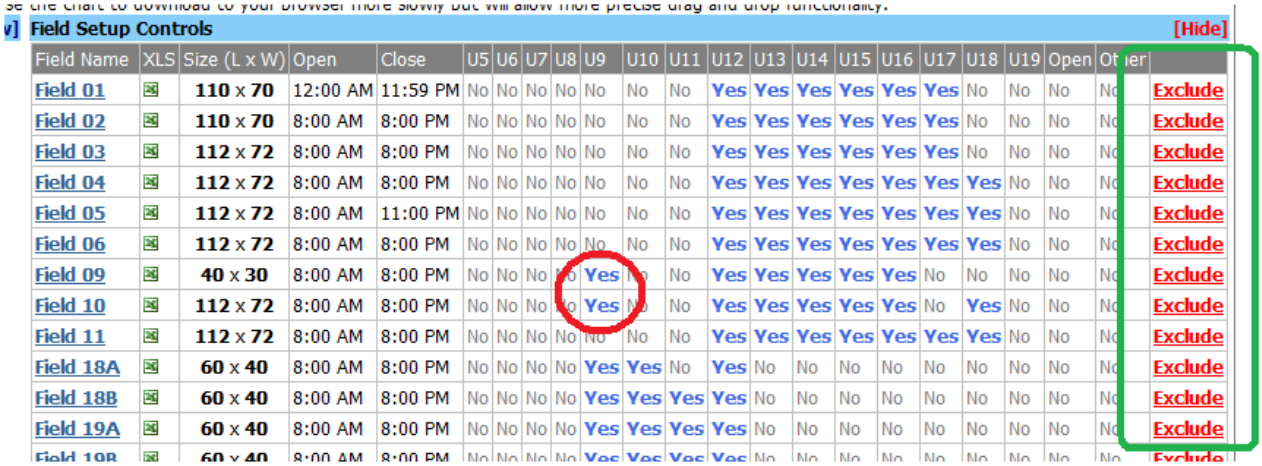

Field Setup Controls [Hide]

Field Name	XLS	Size (L x W)	Open	Close	U5	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17	U18	U19	Open	Other	
Field 01		110 x 70	12:00 AM	11:59 PM	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Exclude
Field 02		110 x 70	8:00 AM	8:00 PM	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Exclude
Field 03		112 x 72	8:00 AM	8:00 PM	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Exclude
Field 04		112 x 72	8:00 AM	8:00 PM	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Exclude
Field 05		112 x 72	8:00 AM	11:00 PM	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Exclude
Field 06		112 x 72	8:00 AM	8:00 PM	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Exclude
Field 09		40 x 30	8:00 AM	8:00 PM	No	No	No	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Exclude
Field 10		112 x 72	8:00 AM	8:00 PM	No	No	No	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	No	Exclude
Field 11		112 x 72	8:00 AM	8:00 PM	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Exclude
Field 18A		60 x 40	8:00 AM	8:00 PM	No	No	No	No	Yes	Yes	No	Yes	No	No	No	No	No	No	No	No	No	Exclude
Field 18B		60 x 40	8:00 AM	8:00 PM	No	No	No	No	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	Exclude
Field 19A		60 x 40	8:00 AM	8:00 PM	No	No	No	No	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	Exclude

c) You can **Exclude** fields from the event by clicking on the word Exclude at the far right of each field. This function does not remove fields from your account, it will simply hide them from this specific event. (You will have to click on Show to re-display the table each time you **Exclude** a field.)

d) Set the fields for the appropriate age groups. We recommend being broad, not specific here. For example, if your small sided games are on 18A, 18B, 19A and 19B, open the fields for all small age groups that could play on these fields. We can set the fields to specific age groups later. To open a field for an age group, click on the word **No**, to close it click on the word **Yes**, in the appropriate cell.

e) Please review the *Open and Close* times. We often see the close time as Am instead of PM. Another common mistake is having the fields close 5 or ten minutes before a game would end. Our system will not start a game if the end time surpasses the close time.

2) Select the **Date** that you'd like to work on and a **Flight** you want to work with from the drop down menus. The page will refresh automatically with each selection, please wait for the refresh before making an additional selection. Here we have selected 12/27/09 and Boys U10 Gold.

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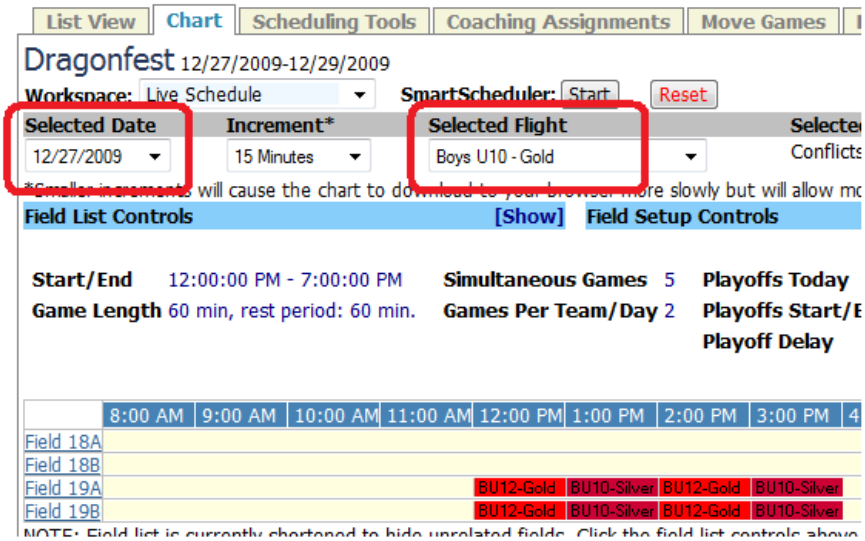
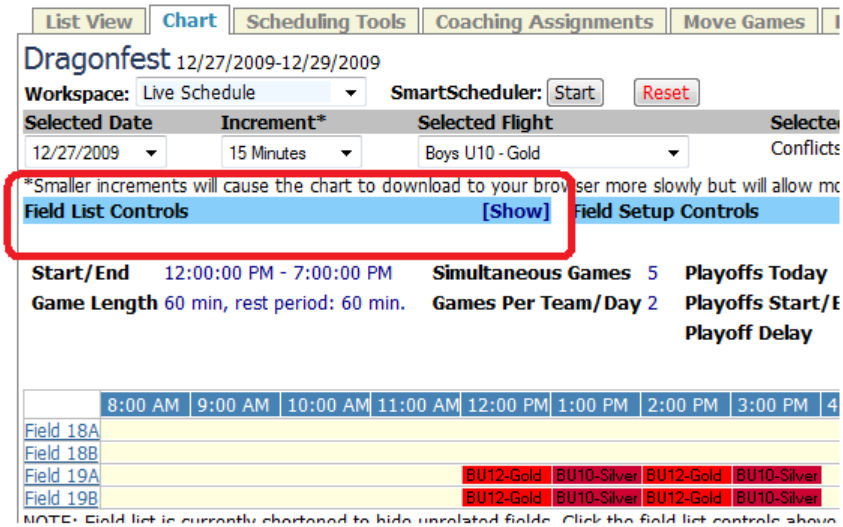


3) Select the appropriate fields for the age group by clicking on the Show link on the light blue bar that says *Field List Controls*.



4) The screen will open and display a scroll menu containing all the fields associated with the event. You can choose to show a single field, any combination of fields or all the fields.

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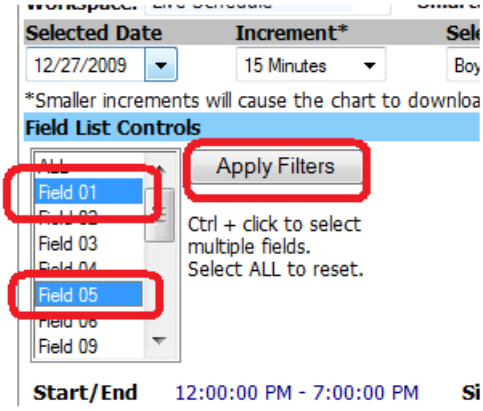

a. To show a single field, simply click on the field. It will turn blue, finally click **Apply Filters**.
b. To show a group of fields, click on the first field, hold down the Control key <Ctrl> on your keyboard and click on any other field. As long as you continue to hold down the <Ctrl> key each additional field will turn blue. If you make an error and want to remove a field, simply hold down <Ctrl> and click on the field name again. It will turn from blue back to white.
c. To see all the fields, click on the very first field (not *All*), scroll to the very last field, hold down the Shift key on your keyboard (just as you would to type a capital letter) and click on the last field name. All the fields from the first to the last will be colored. Click Apply filters and you will see all the fields in the event for this date. You can use the shift key to more specific selection. For example, assume I want to see fields 5-10. I could click on Field 5 scroll down to Field 10, hold down the shift key and click on field 10. The system would select all the fields between Field 5 and 10. If you click Apply filters, the system will refresh and show Fields 5 -10.
d. The *All* selection does not display "all" fields, it displays all fields the selected flight (here Boys U10 Gold) use.
e. In our example, we selected Fields 18A, 18B, 19A, 19B and 20A.

5) Just below the chart you will see a list of the games in this age group.

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6) Look for *Match 1*, the first game our system generated for this age group. It may be listed as *Bracket A / Group Play / Match 1.* Always start with Bracket A match 1 when using the Smart Scheduler.

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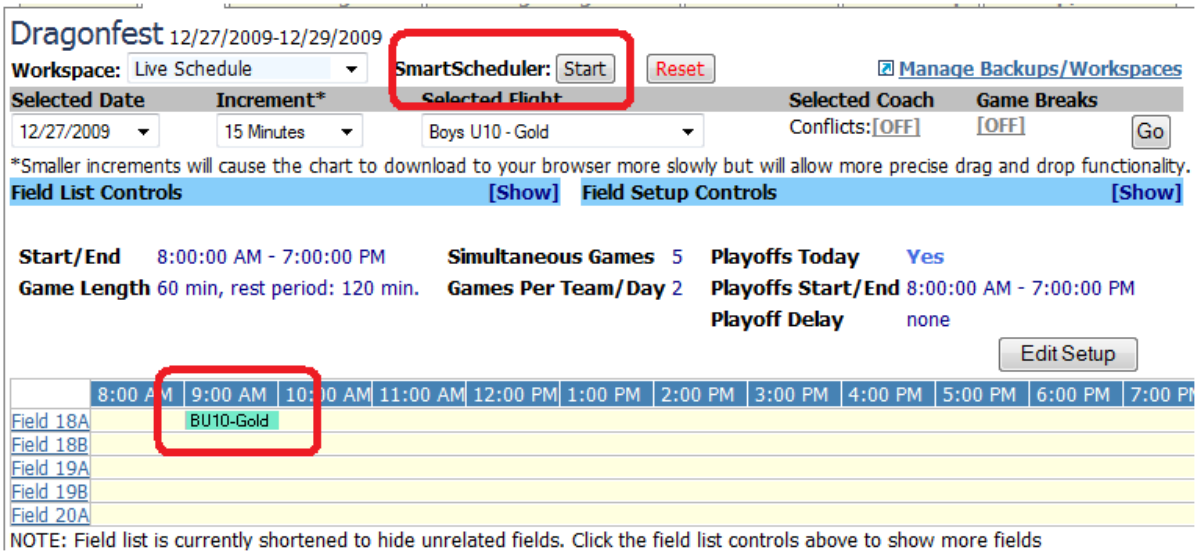
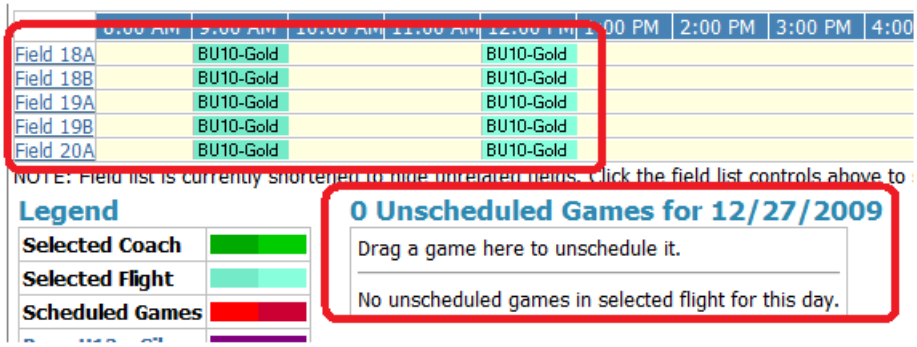
7) Place your cursor over the first game, here *#115 Ajax America vs Ocala Arsenal Blue.* Click and hold your mouse and drag it to the field and time that you would like to start the age group and release the mouse button. In this example, we've dragged it to Field 18A at 9AM.

8) Next look for the *Smart Scheduler* **Start** button towards the top of the screen in the center and press **Start.**



9) The screen will refresh and games will appear on the chart. Make sure you take a look at the *Unscheduled Games* area below the chart to make sure no games "Failed", were unable to be scheduled. It should say *0 Unscheduled Games for (date)*



10) If the game set did not schedule as you thought:

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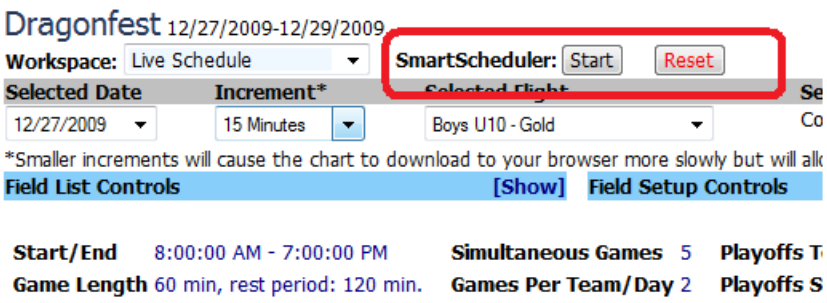
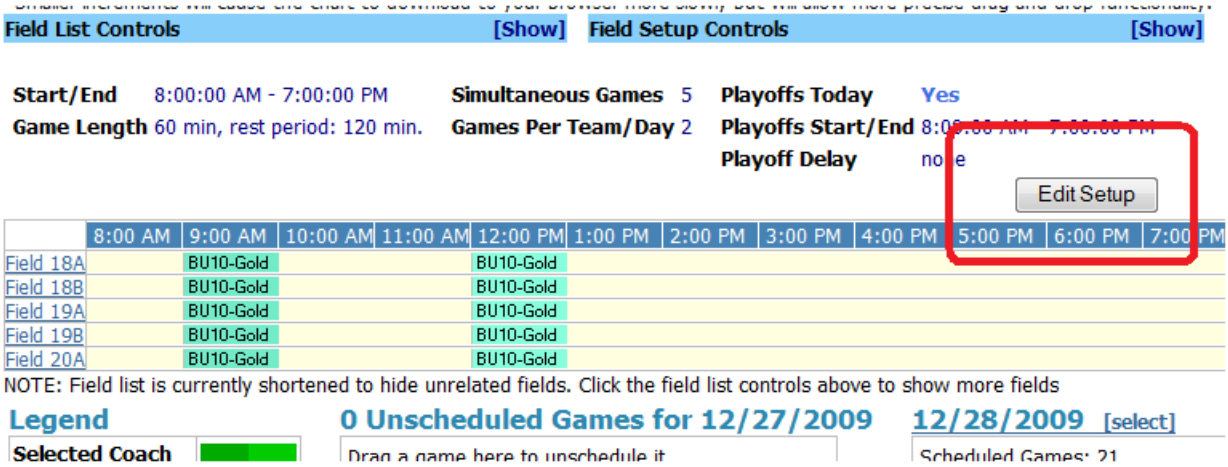
a. Reset the games using *the Smart Scheduler* **Reset** button.



b. Click the **Edit Setup** button and make sure the settings are correct. A popup box will appear. If it does not, look to see if another window is open by minimizing the open browser windows.



c. The settings most often found to be incorrect are:
   i. Simultaneous Games
   ii. Rest Period

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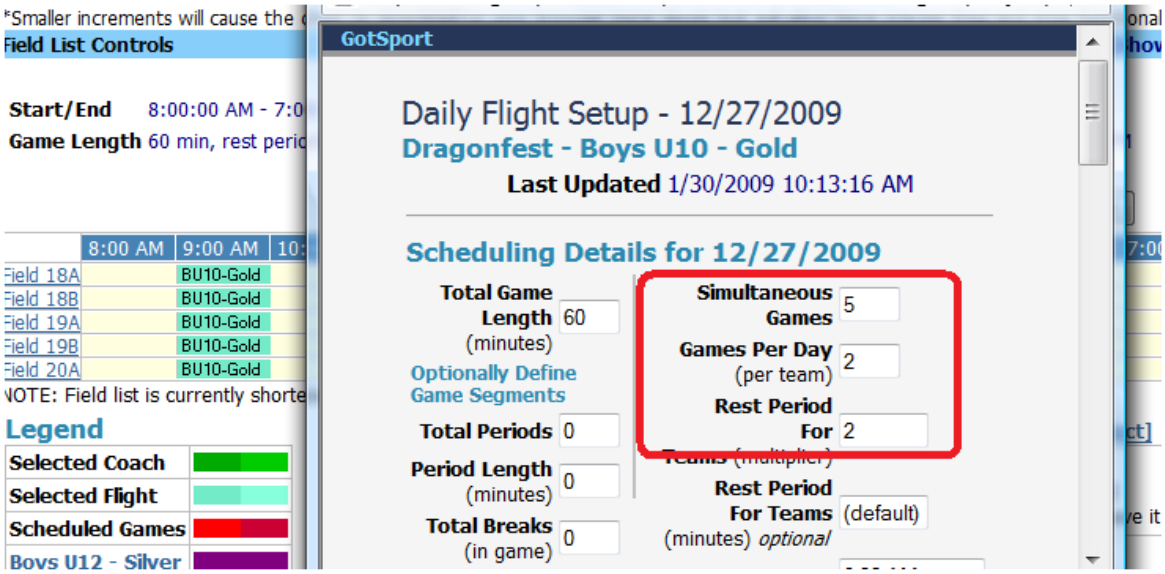
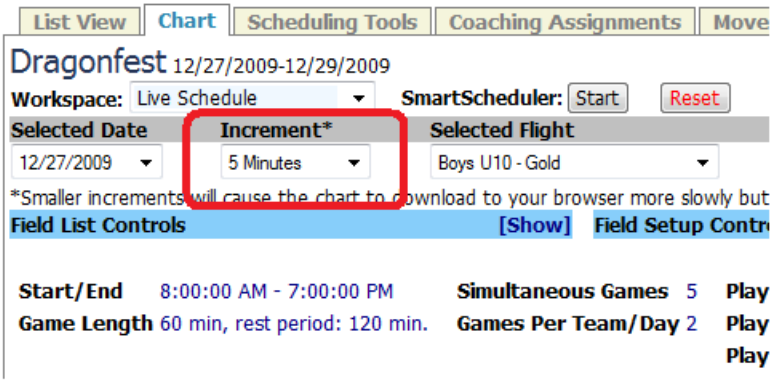


d. If the system did not place games on a particular field, the reason is almost always that that field was not set for the age group, see the Field Setup section above.

e. If you want to start games at irregular time (9:05AM) you will need to change the Increment from the default of 15 minutes. This allows a much finer control start times.



11) To move another day and schedule games change the date in the *Select Date* dropdown box.

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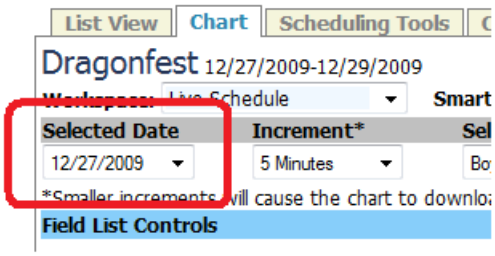

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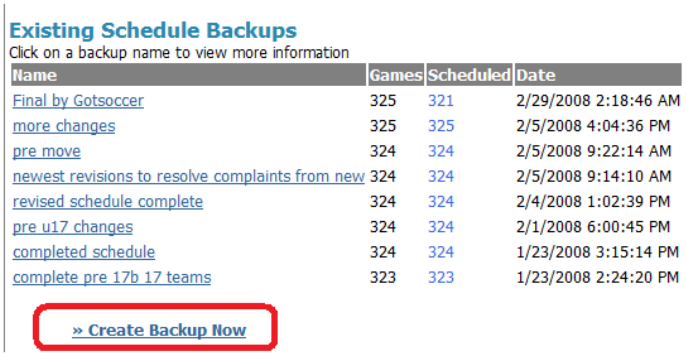
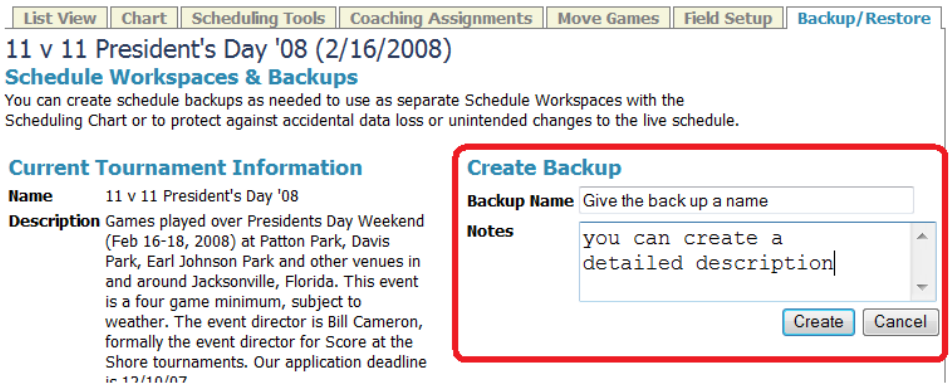
Backing up your Work

We strongly recommend you back up your scheduling work each time you get to a point in the schedule that you like. Backing up is a simple process.

1) After you get to a point where you like what you've schedule, back it up!
2) Assuming you are in the **Schedule** area, click on the **Backup/Restore** tab
3) Look toward the bottom of the screen and click the **Create Backup Now** link



4) Fill out the backup form and click **Create**



To restore a previously saved schedule:

1) Click on the name of the backup you want to Restore

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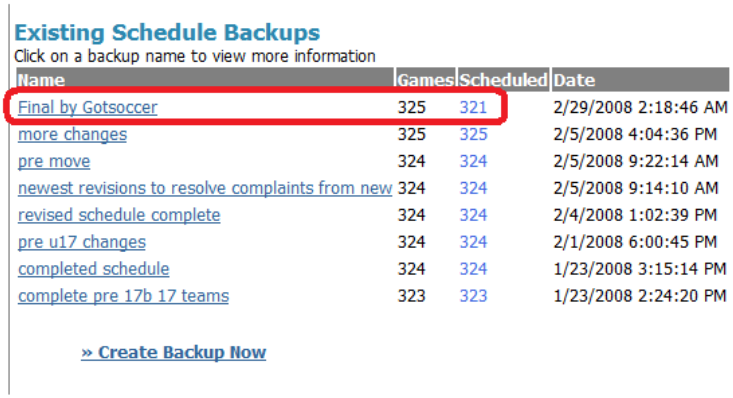
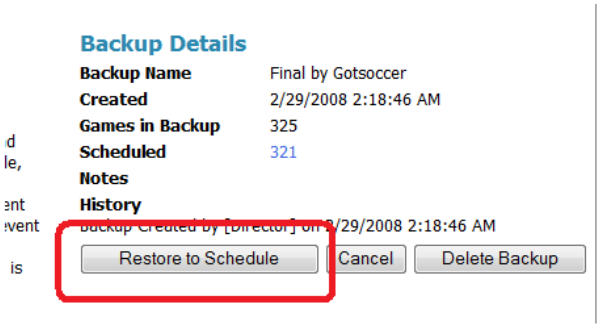


2) Click on the **Restore to Schedule** link.



