

GotSoccer Tournament Module Table of Contents

What’s New in this Version?.....	5
Logging into your Account.....	6
Creating a New Event.....	9
Uploading Permission to Host	12
<u>Creating an Application</u>	
Mandatory Application Elements; Event Fees and Payment Methods.....	14
Payment Options: Adding Credit Card Accounts and Check Addresses	19
Credit Card Setup.....	23
Age Groups.....	24
Linking the Application to your Website	26
Optional Application Elements	27
Customize Automatic Email.....	35
Customizing Applications with the Custom Form Creator	38
Customizing System Default Application Questions	44
Application Agreement	49
<u>Working with Applications and Emailing</u>	
Applications (Editing and contacting teams)	51
Adding a Temporary Application (TBAs).....	55
Search Applications Filter Area.....	57
Accepting Teams from the Teams page.....	59
Accepting Teams without Notification	60
Emailing and Text Messaging Teams.....	62
Emailing from the Messaging area:.....	64
Sending an Email to Multiple Teams from the Teams page.....	69

[Creating Game Structures](#)

Building Flights	73
Match Format (Standard, Crossover, and Custom Group Play).....	83
Custom Game Templates	85
Sample Templates	88
Setting up Simple Playoff Formats	91
Creating Custom Playoff and Consolation Game Formats	94
Wildcards in Playoff and Consolation Matches.....	101

[Fields](#)

Creating and Copying Fields	103
Generating Game Sets (Creating Matchups).....	110
Scheduling Games and our Smart Scheduler	113
Backing up your Work.....	122
Modifying Flights after Games have been Created	125
Coaching Conflicts and Minimum Game Breaks	131

[Publishing the Schedule and Other Links](#)

Publishing the Schedule for the Public.....	137
Other Public links (Applied, Accepted and Bracketed Teams)	141
Publishing the list of Registered College Coaches	143

[Scoring](#)

Scoring	146
Entering Scores in the Scoring Area	150
Phoning in Scores.....	152
The GotSoccer Video Score Board.....	154

[Printing and Exporting](#)

Exporting Application Information	158
Creating Player Profile Books	159
Printing Game Cards	160

Printing Schedules	163
<u>GotSoccer's Team Handbook</u>	
Introduction to our Team Account.....	166
How Teams Accounts are Created	167
Logging into your Team Account	168
<u>Updating Team, Contact, Coach and Record Information</u>	
The Overview Screen	170
Team Profile	171
Change Login Information	171
Team Record for Non GotSoccer Events	172
Edit Contact Person and Hotel Coordinator Data	173
Download Documents (rosters and id cards)	173
Manager Information	174
Coach Information.....	175
<u>Adding, Removing, Emailing Players and Contacting GotSoccer</u>	
Rosters	176
Contacting GotSoccer.....	180
Emailing or Text Messaging Team Members	183
<u>Viewing and Updating Event Applications</u>	
Working with Event Applications.....	184
Changing Coaches and Managers.....	185
Application Status and Updating Credit Card Information	186
Your Team's Event Schedule	188
League No Play Date Requests	188
Yellow and Red Card tracking.....	190
Hotels.....	191

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.