3) You can also delete backups, should you want.

Back-Up Schedules and the Chart page

You can toggle between the live schedule and a backup on the chart screen. This allows you to see where, on a previous version, where an age group was scheduled, or time slots were available. To toggle to a saved version:

1) Click on the chart tab
2) Look for the *Workspace* area

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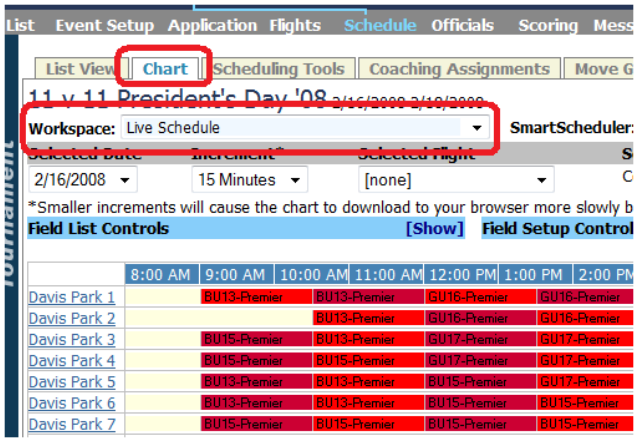
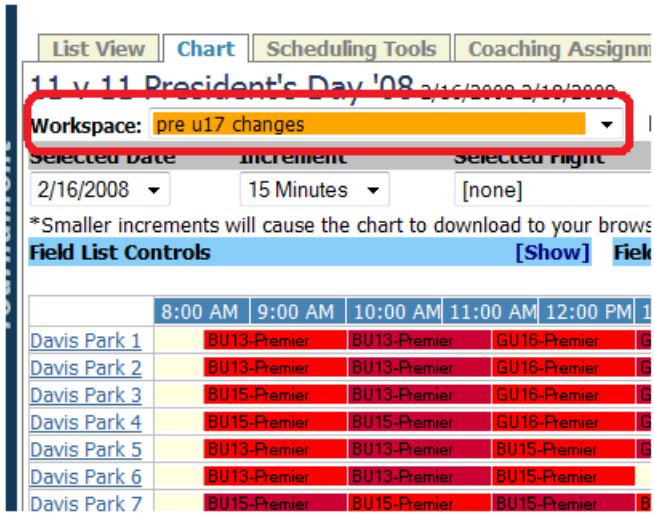


3) It displays the current schedule
4) To view a previously saved version of the schedule.
5) Click on the dropdown arrow to the right of the words *Live Schedule*
6) Select a backup and the chart will refresh and show all games as scheduled when that backup was created.



7) Toggling to a previously saved version does not change the current live schedule. You must *Restore* a previous schedule to change the public version.

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Modifying Flights after Games have been Created

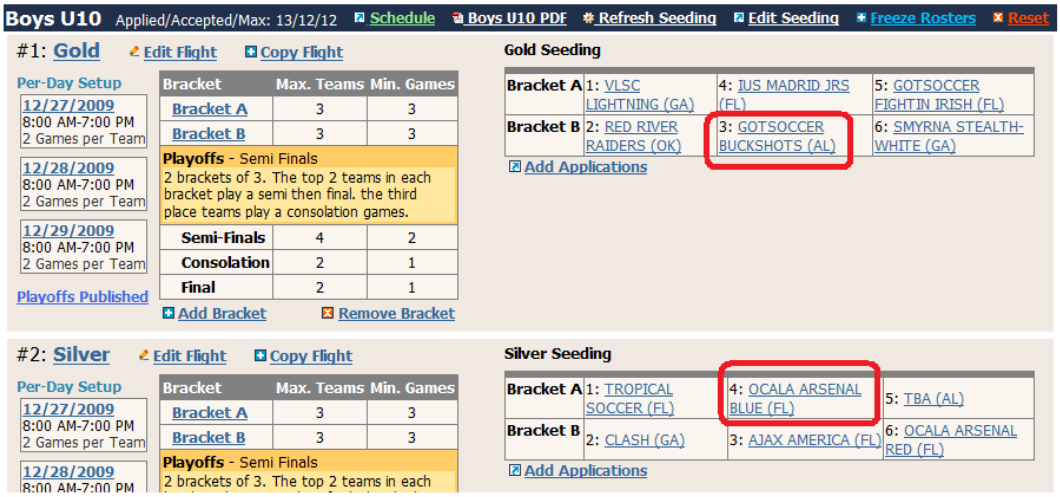
Changing flight setups before games are actually generated is simple; just make the changes in the **Flight** area. Once games have been generated changes usually fall into one of five categories:

- Swapping team from bracket to bracket (for example, from Bracket A to Bracket B
- Swapping teams from flight to flight (for example, from a Gold flight to a Silver flight)
- Replacing a dropped team or TBA with a new team
- Moving a team up or down an age group
- Changing the number of teams in a flight

Swapping Teams in Brackets and between Flights

The method for Swapping teams from bracket to bracket or flight to flight is precisely the same.

Lest look at a hypothetical where we have a Boys U10 Gold and Silver flight and we have incorrectly seeded the GotSoccer Buckshots and the Ocala Arsenal Blue. We want to re-seed them moving Ocala to the Gold Flight and GotSoccer to the Silver flight. To do this:



1) Click on the **Schedule** link on the gray menu bar. This will place you on the **List View** tab.
2) Select either the Boys U10 Gold or Silver in the *Filter by Flight* box, not the Filter by Group box. The system will refresh showing the schedule, if scheduled, and the brackets.

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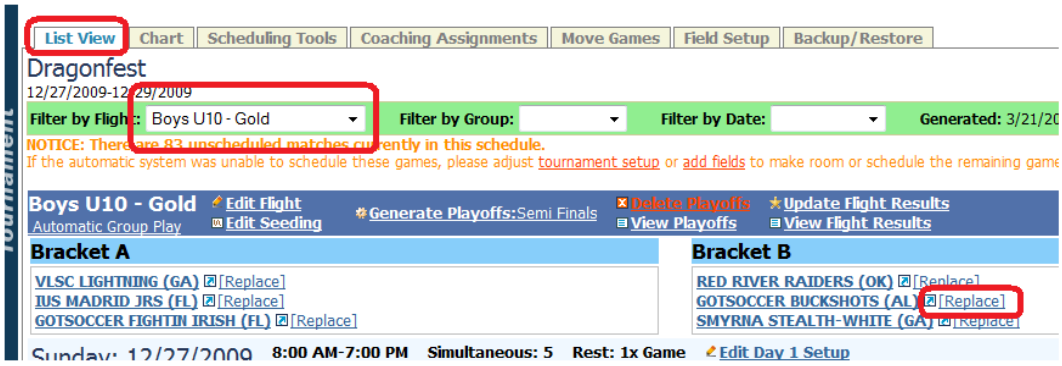
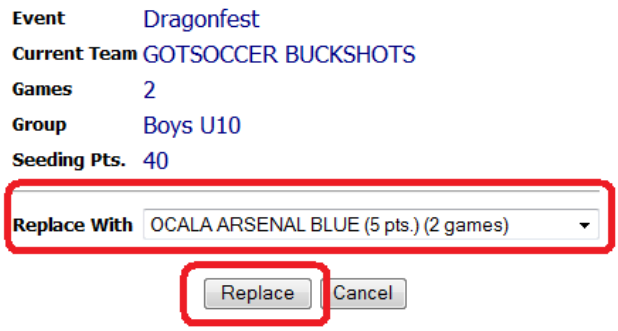


3) Click on the word replace to the right of one of the teams you want to swap, here the Buckshots.
4) In the Replace With drop down box find the team you want to swap with, here the Ocala Arsenal Blue. Notice <u>all</u> Boys U10 teams appear in the dropdown box, not just the Gold teams.
5) Click on **Replace**



6) That's it. The system will replace the Buckshots with the Arsenal in every game and in the brackets.

Replacing a TBA or Dropped Team with a New Team

The procedure is exactly the same whether the team going out is a TBA or a dropped team. In this example, we have a TBA in the Boys U10 Silver flight. Games were generated. We have found the replacement team and it has applied to our event. We now want to swap the new team for the TBA and revoke the TBA's acceptance status.

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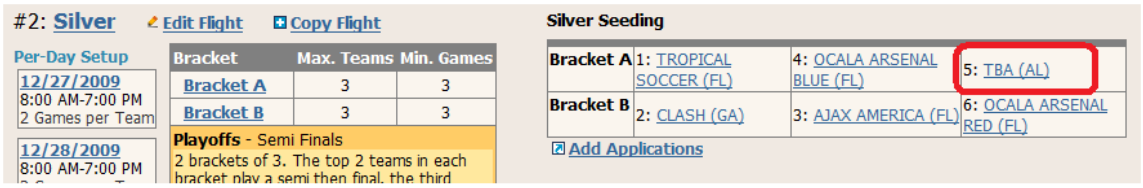
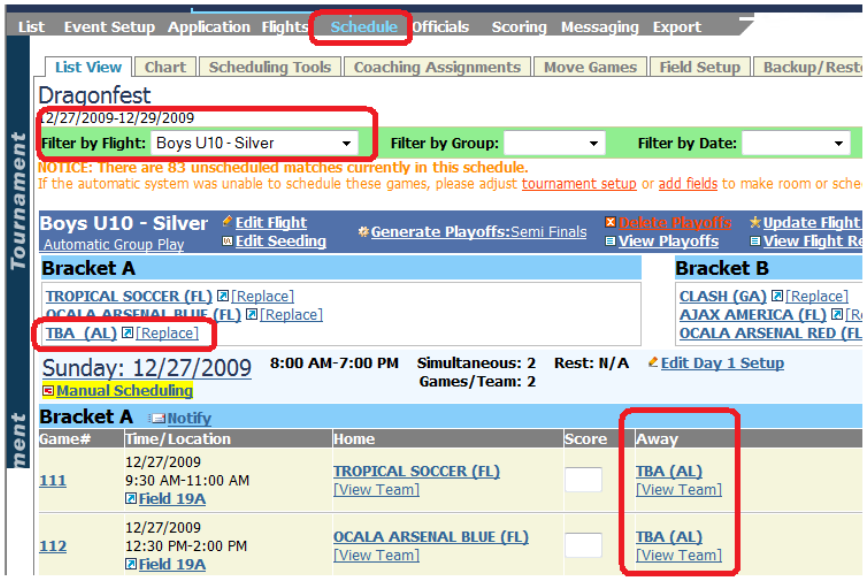


1) *Accept* the new team, here FC United Black, by going to the Flight page or the Teams page, see above.
2) There are now 13 accepted teams and 12 are in the schedule.
3) Click on the **Schedule** link on the gray menu bar
4) Select the flight you want to work with, here Boys U10 Silver, from the *Filter by Flight* dropdown. Again do not use the *Filter by Group* dropdown as it will not show brackets. The page will refresh showing the flight with the brackets and games. In this example we can see the TBA in games 111 and 112.
5) Find the dropped team or TBA and click on the **Replace** link to the right of the team.



6) Click on the drop down in the *Replace With* box. Notice that after each team is the number of games it has scheduled. The new team will have 0 games and will appear at the top of the list.
7) Click on the team name of the team coming into the schedule.

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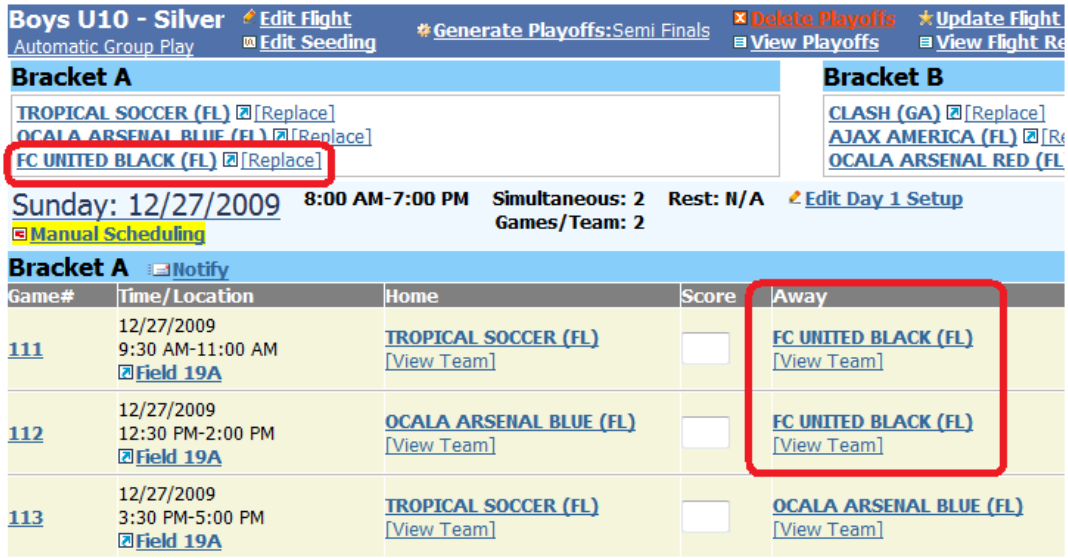
8) Click **Replace.**
9) Click on **Flights** and select the flight again, you may have to select another flight and then come back to the one you're working with.
10) Now look at the brackets and games. You'll see the dropped or TBA is gone and the new team has taken its place in the schedule and brackets.



Moving a Team up an Age Group after Games have been Generated

Sometimes we can find a team in a lower age group and replace a drop or TBA in a higher age group by moving a team up in age. If games have not been generated, just modify the application as described above. If games have been generated you must:

1) Create a TBA, or accept the new team in the lower age group, see above.

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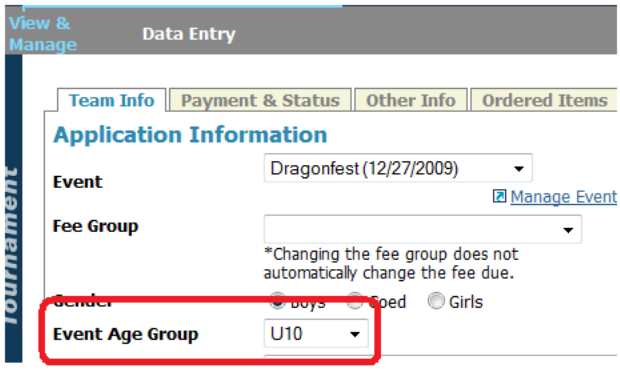
2) **Replace** the team that is being moved up with the TBA or new team, as described above.
3) Change the team that is to move up's age group by clicking on the team name and changing the *Event Age Group*. This is described in the application section above.



4) The team is now available in the older age group. Go to the **Schedule** and **List View** page and follow the instruction for *Replacing a TBA or Dropped Team* above.

Changing the Number of Teams in a Flight after Games have been generated

This is a major structural change. We need to delete the old game set, restructure the flight, regenerate the games and then finally reschedule.

1) Go to the **Flights** screen and select the age group you want to work with.

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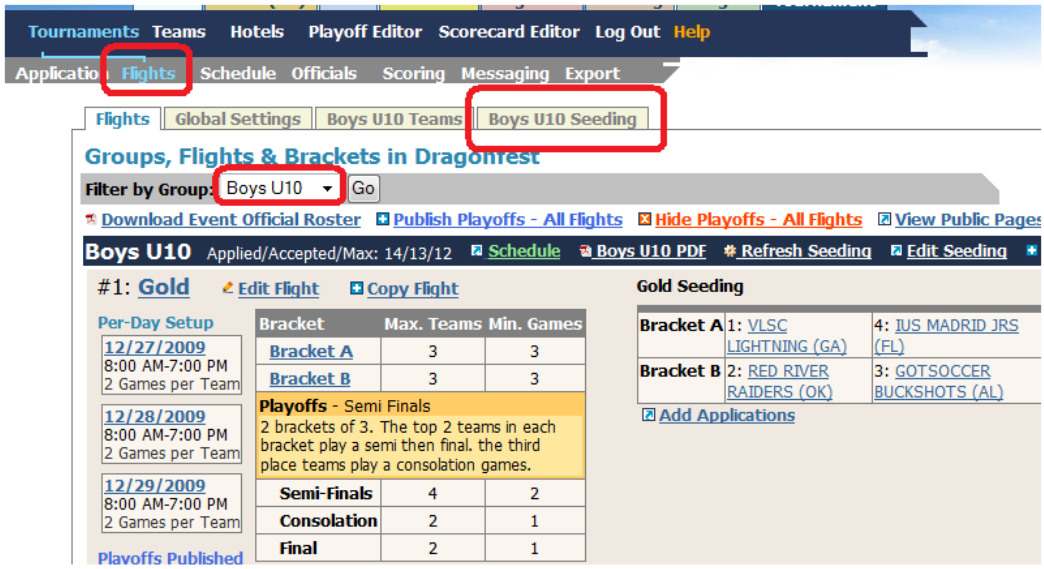
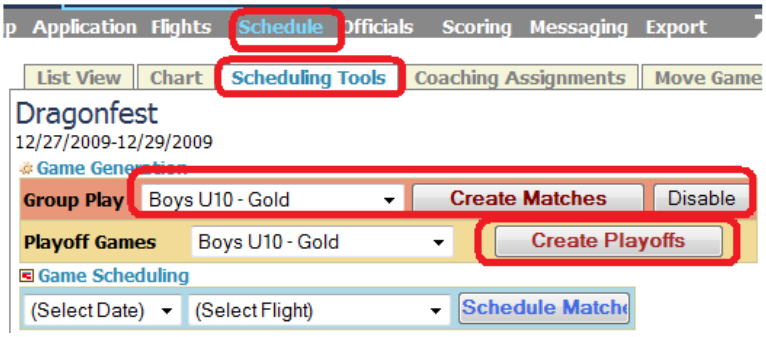


2) If all the games in all the flights in this age group are going to change, click the **Seeding** tab. Here **Boys U10 Seeding**.
3) Click the **Delete All … Games** button. This will delete all group and playoff games for the age group.
4) Once the games are deleted, change the flight structure and playoffs as described in the **Building Flights** section above.
5) Click on the **Schedule** link then **Scheduling Tools**.
6) Click the **Enable** button in the *Group Play* box
7) Click the **Create Matches** button, then OK. Remember, if you have a pop-up blocker you may have to hold down the <Ctrl> key.



8) Click the **Create Playoffs** button, assuming there are playoffs.
9) Schedule the games as described above.

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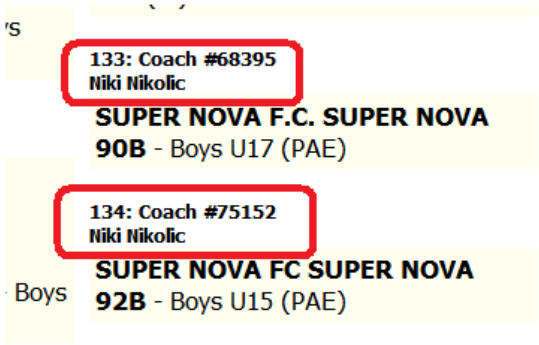
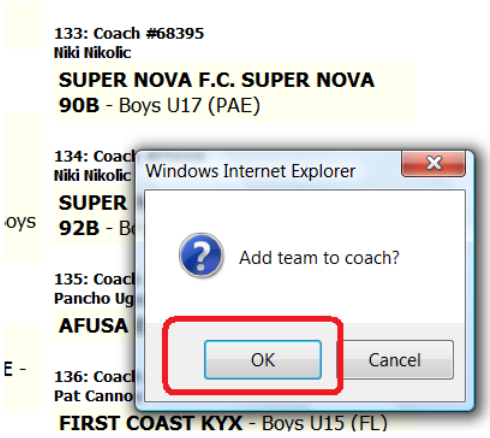
Coaching Conflicts and Minimum Game Breaks

In order to display coaching conflicts, our system must first be set to connect the teams that you want to work out conflicts. This is done in the Coaching Assignments area of the Schedule screen.

1) Click on **Schedule** on the gray menu bar
2) Click on the **Coaching Assignments** tab
3) The system will display all the team with coaches sorted by the coach's first name.
4) Place your cursor over a team and the cursor will turn to a finger.
5) Click and hold the mouse button and drag the team on top of the other team you want to show conflicts for. In this example, we have two teams coached by Niki Nikolic.



6) If we drag the U15 team on top of the u17 team and let go of the mouse button, the system will respond with an *Add team to coach?* prompt.



7) Click OK and when the system refreshes it will show both teams coached by the same individual.

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8) Continue this process for all teams and coaches that you want to review for conflicts. We do not recommend connecting every team. Often one coach or manager will be listed as the coach for several teams even though there are assistants. Once this process is complete
9) Go to the **Chart** page and select a day. Typically, conflicts are only adjusted for the first day of an event as day two may have playoffs and consolation games requiring fixed amount of rest time and, therefore, solid start times.
10) Toggle the *Selected Coach Conflicts* to **On**

11) The system will display games with conflicts in a striped bright green

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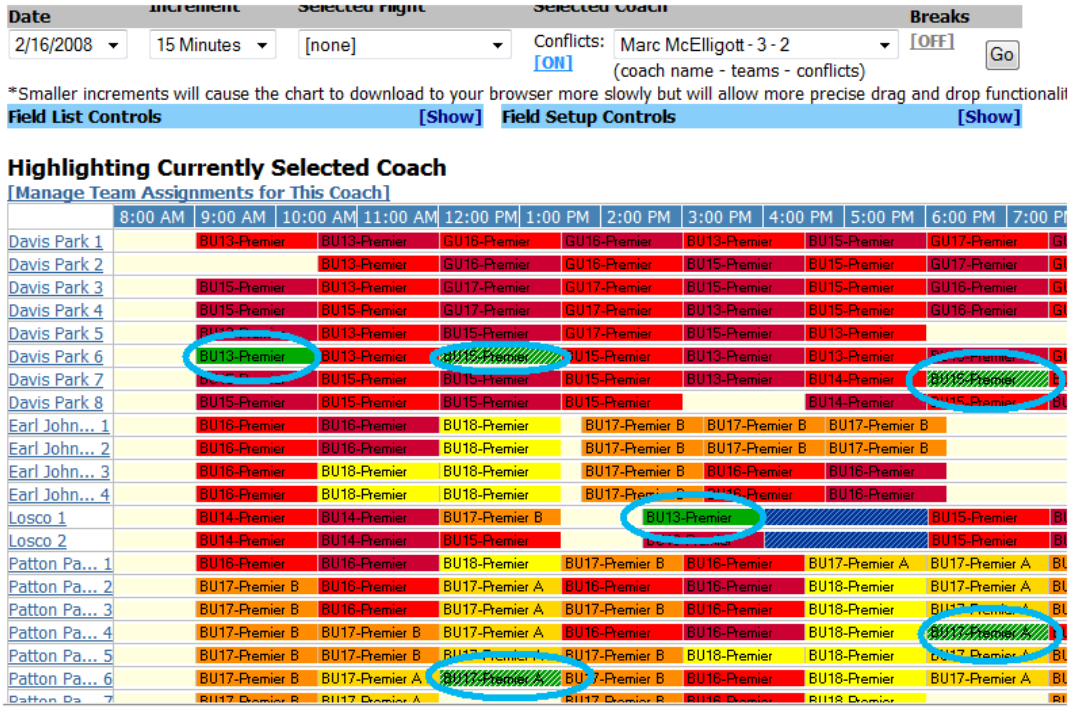
12) Open the Conflicts dropdown box and you will see the names of coaches with two numbers. The first number is the number of teams he or she is coaching and the second is the number of games with conflicts. In this example, Marc McElligot is coaching three teams and has two conflicts.



13) Before you start to move games around, please make sure you back up the schedule and do a new backup every time you finish with a coach conflict.
14) Notice that all his teams are shown in green, and those with conflicts are shown in green with hash marks. His conflicts occur at noon and 6 PM, but he also has games at 9 AM and 2:30 PM. Let's focus on the game on Patton Park 6 at noon. Perhaps we can swap this game with the 10:30 Am game on Patton Park. To do this:
    a. Place your cursor over one of the games
    b. Click and hold the left mouse button
    c. Drag the game on top of the game you want to swap with and release the mouse button.
15) The screen will refresh and will have swapped the times and field for the two games.
16) If we select marc again from the *Coach* dropdown, we can see that one conflict has been resolved, as Marc now shows 3-1 in the drop down box, and the game at noon shows green at 10:30 AM

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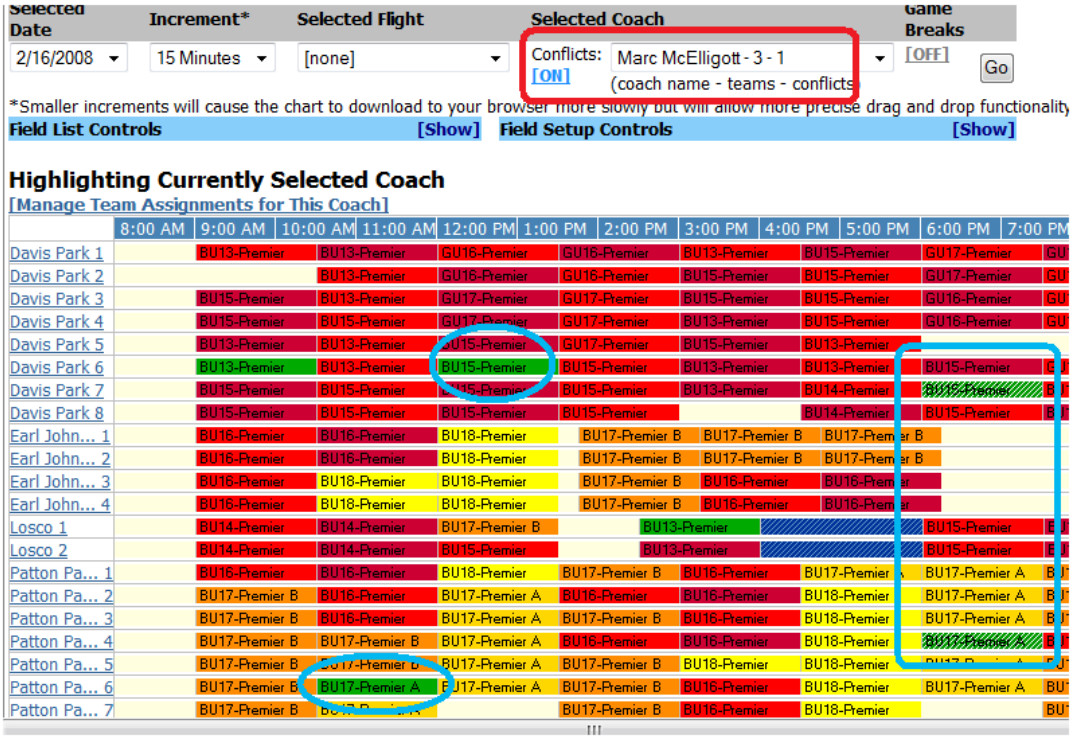

Moving a game can create additional conflicts. If this is a coaching conflict more games will show in green. But, what if the conflict is not coaching related but related to player rest periods?

Game Breaks

Once you start to manually drag and drop games the system will allow you to violate the initial default settings. If you initially require two games off between games, the drag and drop feature will allow you to move games to times with less than two games of rest. To see if there are any games that have less than a certain amount of rest:

1) On the Chart screen, select a day
2) Toggle On the *Game Break* function
3) Fill in the box with the number of rest periods you want to check for, in this example we will use three games rest.
4) Press **Go**.

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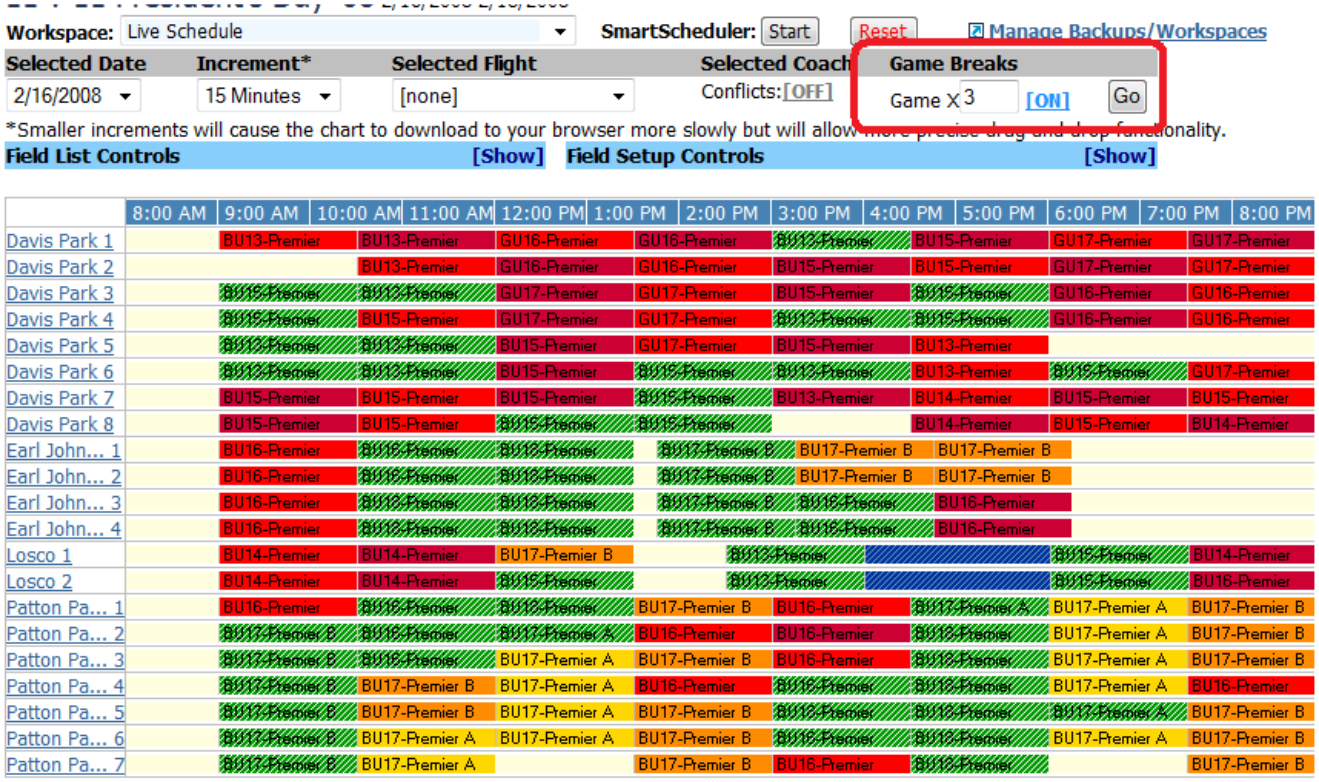
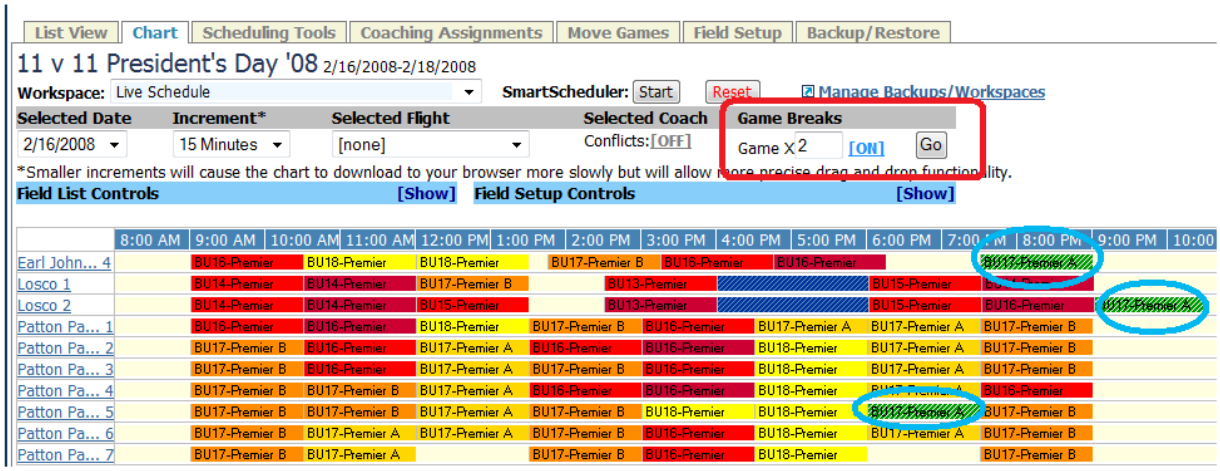


5) Games with teams that have less than three full games of rest show in bright green.
6) If we change the multiplier to two and press **Go**, the number of conflicts is reduced dramatically.



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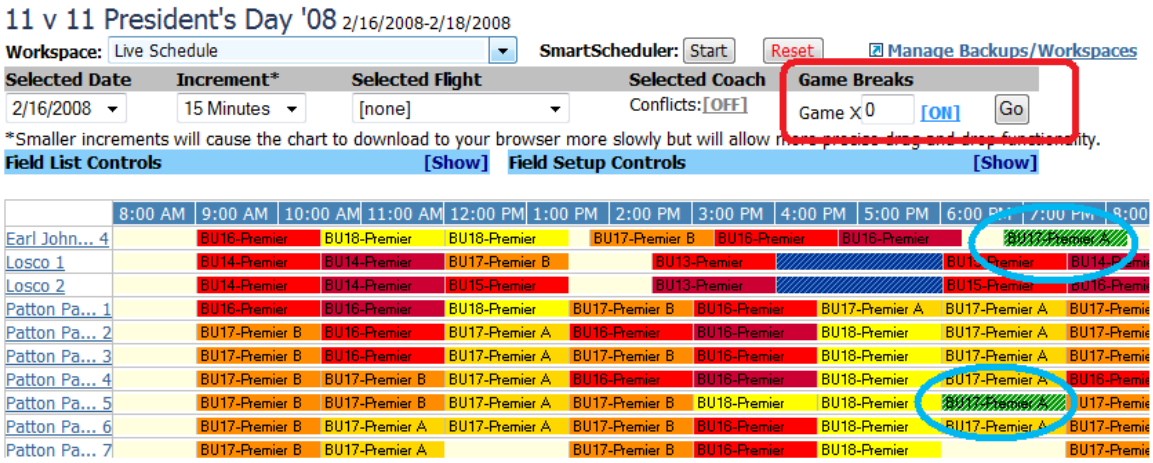
7) If we reduce the number of breaks to 0 and press **Go**, we will see game where there is no break, meaning teams are scheduled to play multiple games at the same time.



8) If you place your cursor over each game the system will show the details and you will be able to determine the team at issue.
9) You can then drag and drop games to mitigate the issues. Once again, we strongly recommend you back up the schedule each time you get to a point that you like.

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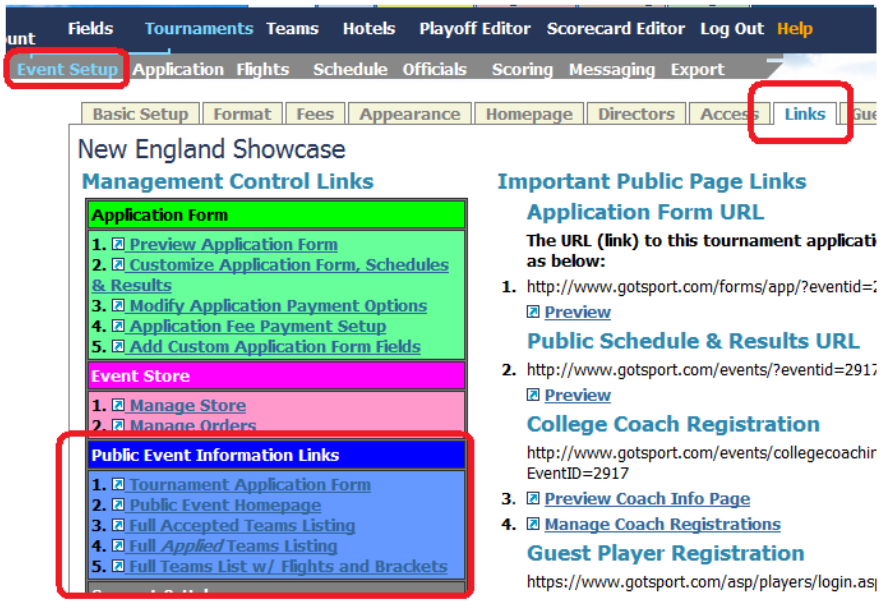
Publishing the Schedule for the Public

There are several pages the system creates that can be made public. They include:

1) The schedule
2) All applicants
3) Accepted teams
4) Brackets and Flights
5) Registered College Coaches

Most of these links, with the exception of the register college coach link, can be found on the **Links** tab. You access the links tab from the Event Setup screen, the very first screen opened when you click on the tournament name.

1) Click on the **Links** Tab
2) Look for the blue box called *Public Event Information Links*



Once you are done scheduling it's time to make it public, "publishing" in our vernacular.

1) Make sure the schedule link is on your website. The link can be found on the links tab of the event Setup screen.

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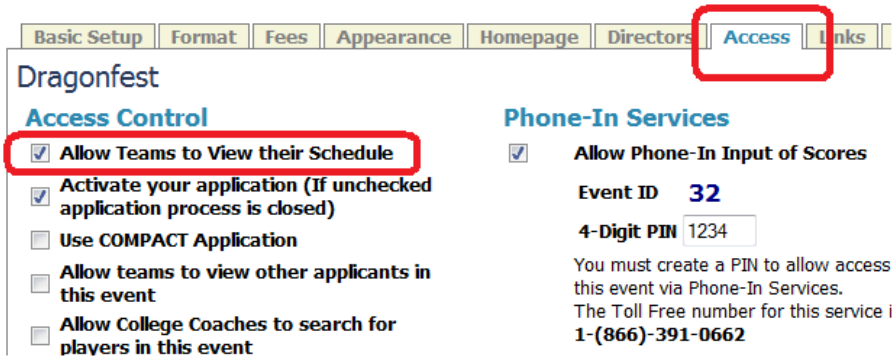
2) Click on the **Access** tab
3) Make sure the *Allow Teams to View their Schedule* box is checked.



4) Go to the bottom of the screen and click **Save**.

You can also publish or un-publish the schedule from the **Schedule** area. If you click on the **Scheduling Tools** tab you will see links to the right of *Public Schedule*.

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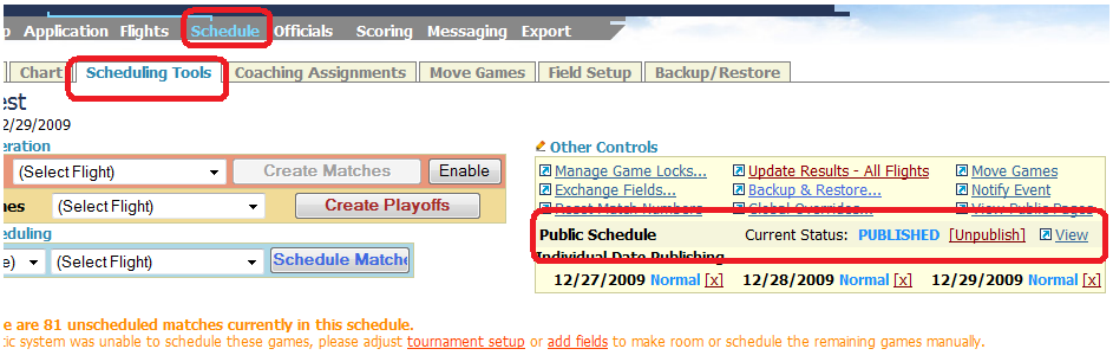
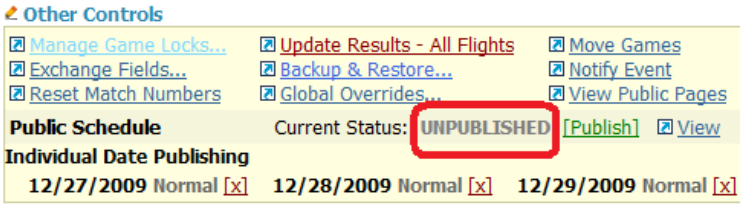


The default setting is Unpublished



To publish the schedule, click the green **Publish** toggle. The status will change to *Published*.

If you click the **View** link, you can see the public schedule page

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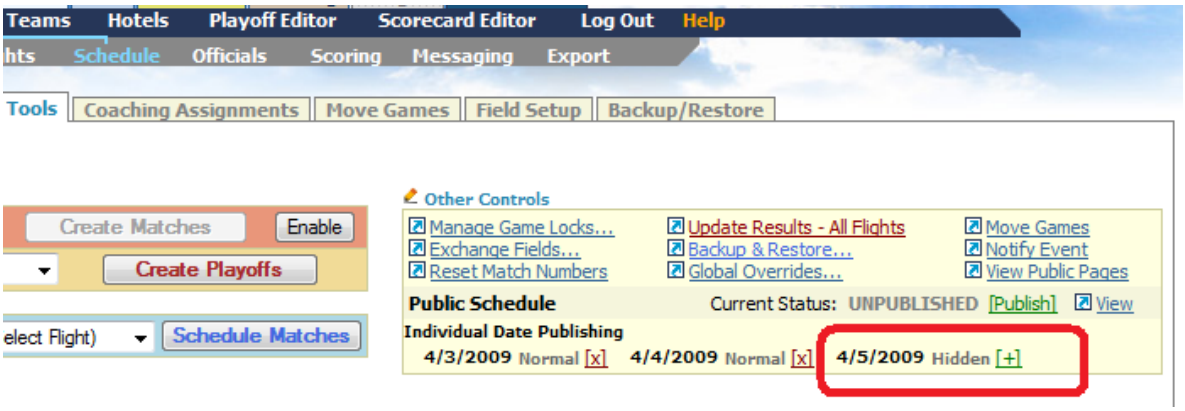
We strongly suggest email all teams once the schedule is posted.

You can *Hide* individual days from the schedule.



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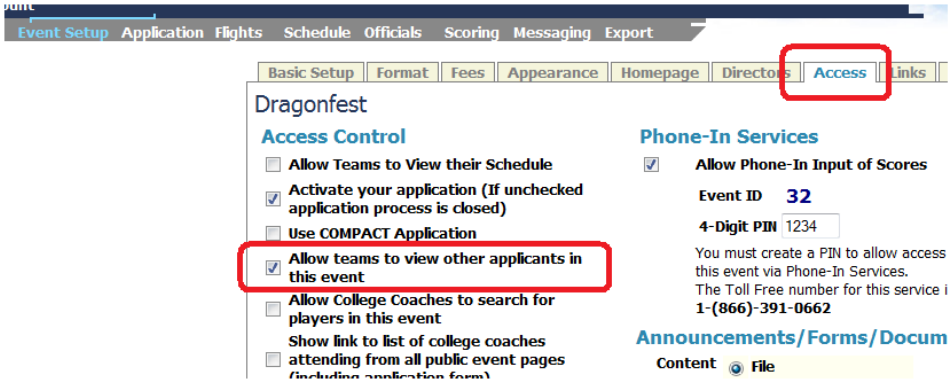
Other Public links (Applied, Accepted and Bracketed Teams)

You can publish other links showing the status of team applications before a schedule is available. These include:

a) Teams that have applied to the event
b) Teams that have been accepted
c) Flights and Brackets (before the actual schedule is generated)
d) List of registered College coaches

To publish a, b, or c above:

1) Go to the **Access** tab
2) Make sure you've clicked on and **Saved** the *Allow teams to View other applicants in this event* box. If this box is not checked the teams will not appear when the link is clicked.



3) Go to the **Links** tab in the Event Setup area.
4) Click on the link you want published from the blue *Public Events Information Links* in this example we will publish the **Applied Teams listing,** number 4 in the blue box.

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5) Copy the link from the browser address bar. It is a long link so make sure you copy the entire link.

6) Have your web master place the link on your tournament home page.
7) Once the *Allow teams to View other applicants in this event* box is checked on the Access tab, any of the team links (3, 4, and 5) will work.

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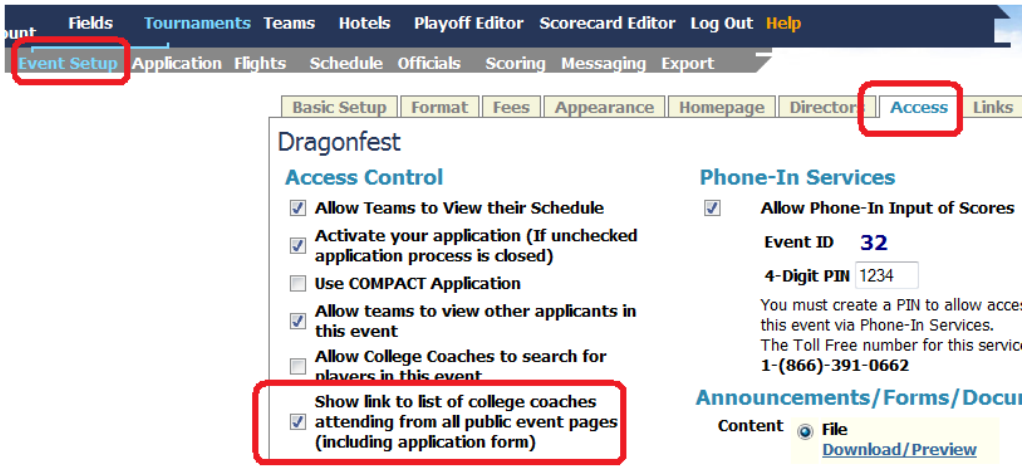
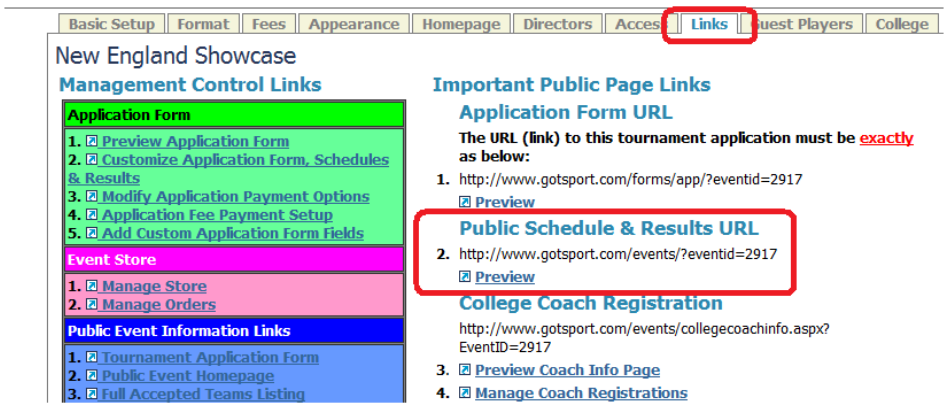
Publishing the list of Registered College Coaches

1) Click on **Event Setup** on the gray menu bar
2) Click on the **Access** tab
3) Make sure the *Show link to list of college coaches attending from all public event pages* is clicked.



4) Press Save at the bottom of the screen.
5) This will activate the College Coach link on the menu bar of all public pages, the most commonly viewed will be the Schedule and Results page.



6) We'll assume you've already placed this link on your website. If you preview it and click on the **College Coaches Attending** link

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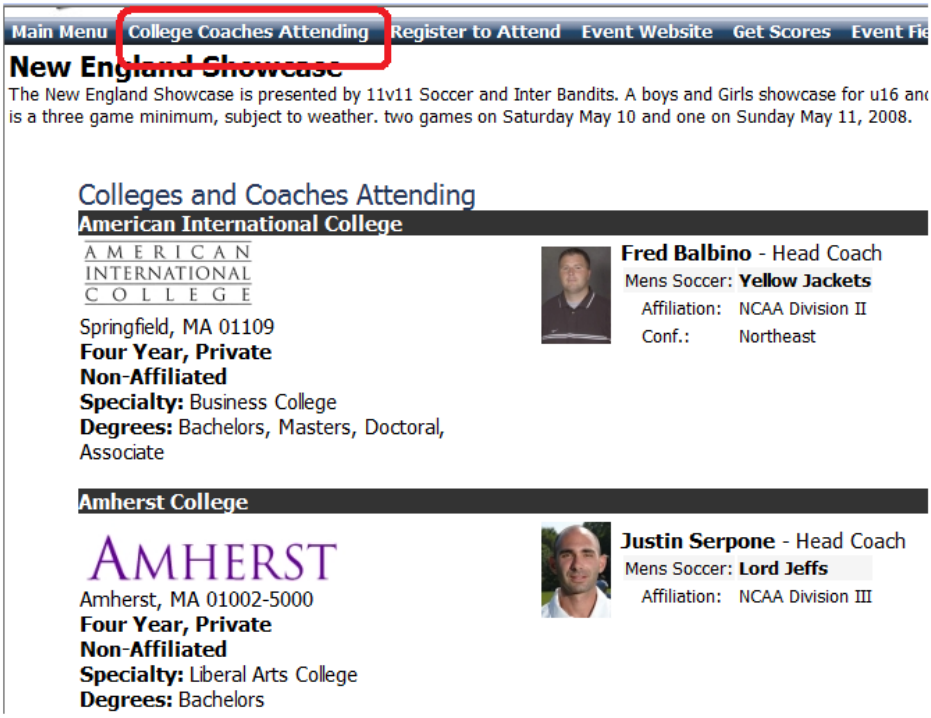
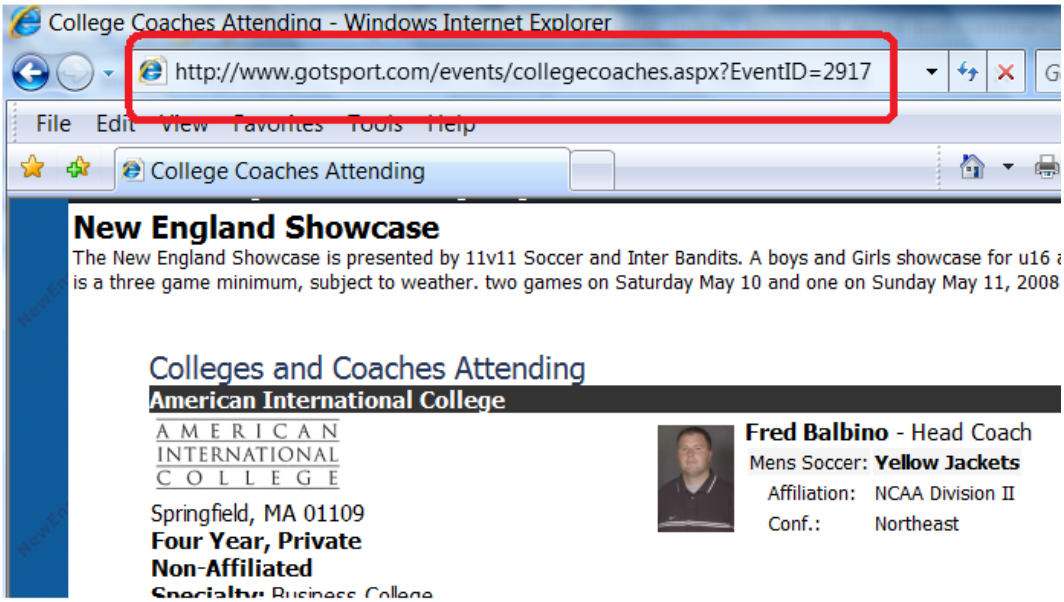


7) You can also copy the link in the address bar and create a direct link on your tournament website.



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Scoring

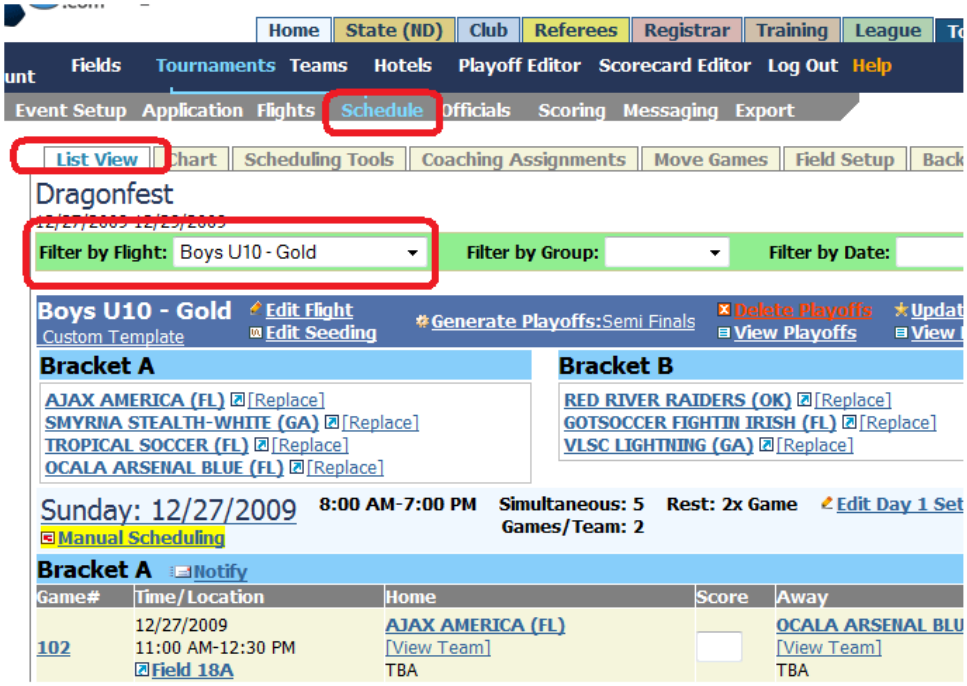
There are several ways to enter scores in the system.

a) Through the **List View** screen
b) Through the **Scoring** screen
c) Via a cell phone using the call in service

List View:

This area is best if you are collecting cards throughout the day, sorting by age group and flight and then entering scores.

1) Click on **Schedule**
2) Click on **List View**
3) Select a flight, here Boys 10 gold



4) Look down to the games and you will see a Score box after each team's name.
5) Enter the home team and Away team score and press Save Scores. You must press Save Scores for each game. You cannot enter multiple scores at one time. The scoring system has its own server so you do not have to wait for the page to refresh.

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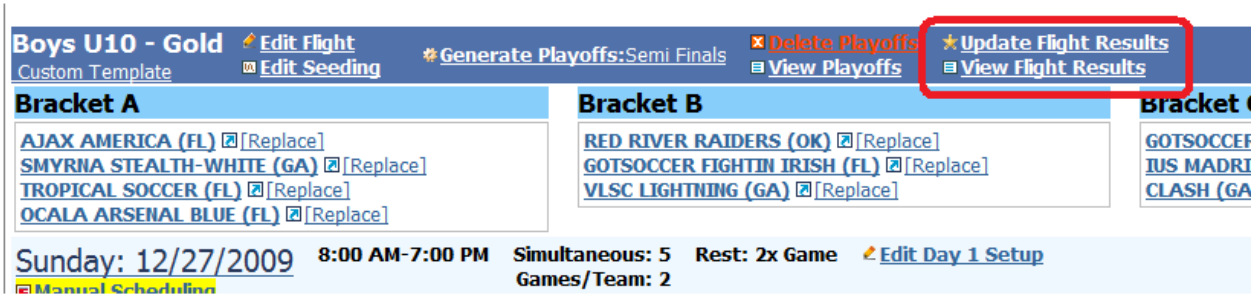
6) If you click on the View Flight Results link on the medium blue menu bar



The screen will refresh showing you the flight standings and the wildcard sequence.

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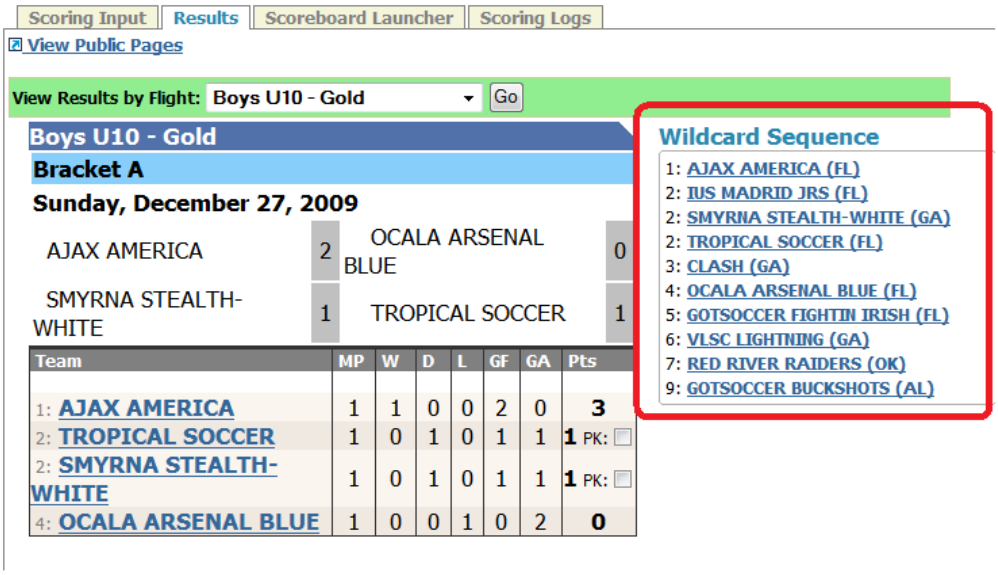
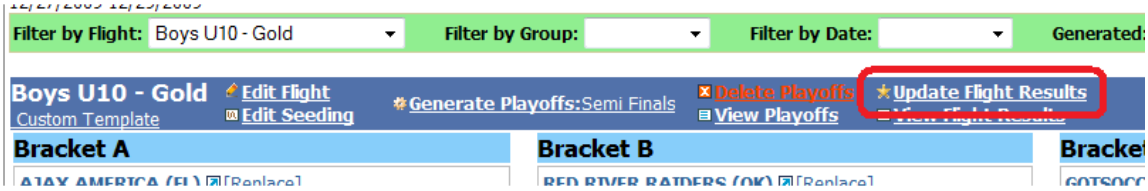


7) The tournament director screens are updated immediately. Public pages 9Schedules and Results) are updated every 15 minutes. One of the most common calls we receive is the public pages are not updating. You can force an update of the public pages by:

   a. Click on the **Update Flight Results** link on the medium blue menu bar. This will update the public pages for this flight only.



   b. Going to the **Scheduling Tools** tab on the **Schedule** screen and clicking on the **Update Results – All Flights** link.

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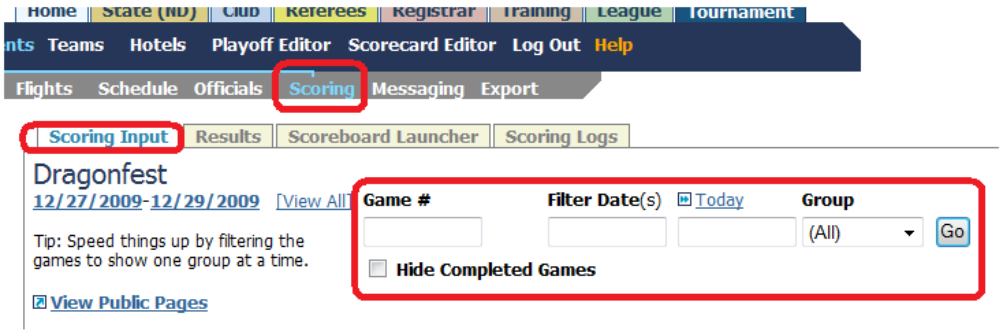
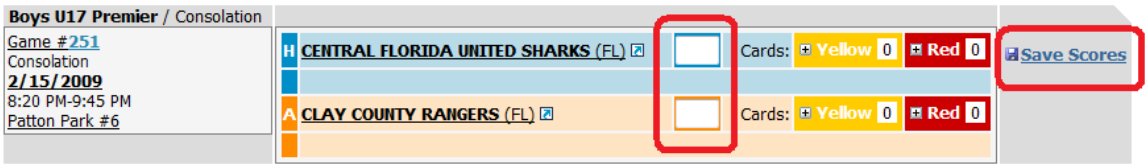
Entering Scores in the Scoring Area

Click on the **Scoring** link on the gray menu bar



10 If you want to enter a single game:

a. enter the Game number and press **Go**
b. the screen will refresh showing the game
c. Enter the score and press Save Score



d. If you want to enter yellow or red card information, click the + sign in front of the appropriate card.
e. The screen will open. If the team has a roster, you can open the drop down and assign the card to a player by clicking the + button after the players name. Repeat the process for additional yellow or red cards.

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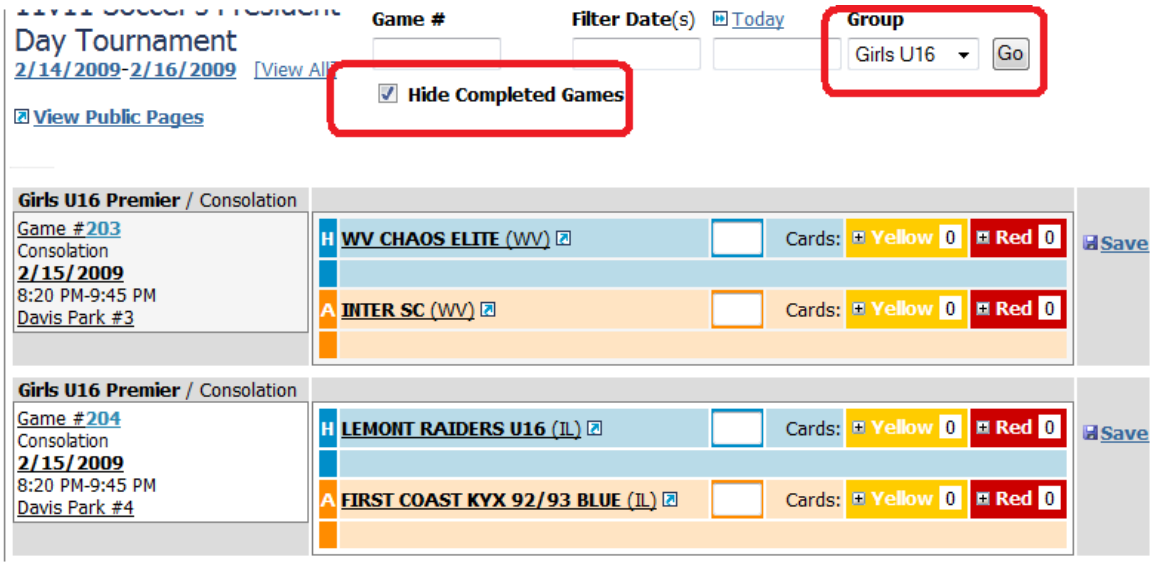
This screen can all be sorted by day, age group and you can hide games. In this case we're looking for any Girl U16 game without a score.

We clicked the **Hide Completed Games** box and selected Girls U16 from the *Group* dropdown. We could also filer by a single day of the event or use the quick *Today* link for today's games. This is the best way to find games that do not have scores.



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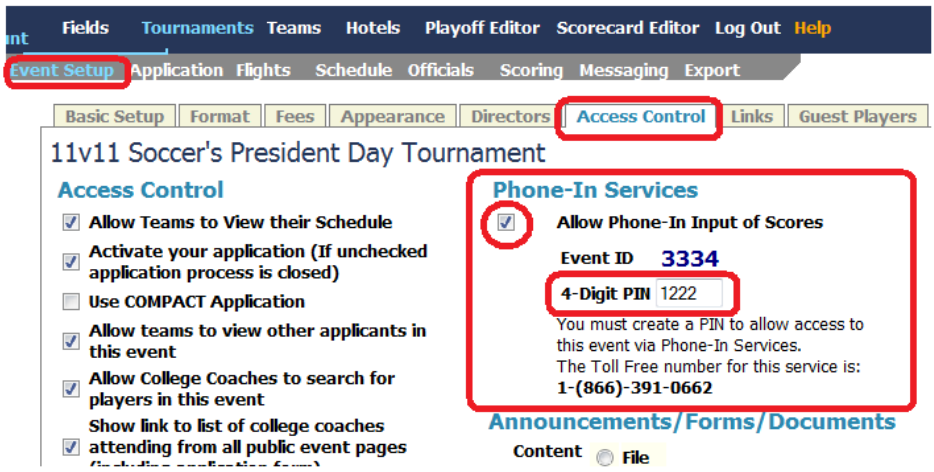
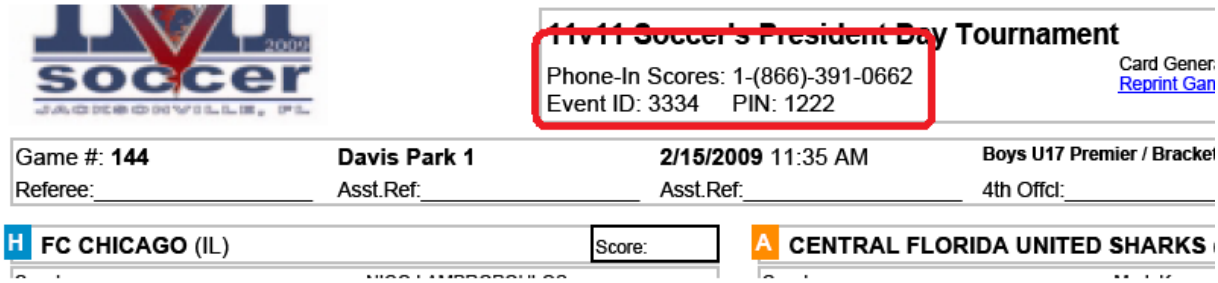
Phoning in Scores

The last way to enter scores is via the phone in service.

1) Go to **Event Setup** on the gray menu bar
2) Click the **Access Control** tab
3) Make sure the *Allow Phone- in input of Scores* box is checked.
4) Enter a 4 digit PIN code
5) Press **Save** at the bottom of the screen



The Phone-in Access information is printed at the top or bottom of every game card.



a) Dial the 886-391-0662 number
b) Press 1 to enter scores
c) Enter the event id number and press #
d) Enter the pin number and press #

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e) Enter the game number and press#
f) Enter the home team score press #
g) Enter the away team score and press#
h) Press 1 to save the score.

You can enter other game scores and or yellow and red card information.

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The GotSoccer Video Score Board

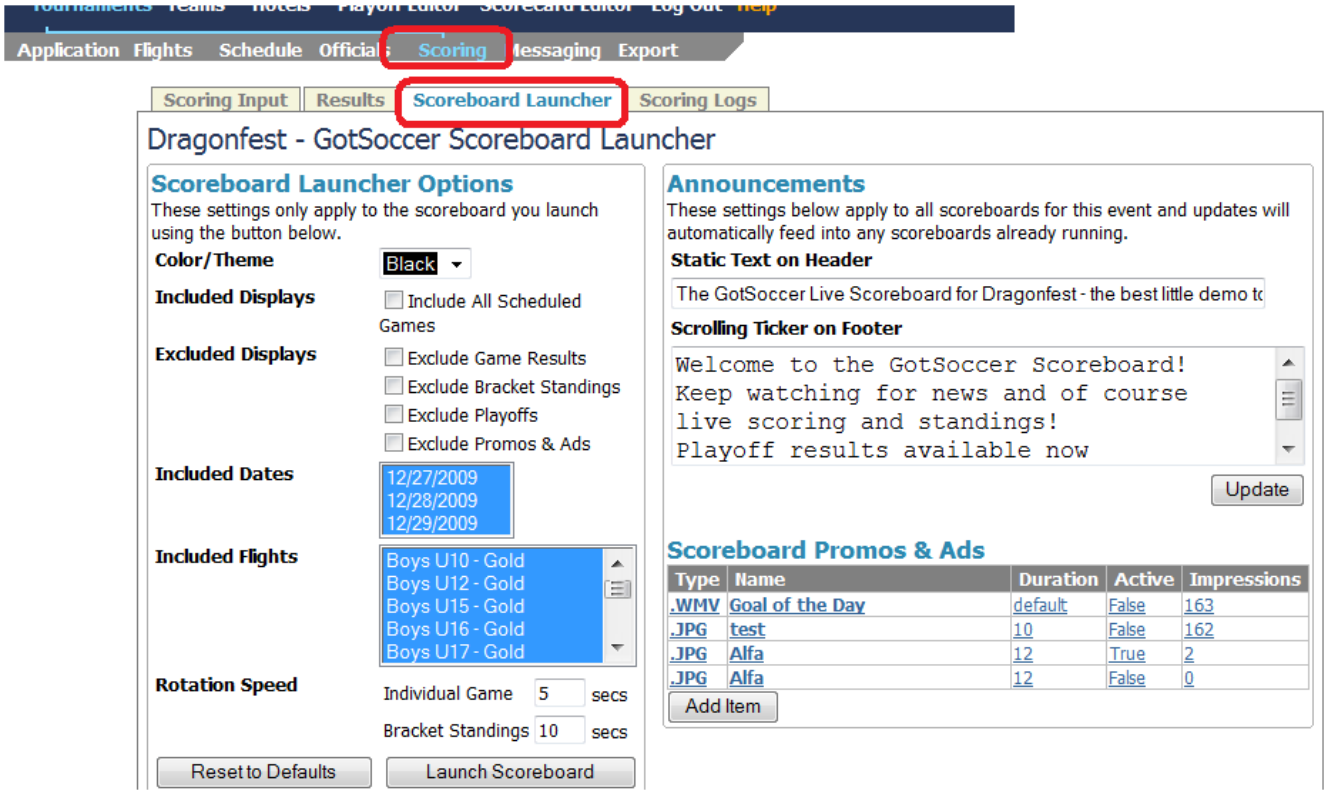
GotSoccer is proud to announce our new video scoreboard.

The Score board will display games scores and tables in real time. It can be customized to show playoff match-ups and even advertisements.

To use the Scoreboard you must have a Microsoft Windows based computer. You will need to download Microsoft Silver Light © a free video program.

To activate the scoreboard:

1) Log into your tournament
2) Click on **Scoring** on the gray menu bar
3) Look to the top left for the **Scoreboard Launcher** link



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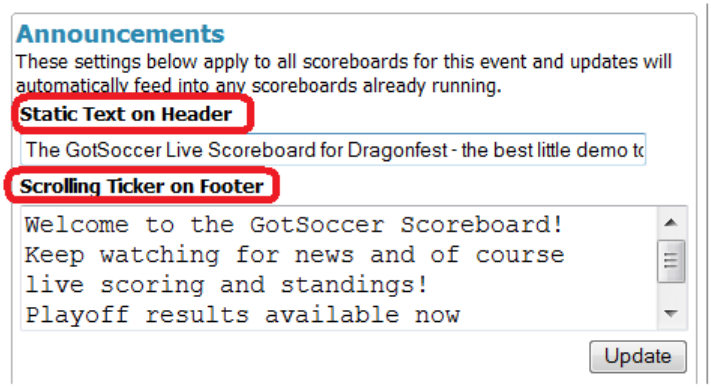
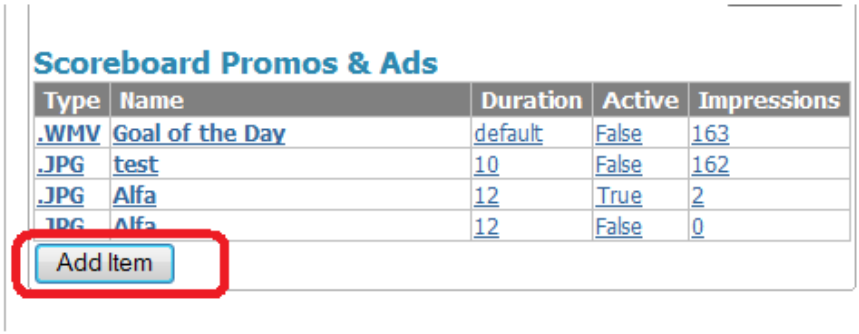
4) You can create a static header by typing in text in the *Static Text on Header* box.
5) You can create scrolling text by typing in text in the *Scrolling Ticker on Footer* box. The text can be amended during the event for late breaking news such as rain delays, …



6) You can even upload files with advertisements and promotions in the *ScoreBoard Promo & Ads* area by clicking on the **Add Item** button. This will open a *browse* area, just find the file and upload it.



7) Files can be deleted by clicking on the file name and then clicking delete.

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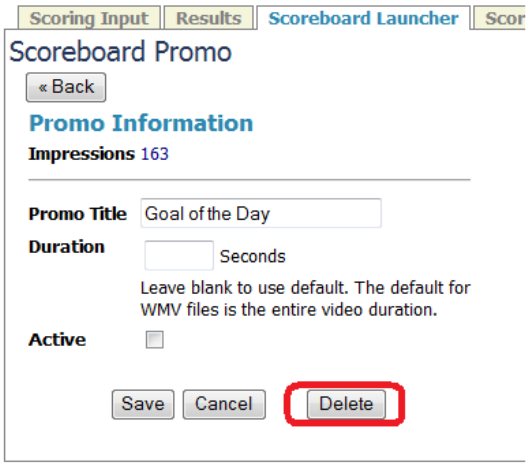
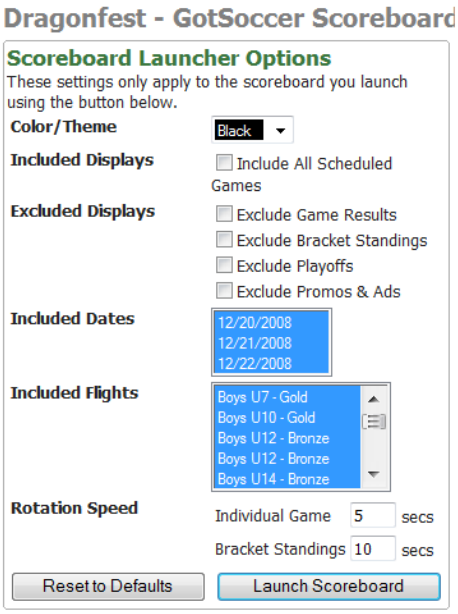


8) You can adjust the display to include or exclude
    a. Game results
    b. Bracket Standings
    c. Playoffs and
    d. advertisements
9) You can select specific days to display and even specific flights
10) You can also adjust the length of time each score or item is displayed.



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11) To display the Scoreboard click Launch. If you click on full screen the display will take up the entire screen.
12) You can even open multiple windows and have different age groups displayed, here boys 10 and boys 12

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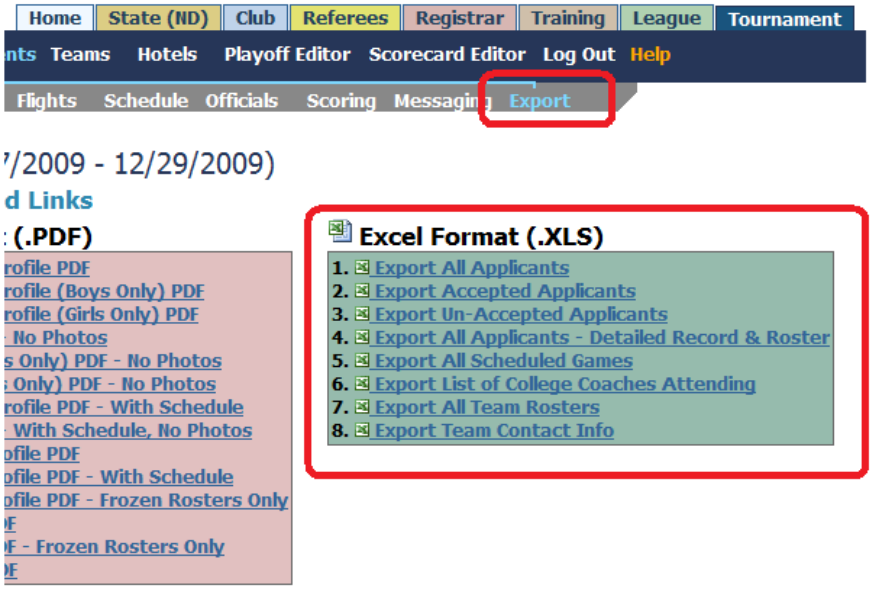
Exporting Application Information

GotSoccer's system allows you to download and print many relative documents from the **Export** area.

Click on Export on the gray menu bar

You can download almost everything in the system into an excel spreadsheet.



Files 1,2, 3, and 4 are all the application or just the accepted or un-accepted applications. These spreadsheets include all manager, coach, team, contact, payment, additional (tournament specific) information.

Export 5 lists all scheduled games, fields, times, teams, and more. This is often given to the assignor to schedule games.

If you are a college coaches have registered to attend your event you can download their information including email and school data.

Export 7 provides roster information and export 8 is a subset of 1 with just team contact information.

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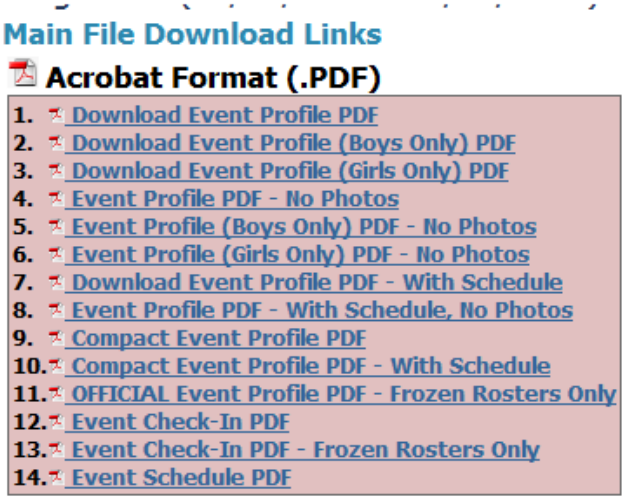
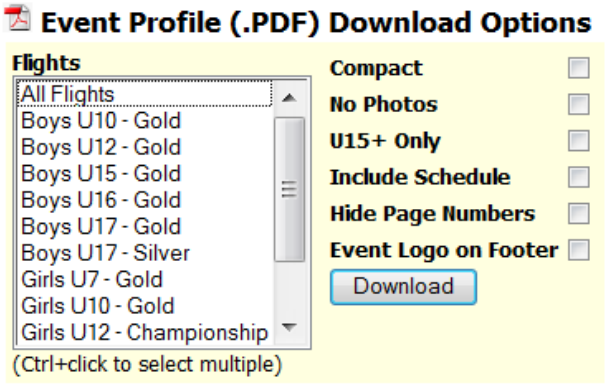
Creating Player Profile Books

Player profiles can be downloaded from the pink and yellow area. Most showcases use the standard pink 2, 3 or 10. There is no charge for downloading the files, so feel free to take a look at each to see what is best for your event. Please note that profiles are not available until teams are accepted and in flights.



If you are looking for more detailed control of profile books, scroll down to the Event profile area bordered in yellow. This allows you to produce books by team and age group.



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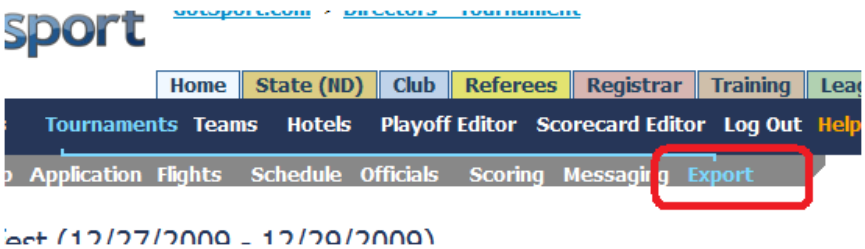
Printing Game Cards

Click on the Export link on the gray menu bar.



We have two styles of game cards.

The first is printed from the blue *Full Game Card* area. They are printed two to a page unless you select one card per page. The team roster is printed on the cards, unless there is no roster or you turned off this function in the Access Control area. To get here scroll down to the full game card area.

You can print the cards, by date, field, flight, age group or individual team. You can also select to sort the cards by location (default) date/Time or Game Number. You can even hide any referee information if the assignor is using our software.

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The cards look like this:

Dragonfest

Phone-In Scores: 1-(866)-391-0662
Event ID: 32 PIN: 1234

Card Generated: 2/23/2009
Reprint Game

Game #: **035** | **Field 03** | **12/28/2009** 8:00 AM | **Boys U15 Gold / Bracket A**

Referee:_____ Asst.Ref:_____ Asst.Ref:_____ 4th Offcl:_____

H FC GREATER BOSTON BOLTS (MA) Score:

Manager: Patti Messenger

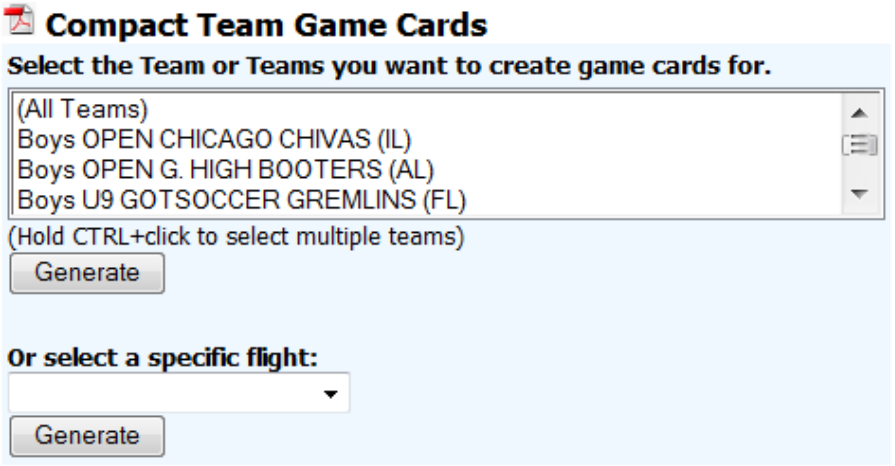
ID	#	Name	DOB	Yellow Card	Red Card
0238-149231	1	CONNOR ASKINS	11/25/1991		
0238-149253	2	DAVID ROBINSON	6/21/1992		
0238-411437	3	THURMAN VAN RIPER	7/1/1992		
0238-411375	4	BRENDAN CASLIN	1/24/1992		
0238-411436	5	ANDREW RENTSCHLER	9/3/1991		
N/A	7	ZACH SANDERS	8/7/1991		
N/A	8	COLIN COUGHLIN	8/10/1991		
0238-411441	9	JAY MESSENGER	8/24/1991		
0238-411432	10	JOHN MILLER	5/17/1992		
0238-411433	12	CHRISTOPHER PETTIGLIO	9/2/1991		
N/A	13	JOSH BLUESTONE	10/8/1991		
0238-158003	14	CODY HEUSMANN	12/28/1991		
0238-411378	15	LUIZ CUNHA	11/6/1991		
0238-411433	16	CHRISTOPHER PRATT	1/22/1992		
N/A	17	NOAH ALDRICH	4/27/1992		
0238-371661	19	WILLIAM DONOVAN	11/26/1991		
N/A	20	MARCO MARTELLINI	6/28/1992		
0238-371664	26	JOEY HATTIS	8/1/1991		

A ATLANTA SILVERBACKS (GA) Score:

Coach: Jules Goldfinger
Asst Coach: Mark Luster
Asst Coach: Patrick Dicks
Manager: Seth Brown

ID	#	Name	DOB	Yellow Card	Red Card
11000431	0	Amanda Massey	11/20/1988		
3618V3356	00	Sarah May	9/12/1987		
08001750	1	Jenny Niemeier	2/4/1988		
7I12R4019	2	Mallory McCoy	6/8/1988		
8805046	3	Shea Boland	5/4/1988		
7H1310929	5	Kasey Craven	5/29/1988		
8J28L2755	6	Maddy Kill	9/28/1988		
0G12L1928	8	Christine DeVito	2/28/1988		
8G2314006	12	Courtney Sims	5/13/1988		
8J28L2623	14	Katie Irrgang	10/26/1988		
6I0355921	17	Lauren VanderBroek	5/28/1989		
11003120	18	Jordan Heldrich	8/25/1987		
9H19J5048	23	Taylor Boggs	9/24/1987		
7I05P2837	30	Caitlin Vodopia	9/27/1988		

We also have a compact game card option.



Compact Team Game Cards

Select the Team or Teams you want to create game cards for.

(All Teams)
Boys OPEN CHICAGO CHIVAS (IL)
Boys OPEN G. HIGH BOOTERS (AL)
Boys U9 GOTSOCCER GREMLINS (FL)

(Hold CTRL+click to select multiple teams)

Generate

Or select a specific flight:

Generate

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The cards look like this:

Dragonfest
Phone-In-Scoring:
1-(877)-844-2818
ID: 32 PIN: 1234
Bracket A - Gold
Boys U15

ATLANTA SILVERBACKS

Manager: Seth Brown
Coach: Jules Goldfinger
Asst Coach: Mark Luster
2nd Asst Coach: Patrick Dicks

	Jersey	Player Name
01	0	Amanda Massey
02	00	Sarah May
03	1	Jenny Niemeier
04	2	Mallory McCoy
05	3	Shea Boland
06	5	Kasey Craven
07	6	Maddy Kill
08	8	Christine DeVito
09	12	Courtney Sims
10	14	Katie Imgang
11	17	Lauren VanderBroek
12	18	Jordan Heldrich
13	23	Taylor Boggs
14	30	Caitlin Vodopia

Game # 32
12/27/2009 11:00 AM
Field 09

H:Atlanta Silverbacks Atlanta Silverbacks
V:Bethesda Dragons

Home | Visitor

Colors

First

Second

Final

REF COMMENT & SIGNATURE

Coach Signature

Quarter Final
Date:_____Time:_____

H:
V:

Home | Visitor

Colors

Game # 34
12/27/2009 2:00 PM
Val Vista 2

H:Atlanta Silverbacks Atlanta Silverbacks
V:Texans Soccer Club Texans 91/92 Red

Home | Visitor

Colors

First

Second

Final

REF COMMENT & SIGNATURE

Coach Signature

Semi Final
Date:_____Time:_____

H:
V:

Home | Visitor

Colors

Game # 35
12/28/2009 8:00 AM
Field 03

H:FC Greater Boston Bolts
V:Atlanta Silverbacks Atlanta Silverbacks

Home | Visitor

Colors
White & turquoise

First

Second

Final

REF COMMENT & SIGNATURE

Coach Signature

Championship Game
Date:_____Time:_____

H:
V:

Home | Visitor

Colors

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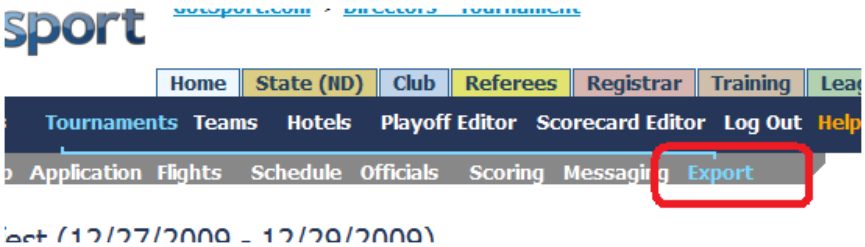
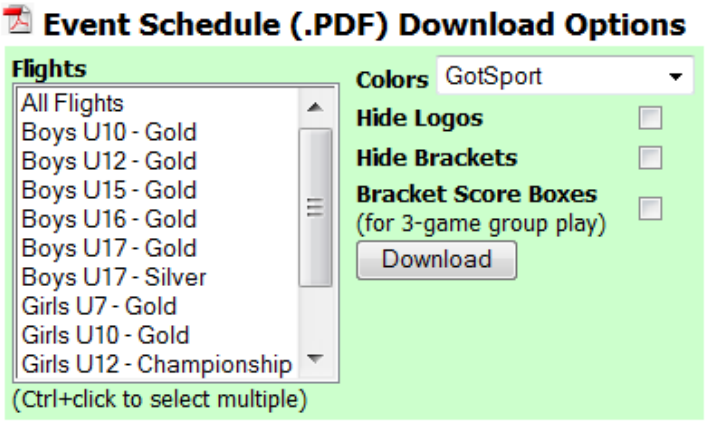
Printing Schedules

Go to the Export link on the gray menu bar



Scroll down to the Event Schedule Download area in green.



The schedules can be printed by individual flight, with or without brackets and, if you use a standard four team flight, with boxes to enter the points earned for each game and another for the total. This helps teams see group placement in print. We also have this information on our video scoreboard.

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Bracket A
AJAX AMERICA (FL)
IUS MADRID JRS (FL)
GOTSOCCER FIGHTIN IRISH (FL)
VLSC LIGHTNING (GA)

Bracket B
RED RIVER RAIDERS (OK)
GOTSOCCER BUCKSHOTS (AL)
SMYRNA STEALTH-WHITE (GA)
TROPICAL SOCCER (FL)

Sunday, December 27, 2009

Time	Location	Home Team		Away Team	
8:00 AM	Field #18A	AJAX AMERICA (FL)		VLSC LIGHTNING (GA)	
8:00 AM	Field #18B	IUS MADRID JRS (FL)		GOTSOCCER FIGHTIN IRISH (FL)	
9:30 AM	Field #18A	RED RIVER RAIDERS (OK)		TROPICAL SOCCER (FL)	
9:30 AM	Field #18B	GOTSOCCER BUCKSHOTS (AL)		SMYRNA STEALTH-WHITE (GA)	
2:00 PM	Field #18A	AJAX AMERICA (FL)		GOTSOCCER FIGHTIN IRISH (FL)	
2:00 PM	Field #18B	IUS MADRID JRS (FL)		VLSC LIGHTNING (GA)	
2:00 PM	Field #19A	RED RIVER RAIDERS (OK)		SMYRNA STEALTH-WHITE (GA)	
2:00 PM	Field #19B	GOTSOCCER BUCKSHOTS (AL)		TROPICAL SOCCER (FL)	

Monday, December 28, 2009

Time	Location	Home Team		Away Team	
8:00 AM	Field #18A	AJAX AMERICA (FL)		IUS MADRID JRS (FL)	
8:00 AM	Field #18B	GOTSOCCER FIGHTIN IRISH (FL)		VLSC LIGHTNING (GA)	
8:00 AM	Field #19A	RED RIVER RAIDERS (OK)		GOTSOCCER BUCKSHOTS (AL)	
8:00 AM	Field #19B	SMYRNA STEALTH-WHITE (GA)		TROPICAL SOCCER (FL)	

Monday, December 28, 2009 - Final

Time	Location	Home Team		Away Team	
1:00 PM	Field #18B	Bracket A #1		Bracket B #1	

If you include the bracket score box, it looks like this:

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Boys U10 Gold

Dragonfest

Bracket A	1	2	3	T
AJAX AMERICA (FL)				
IUS MADRID JRS (FL)				
GOTSOCCER FIGHTIN IRISH (FL)				
VLSC LIGHTNING (GA)				

Bracket B	1	2	3	T
RED RIVER RAIDERS (OK)				
GOTSOCCER BUCKSHOTS (AL)				
SMYRNA STEALTH-WHITE (GA)				
TROPICAL SOCCER (FL)				

Sunday, December 27, 2009

Time	Location	Home Team	Away Team
8:00 AM	Field #18A	AJAX AMERICA (FL)	VLSC LIGHTNING (GA)
8:00 AM	Field #18B	IUS MADRID JRS (FL)	GOTSOCCER FIGHTIN IRISH (FL)
9:30 AM	Field #18A	RED RIVER RAIDERS (OK)	TROPICAL SOCCER (FL)
9:30 AM	Field #18B	GOTSOCCER BUCKSHOTS (AL)	SMYRNA STEALTH-WHITE (GA)
2:00 PM	Field #18A	AJAX AMERICA (FL)	GOTSOCCER FIGHTIN IRISH (FL)
2:00 PM	Field #18B	IUS MADRID JRS (FL)	VLSC LIGHTNING (GA)
2:00 PM	Field #19A	RED RIVER RAIDERS (OK)	SMYRNA STEALTH-WHITE (GA)
2:00 PM	Field #19B	GOTSOCCER BUCKSHOTS (AL)	TROPICAL SOCCER (FL)

Monday, December 28, 2009

Time	Location	Home Team	Away Team
8:00 AM	Field #18A	AJAX AMERICA (FL)	IUS MADRID JRS (FL)
8:00 AM	Field #18B	GOTSOCCER FIGHTIN IRISH (FL)	VLSC LIGHTNING (GA)
8:00 AM	Field #19A	RED RIVER RAIDERS (OK)	GOTSOCCER BUCKSHOTS (AL)
8:00 AM	Field #19B	SMYRNA STEALTH-WHITE (GA)	TROPICAL SOCCER (FL)

Monday, December 28, 2009 - Final

Time	Location	Home Team	Away Team
1:00 PM	Field #18B	Bracket A #1	Bracket B #1

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Introduction to our Team Account

Every youth soccer team in the nation can have a free GotSoccer team account. The team account is the most often used account in our system. Over 100,000 teams have accounts. The account is used to:

1) Apply for tournaments and Leagues
2) Manage event applications after an application has been submitted
3) Maintain team contact information (coach and manager)
4) Maintain rosters
5) Email players
6) The vehicle through which team history and ranking points are kept and credited.
7) The way to communicate with GotSoccer

A team should only ever have one account. It should continue as long as the team is in existence. It can be used to enter every GotSoccer tournament and league. It is the account that all rankings history will be attached. If you create a second or third account, ranking points will be split and you will incur additional work.

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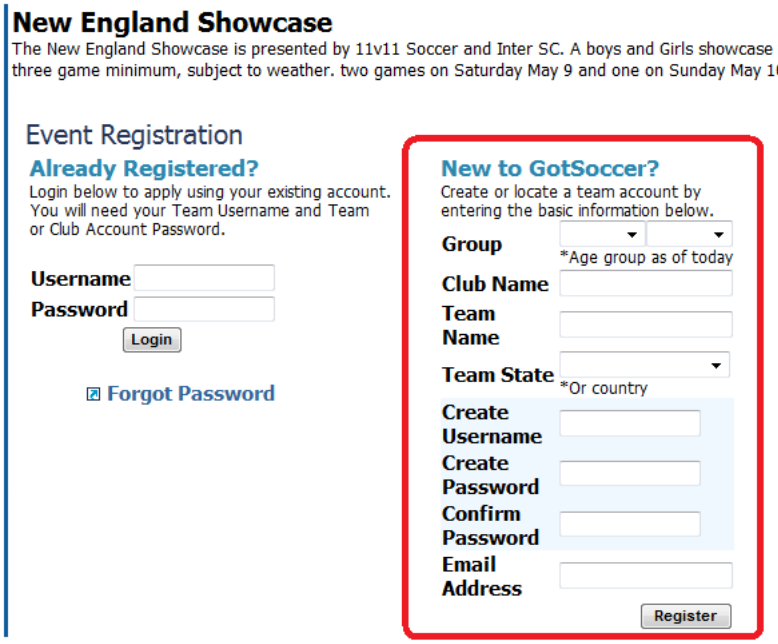
How Teams Accounts are Created

Team accounts are created in four main ways:

1) When a team, without an existing account, wants to apply to one of the 600 tournaments that use GotSoccer software. In this instance the team manager establishes the account during the application process.
    a. Look for the *New to GotSoccer?* area.
    b. Select the team gender and age group
    c. Fill in the club, team name and state
    d. Create a username and password. This username and password will be the permanent login identifiers for the team account. The username must be unique to each team.
    e. Type in an email address. It is important to use an email address that you will have long term access to because this is where we will email a forgotten password.



2) By a club or association that uses our club software. In this case usernames and password are created by the registrar or other club officer. The team roster is usually completed by the club and the username and password are sent to the manager or coach by the club or association.
3) Through an upload or TBA process when a tournament or league creates accounts from a spreadsheet or individually using or TBA process. These accounts often lack proper team manager and email information.
4) Directly from the Team Account login area, see below.

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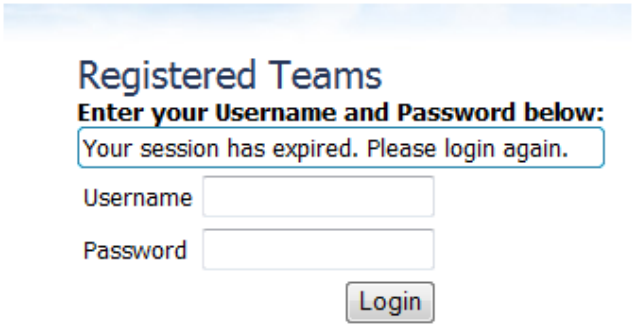
Logging into your Team Account

If you have your team login information:

Log into the GotSoccer system as a Tournament Director.

- Go to www.gotsoccer.com
- Click on Log In.
- Select Team Account

Enter your username and password and click login



If you've lost your password, but know your username:

1) Click the *Can't Remember Password* link.
2) Confirm the email address in the account
3) The password will be sent to the email address on file.

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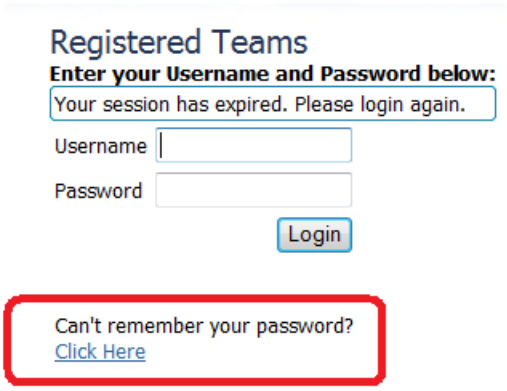
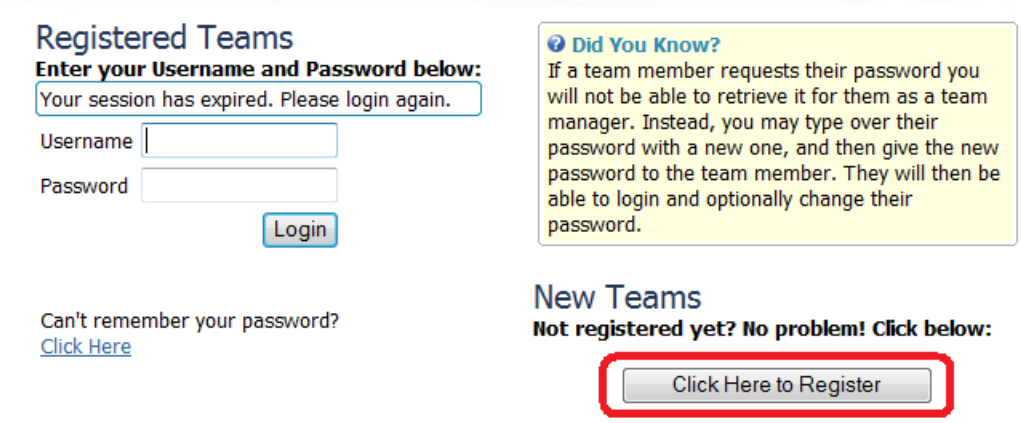


If you do not have a team account click the **Register Here** link just below and to the right of the login button.



If you have entered an event, you can go back to the event application and register using your username and password. Instead of bring up the event application, our system will now open your team account and bring you to the event application page. This is the same as logging in using the team Account login area described above then opening the event application. Working with event applications is described below.

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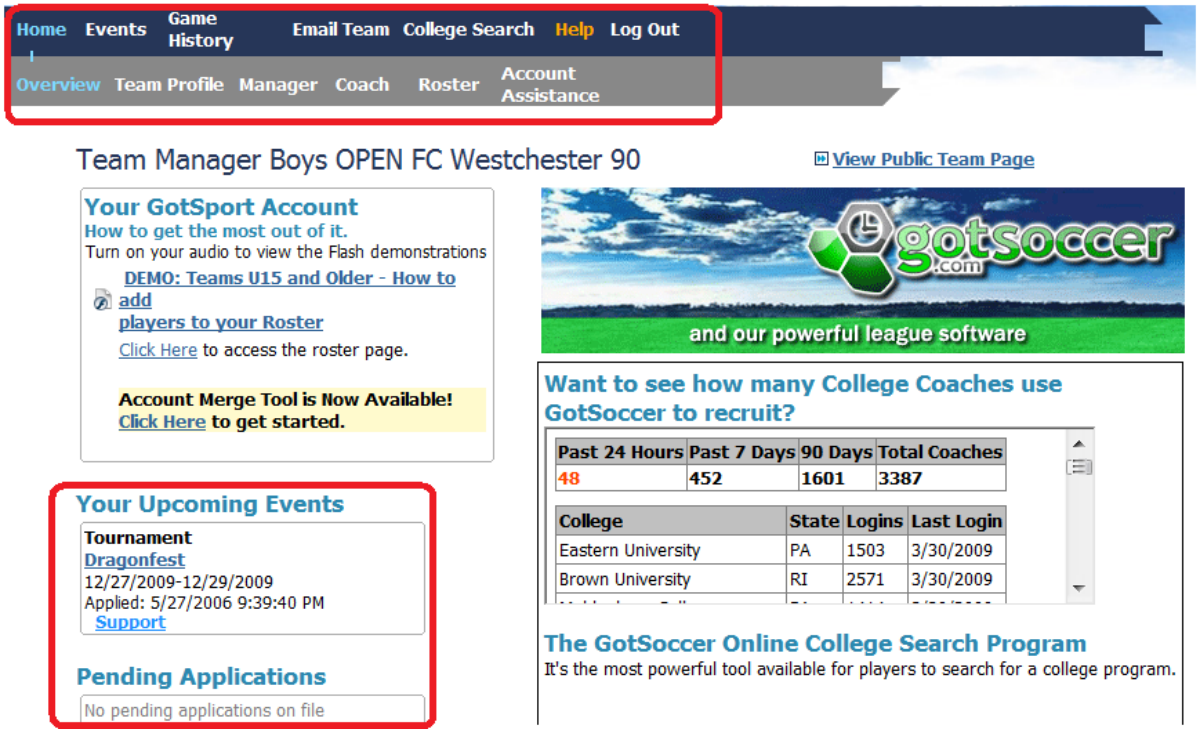
The Overview Screen

The first screen that appears when you log in is the Overview screen. It contains:

1) the main menu bar,
2) Any Accepted, Pending and past event applications,
3) It also shows the number of college coaches that have used the system in the past day, week and quarter.



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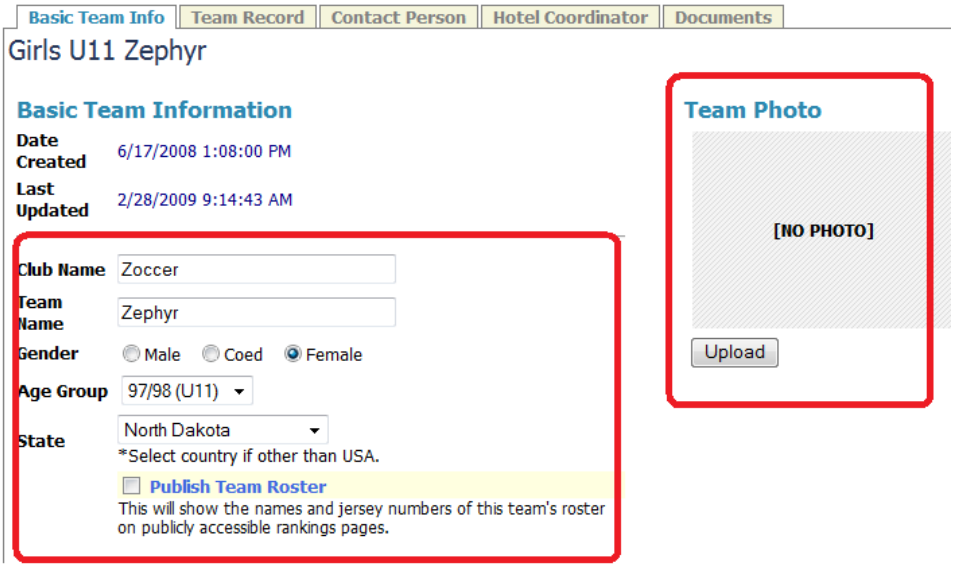
Team Profile

The Team Profile link can be found on the gray menu bar. It is used to:

- Establish the team's gender and age group
- Correct the state the team is registered in
- Upload a team photo to our rankings screen
- Publish the team roster on our ranking screen.

Note: we only publish names, not contact information.



Change Login Information

This can be found at the bottom of the **Team Info** screen. Each username must be unique in our system, fcunited is taken! And the password can be modified even though it is hidden. Just delete and type in the new password, at least 6 characters and then confirm it. Then press **Save**.

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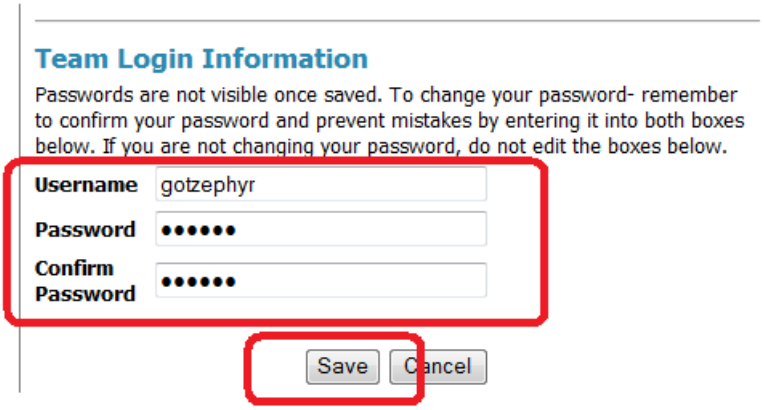
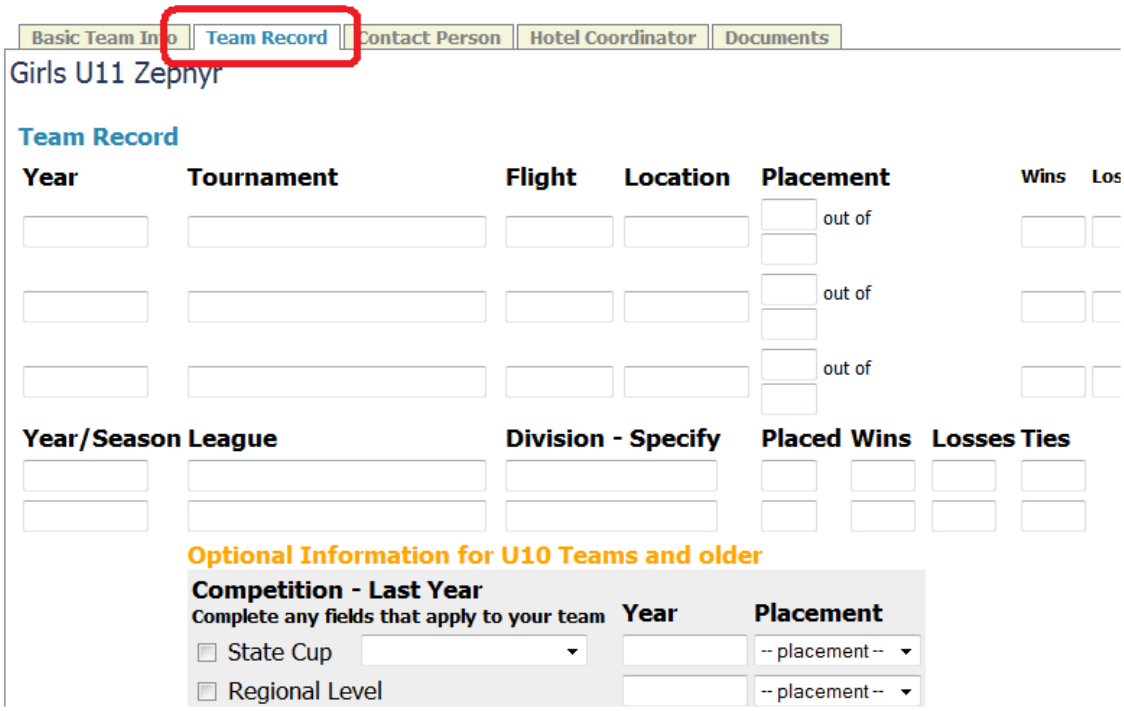


Team Record for Non GotSoccer Events

Click on the **Team Record** tab on the gray menu bar. This is used to enter tournament or league information from non-GotSoccer events.



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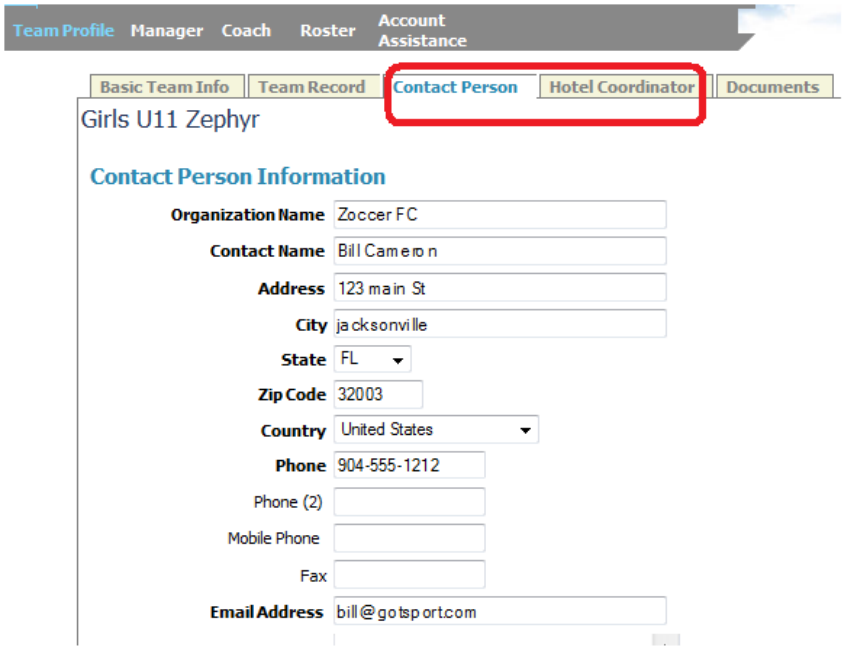
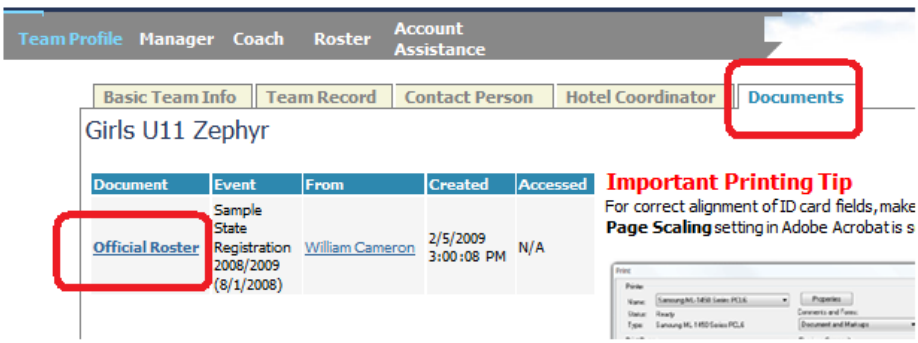
Edit Contact Person and Hotel Coordinator Data



Download Documents (rosters and ID cards)

This tab is only available if the registrar for the state or event allows documents to be downloaded by a team. Click on the **Document** tab, click open the document you want to download, usually a roster.



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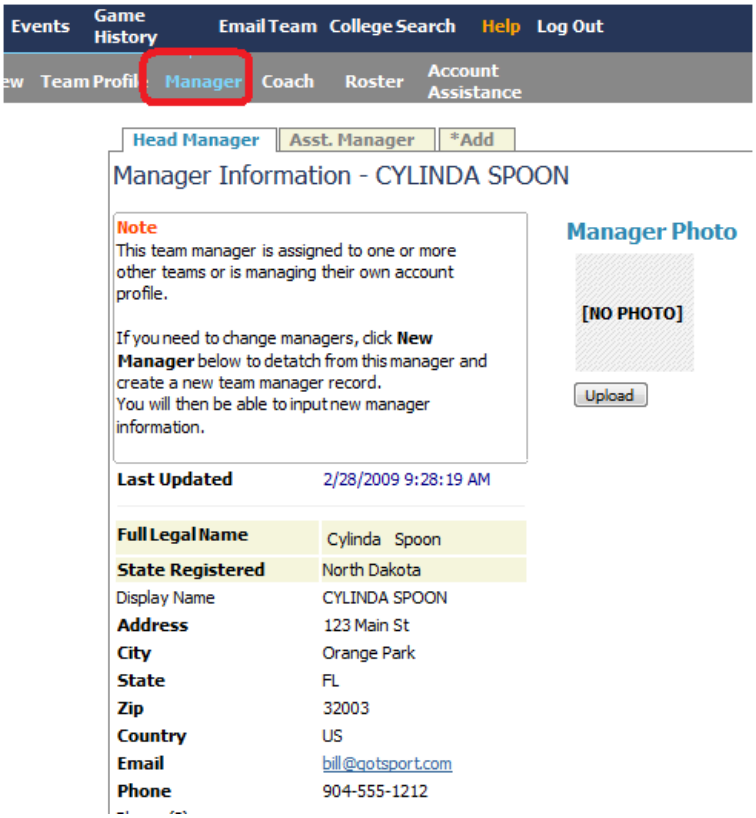
Manager Information

Teams can add managers, assistant managers and more on this screen. Some of these individuals can be placed on the team by the club or association. If the manager is placed on the team by a club or association that uses our club software, the information will not be editable by the team.



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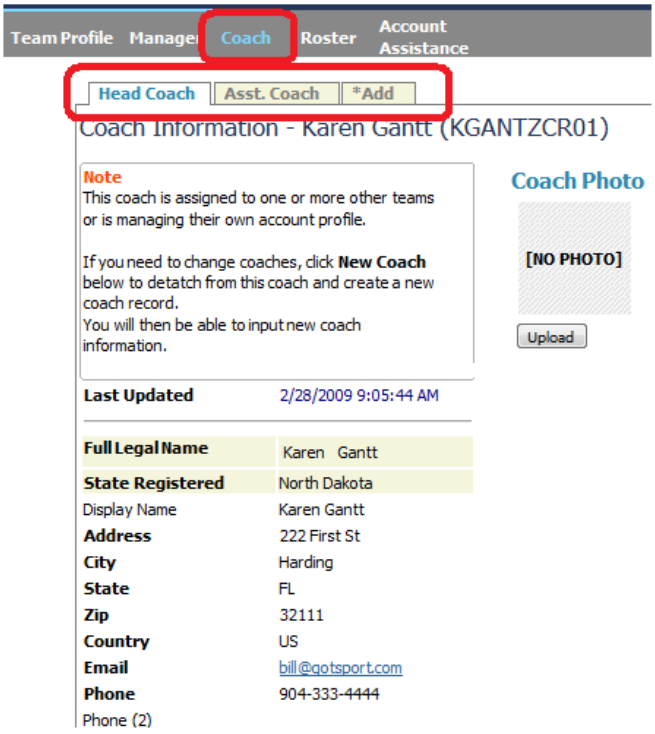
Coach Information

Teams can add coaches, assistant coaches and more on this screen. Some of these individuals can be placed on the team by the club or association. If the coach is placed on the team by a club or association that uses our club software, the information will not be editable by the team.



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Rosters

The roster area is one of the most used functions by teams, but it is also very misunderstood. In our system a team can have a list of players. This is what we call the *Primary* roster. Primary must not be confused with Official. It is simply the largest list of players associated with this team. It may contain past players and even guest players.

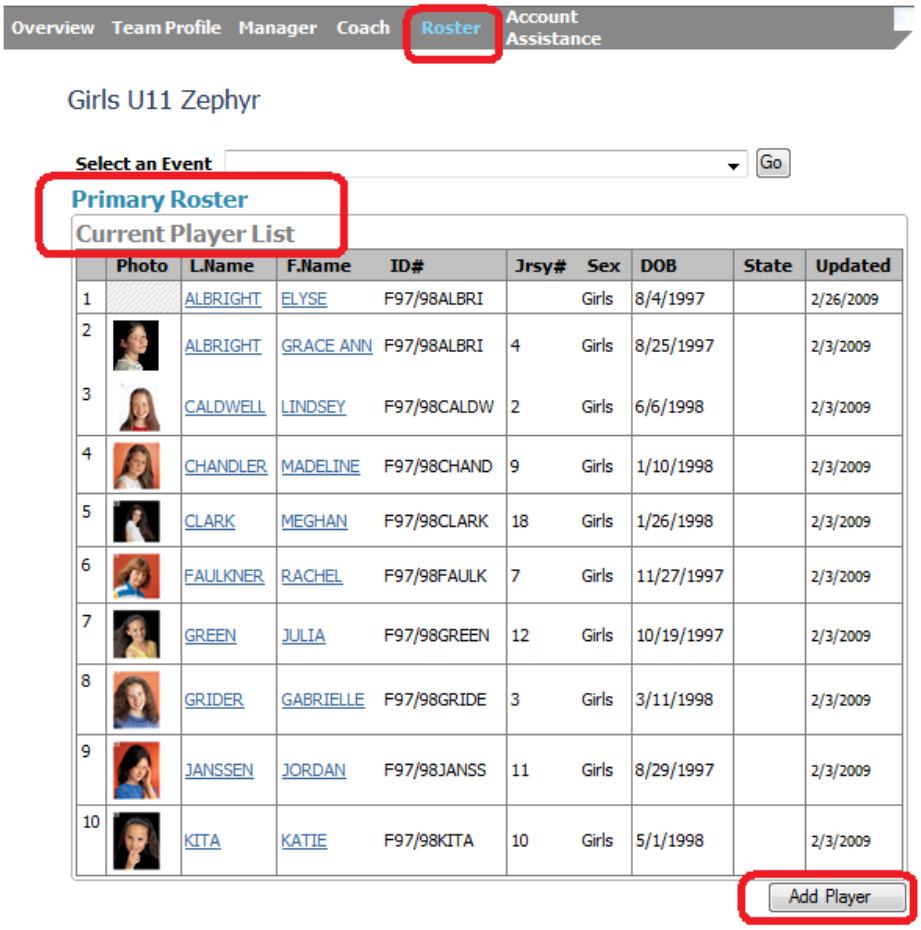

	Photo	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	State	Updated
1		ALBRIGHT	ELYSE	F97/98ALBRI		Girls	8/4/1997		2/26/2009
2		ALBRIGHT	GRACE ANN	F97/98ALBRI	4	Girls	8/25/1997		2/3/2009
3		CALDWELL	LINDSEY	F97/98CALDW	2	Girls	6/6/1998		2/3/2009
4		CHANDLER	MADELINE	F97/98CHAND	9	Girls	1/10/1998		2/3/2009
5		CLARK	MEGHAN	F97/98CLARK	18	Girls	1/26/1998		2/3/2009
6		FAULKNER	RACHEL	F97/98FAULK	7	Girls	11/27/1997		2/3/2009
7		GREEN	JULIA	F97/98GREEN	12	Girls	10/19/1997		2/3/2009
8		GRIDER	GABRIELLE	F97/98GRIDE	3	Girls	3/11/1998		2/3/2009
9		JANSSEN	JORDAN	F97/98JANSS	11	Girls	8/29/1997		2/3/2009
10		KITA	KATIE	F97/98KITA	10	Girls	5/1/1998		2/3/2009

Adding Players to our Primary Roster is accomplished by clicking the **Add Player** button at the bottom of the player list. (If this button does not appear, it is because your club or association has turned off the feature. You will have to contact your club or association to add players.)

You must fill out the fields highlighted in yellow. If you enter an email address, and we strongly recommend you do, an email containing login information will be sent to the player. The player or their parent can

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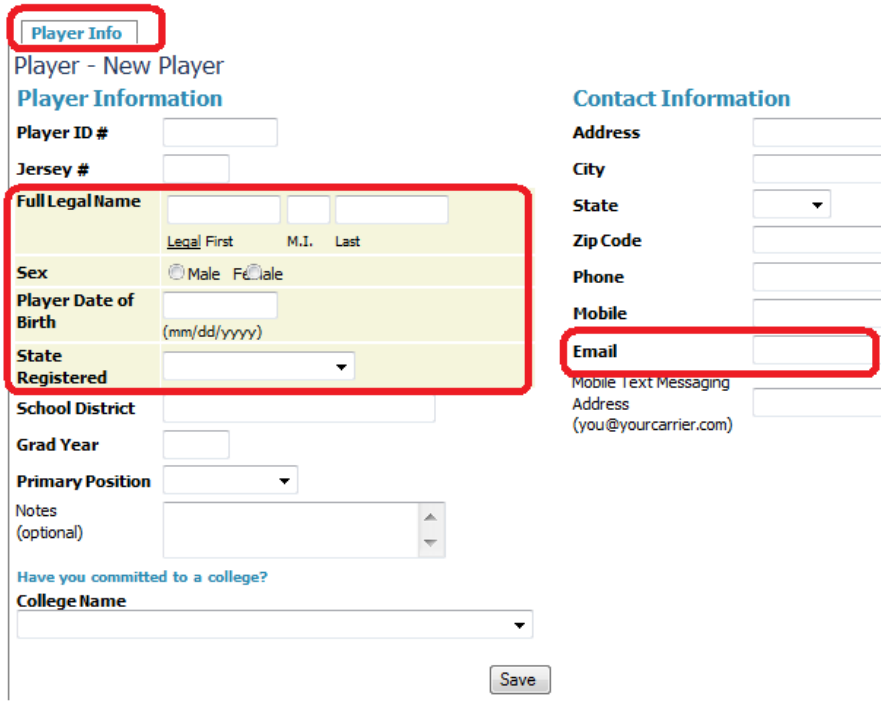
update the account with all relevant information. This is particularly helpful if your players are 15 or older and you will be attending college showcase events run by GotSoccer.



Once the player account is saved, you can click on the name to mange even more player information. We will describe this in more detail below.

If you are playing in a tournament that uses our software, you can see and manage the player list for that event. For example, this team is going to the Zoccer Spring 09 Festival. If we select the tournament from the dropdown menu, we will see all our players.

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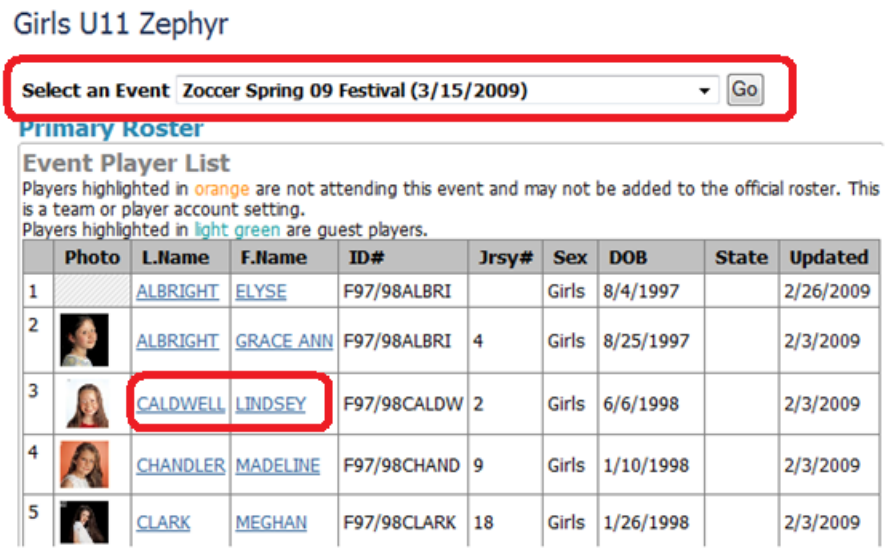

Let's assume that Lindsey Caldwell cannot attend. We can remove her from the event roster the tournament sees by clicking on her name, then the **Event Attendance** tab. We can remove her by clicking the **Remove** button.

We can add her back by clicking on the Add button in the *Your team is also attending the events listed below*. The parent

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Assuming we did not add her back and click **Roster** on the gray menu bar and select Zoccer Spring 09 Festival from the *Select an Event* Dropdown, we will see Lindsey's profile in orange.

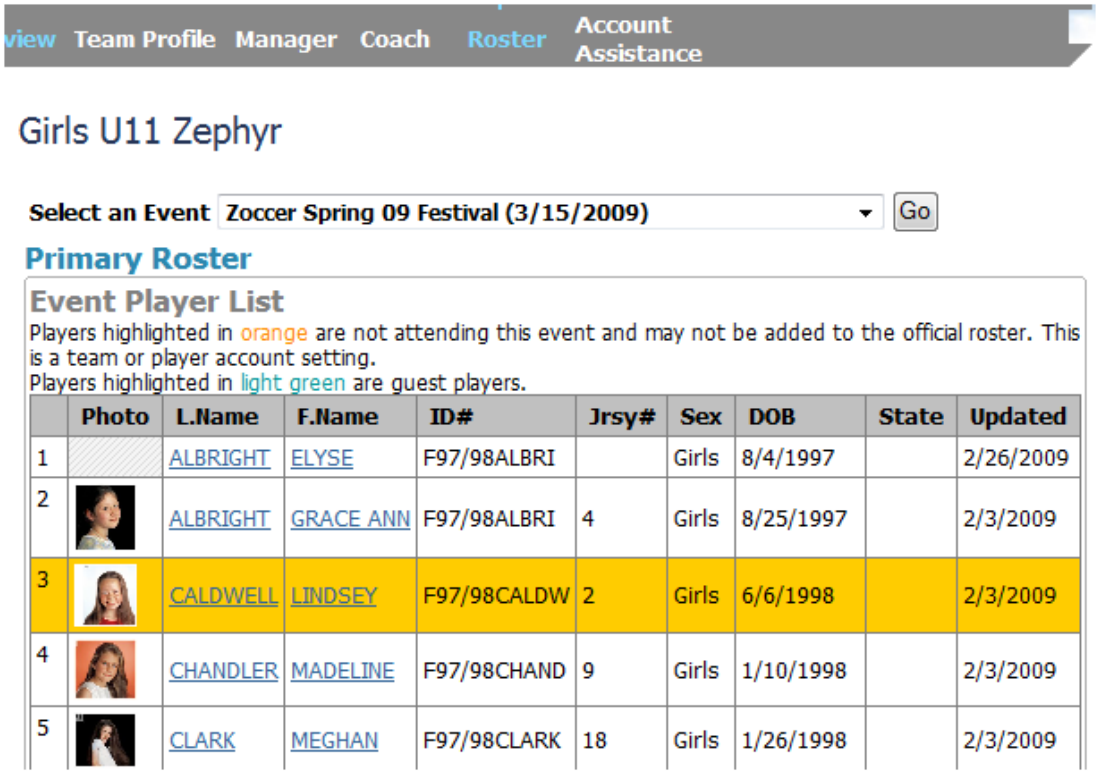

	Photo	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	State	Updated
1		ALBRIGHT	ELYSE	F97/98ALBRI		Girls	8/4/1997		2/26/2009
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3		CALDWELL	LINDSEY	F97/98CALDW	2	Girls	6/6/1998		2/3/2009
4		CHANDLER	MADELINE	F97/98CHAND	9	Girls	1/10/1998		2/3/2009
5		CLARK	MEGHAN	F97/98CLARK	18	Girls	1/26/1998		2/3/2009

Again this means that the tournament will not see her on the event roster. This has no effect on other rosters or on frozen rosters.

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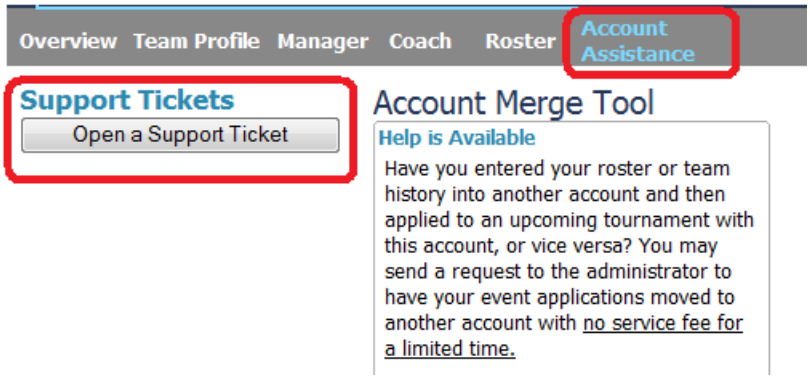
Contacting GotSoccer

GotSoccer does not provide phone assistance to players or teams. If the issues is regarding rosters and frozen rosters that cannot be changed from the team account, you'll need to contact your club or association.

If this is a ranking or team merge issue, then you will have to send a *Support Ticket* to us. To do this:

1) Click on the **Account Assistance** link on the gray menu bar.
2) Click on **Open a Support Ticket**



3) Make sure the contact info is correct, decide who you want to send the inquiry to: GotSoccer, the state and event …
4) Select a general problem category
5) Provide a description of the issue.

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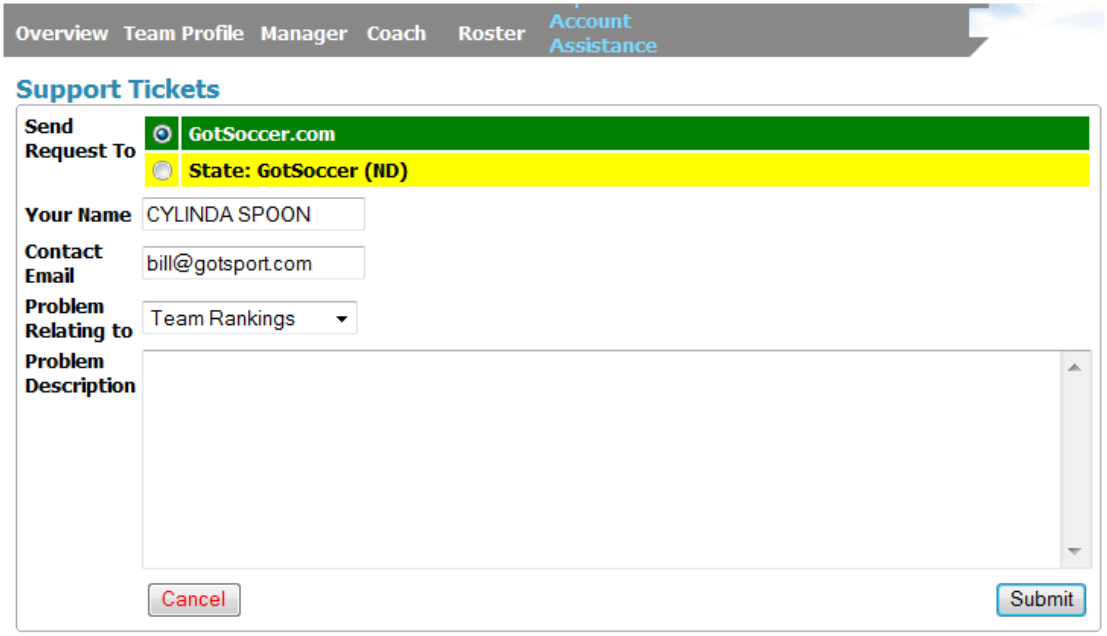
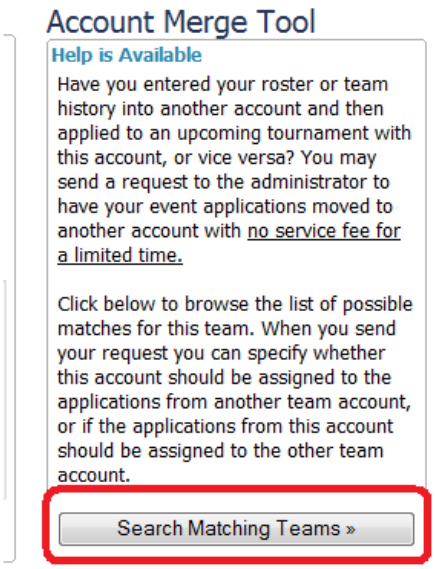


6) If it is a duplicate team problem, find the matching team from the **Search Matching Teams** link.



7) You can also find out information on the other team via the rankings page. Just clink on the team name and include the team id number from the rankings page.

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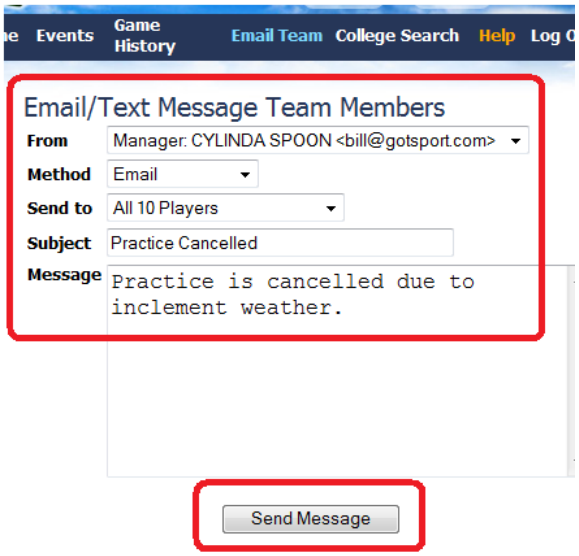
Emailing or Text Messaging Team Members

The team manager or coach can email or text message from the team account. We do not charge for these features, but text messaging rates may be charged by a wireless company. To email or text message:

1) Click on **Email** on the dark blue menu bar
2) Fill out the form
3) Press **Send Message**



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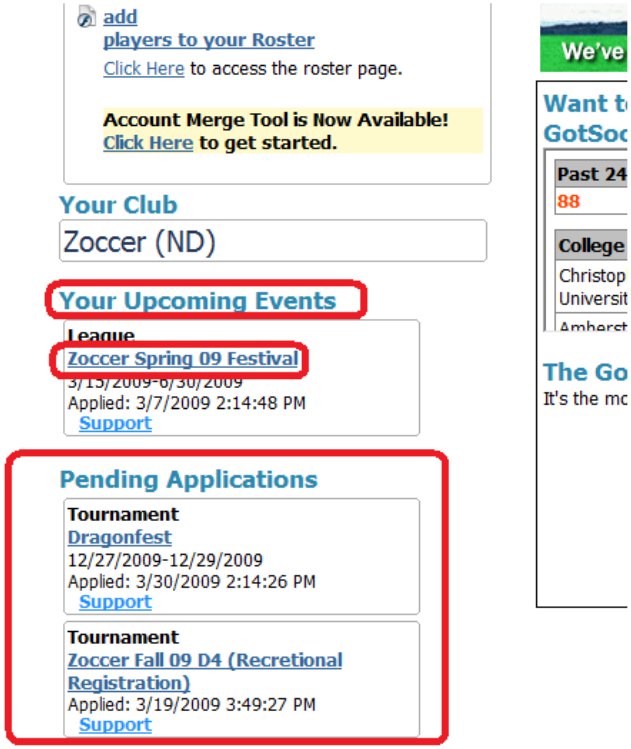
Working with Event Applications

GotSoccer makes it easy to register for our events by automatically transferring information from a team account to a registration form for a tournament or league event. Once you apply to one of our events, you will see the application listed on the *Overview or Home* screen.

Note: If you have entered an event, you can go back to the event application and register using your username and password. Instead of bring up the event application, our system will now open your team account and bring you to the event application page. This is the same as logging in using the team Account login area described above then opening the event application.

Look down to the left for the Your Upcoming Events area, accepted applications, and *Pending Applications*



If you click on an application, you can see details about the application and modify certain fields. You'll see a series of tabs just above the team *Application* screen

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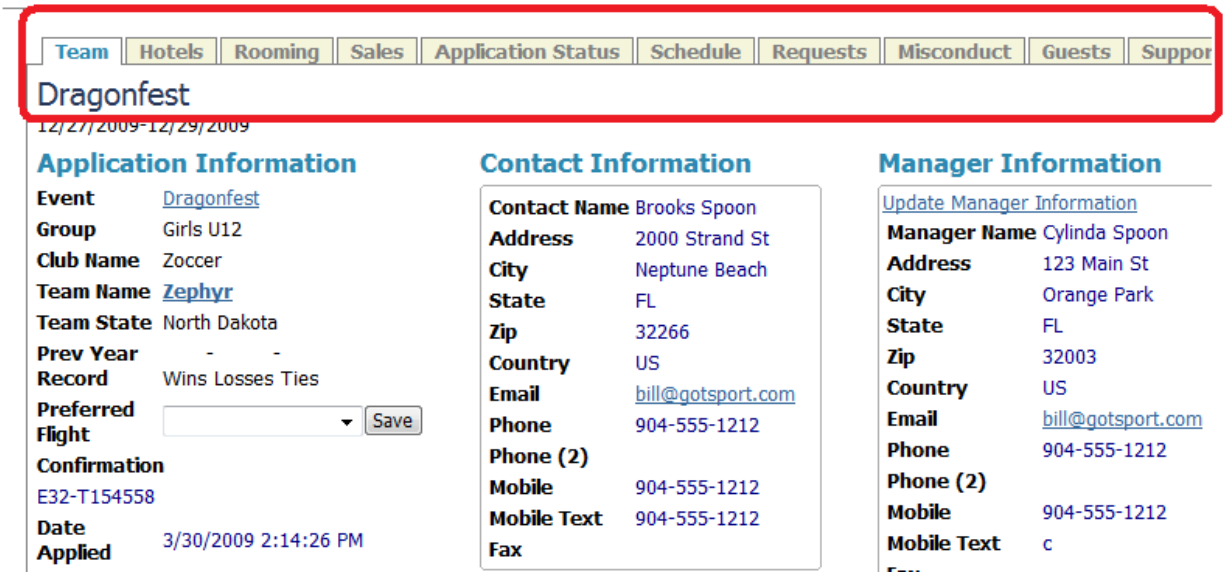

Changing Coaches and Managers

If we look at this application we can see the coach has changed from Karen Gantt to Brooks Spoon and a new assistant coach, Josh Poe, has been added. The application is telling you that this information is not consistent with the current application. To update the league application, click on the Click here link in the *Team Information Update Found* area.

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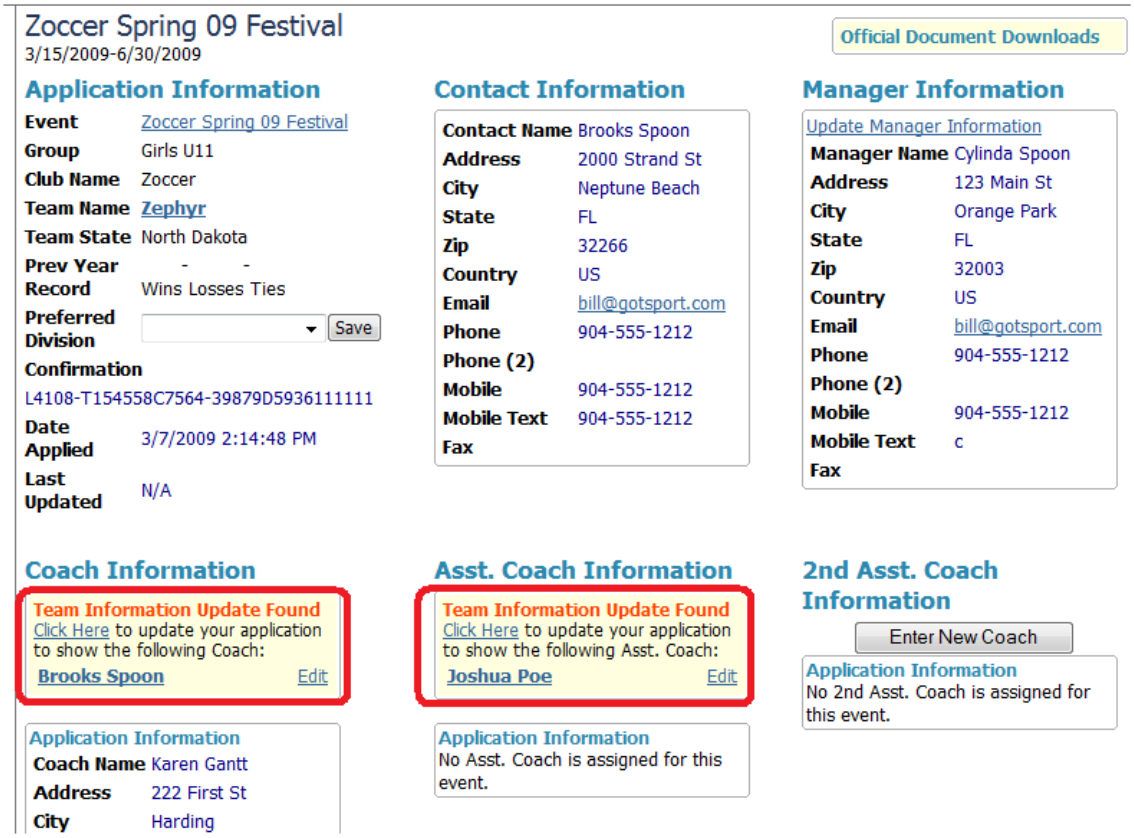

Application Status and Updating Credit Card Information

If you click on the Application Status tab, you'll see a summary of the payment history.

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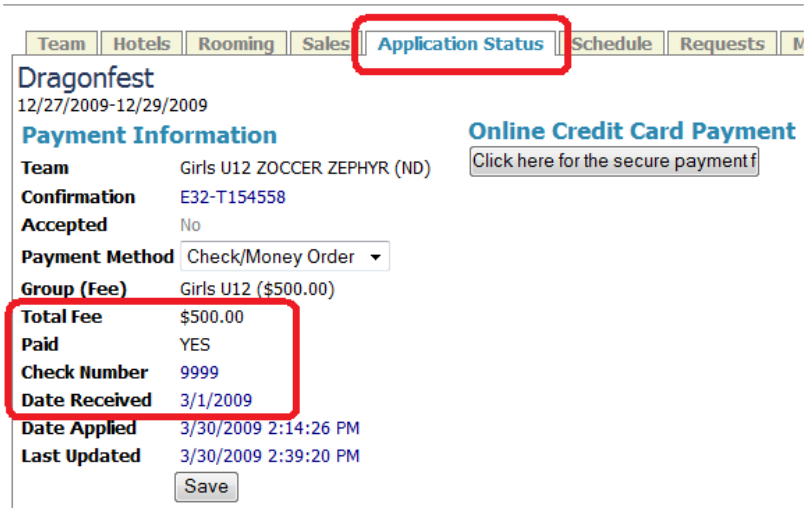
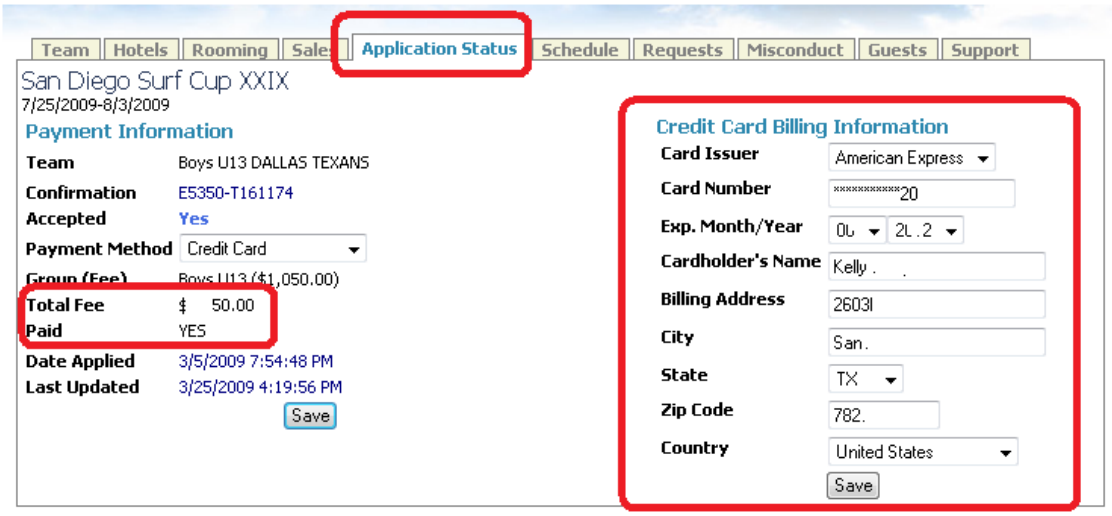


The **Application Status** tab will tell you if your credit card payment has been received and or your credit card has been charged. You can also update credit card information on this page.



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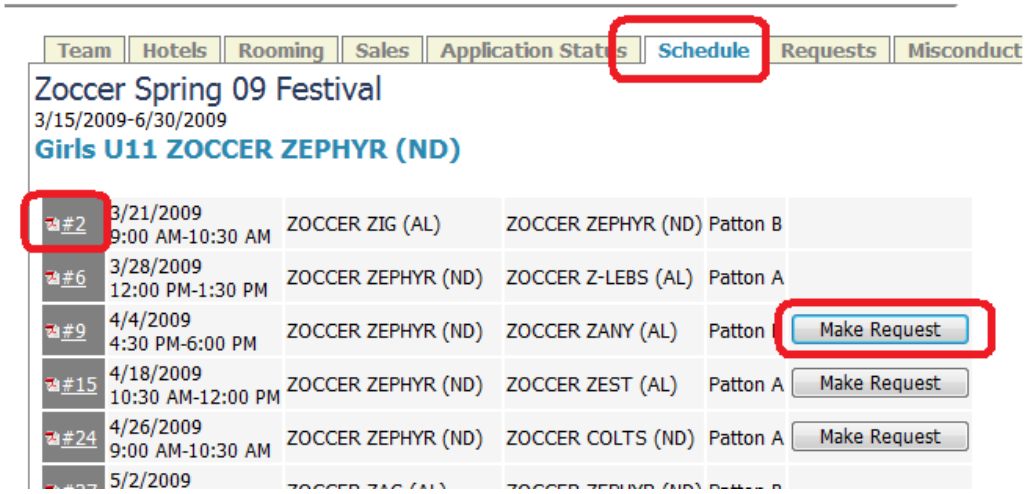
Your Team's Event Schedule

Teams can see their event schedule on the **Schedule** tab. If this is a league you may:

a. Be able to download game cards
b. Be able to make scheduling requests



League No Play Date Requests

If you are playing in a league that allows you to request blackout, no play, dates. You will find a calendar on the **Requests** tab. If you click on the small 'x" at the top right of a day the day will turn red. This will tell our system that you have requested the day off. The system will only allow as many requests as the league has authorized. Some league do not allow for any requests. If you make a mistake, just click the blue "+" button to turn the day back on.

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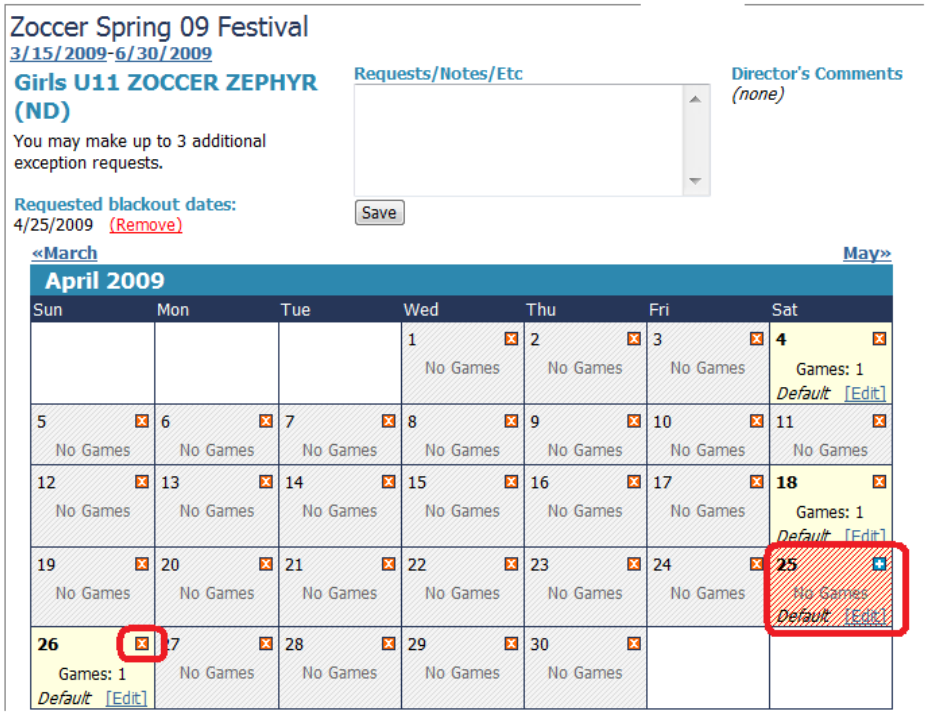

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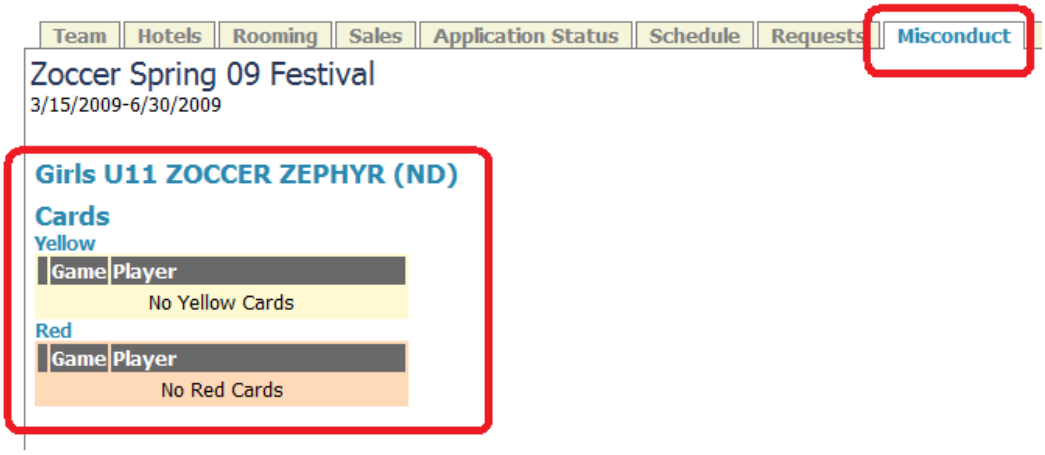
Yellow and Red Card tracking

Our system will keep track of all yellow and red cards by player, if the event has entered card information. These can be found on the **Misconduct** tab. We do not report these unless the state uses GotSoccer software.

If you have questions or concerns they must be addressed by the event or league. GotSoccer does not enter this information.



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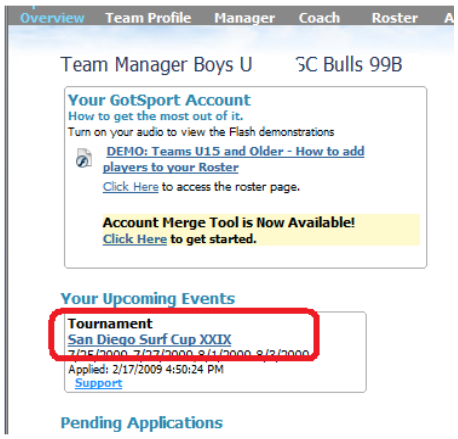
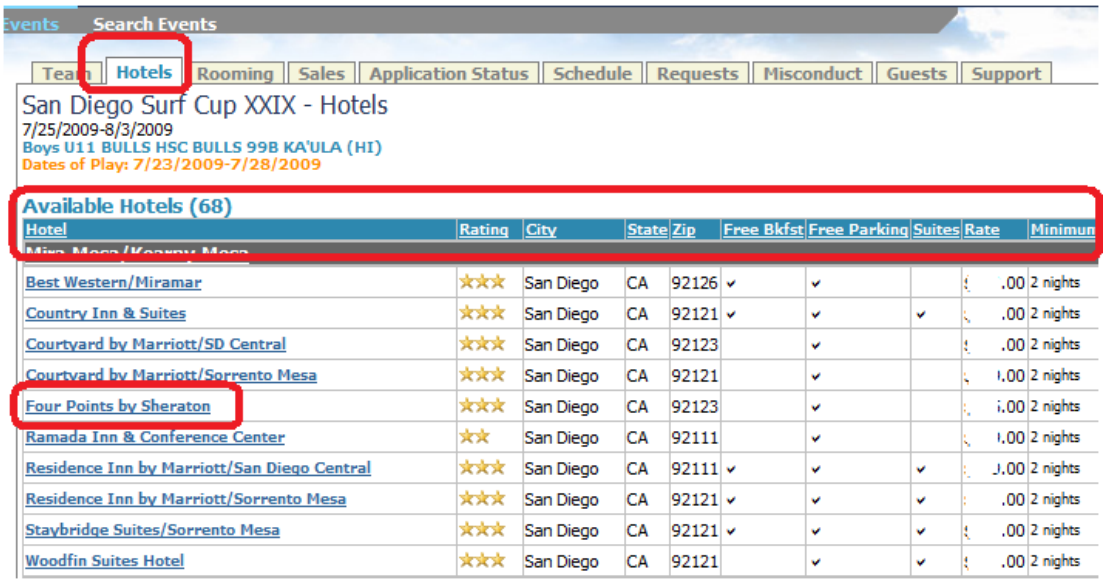
Hotels

If your tournament requires you to book hotels and they use our software, you will find the list of available hotels on the **Hotels** tab. You will only be able to see the list of hotels after your team has been accepted.

1) In your team account, Click on the event application



2) Click on the **Hotels** tab. The system will display a table of hotels. You can sort the table by clicking on any column heading, such as **Rate**. The rating is the AAA rating.



3) Once you determine the hotel of interest click on the name

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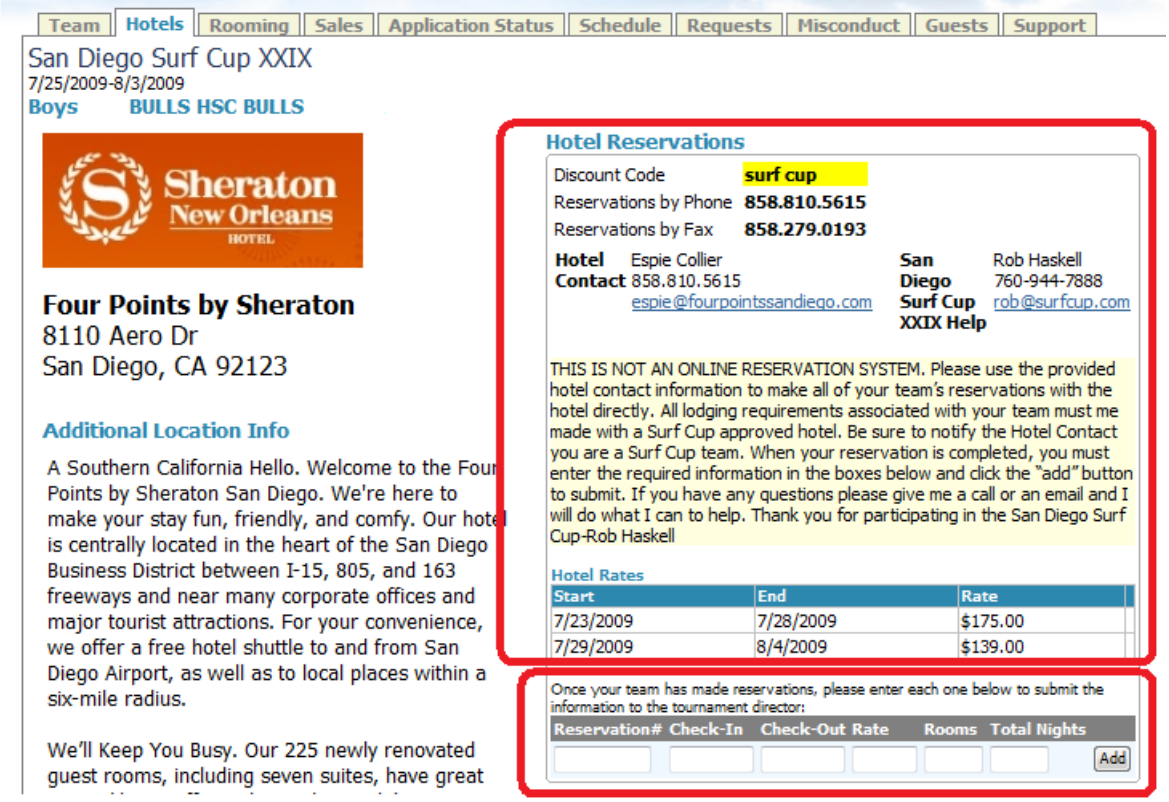
4) Instructions for how to contact the hotel will be displayed in the *Hotel Reservations* box. Some hotels will have a toll free number with a discount code, others will instruct you to contact the property directly.



5) Once you have made a reservation please enter the reservation number(s) and details in the reservation box.
6) Next we'll create a rooming list.
7) Click on the **Rooming** tab
8) You will see rooms for the hotel.
9) Enter a Room/Group name, here we called the first room "Room 1"
10) Select a player, coach, or manager from the drop down list or type in a name in the *Guest* area
11) Press **Add**

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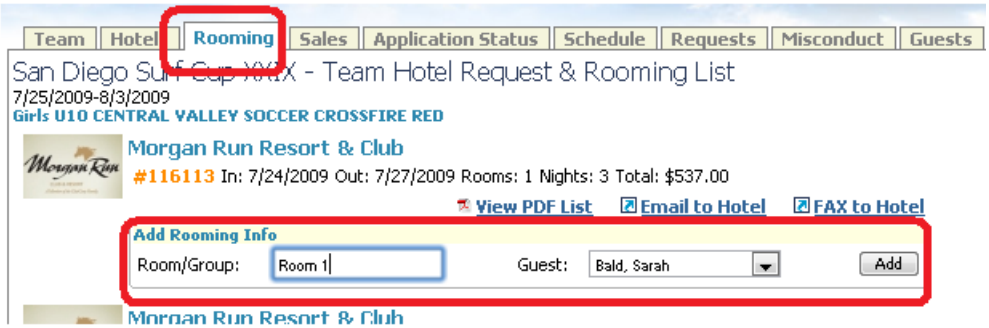
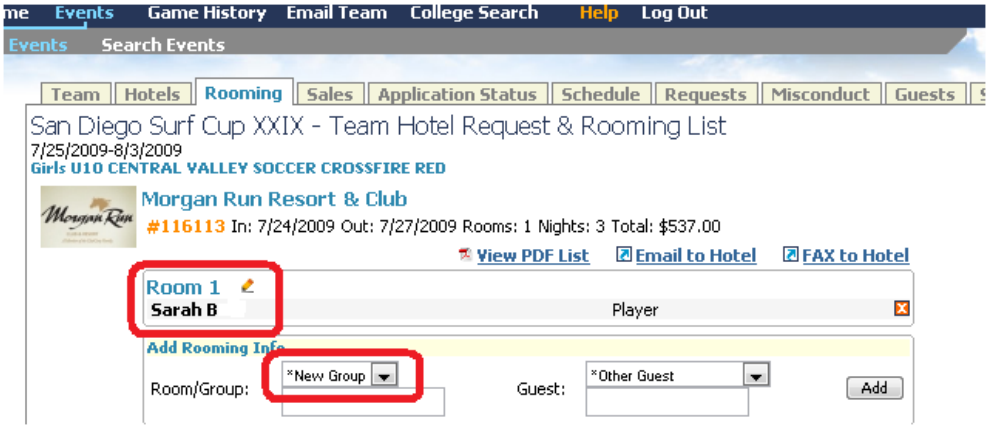
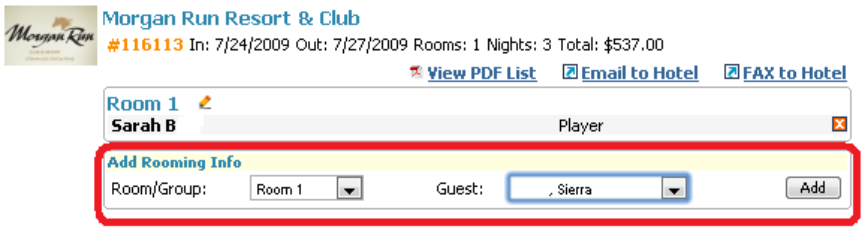


12) The system will refresh showing the person added to Room 1 and a New Group dropdown in the room/Group area.



13) If you want to add additional people to Room 1, click on the *New Group* dropdown and choose Room 1.
14) Select another player or person from the dropdown, or type in a name



15) Click **Add.** The system will refresh showing two players in Room 1.
16) You can add additional players to room 1 or create a Room 2 and add people to that room.

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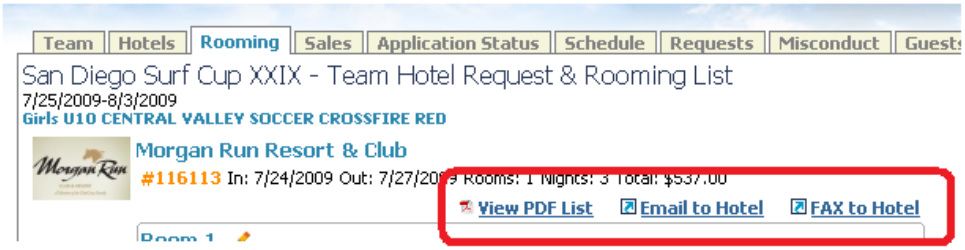
17) Continue until all rooms are full.
18) When you are done you can:
    a. Print the rooming list as a PDF file
    b. Send the rooming list via an email or
    c. Fax the rooming list directly to the hotel



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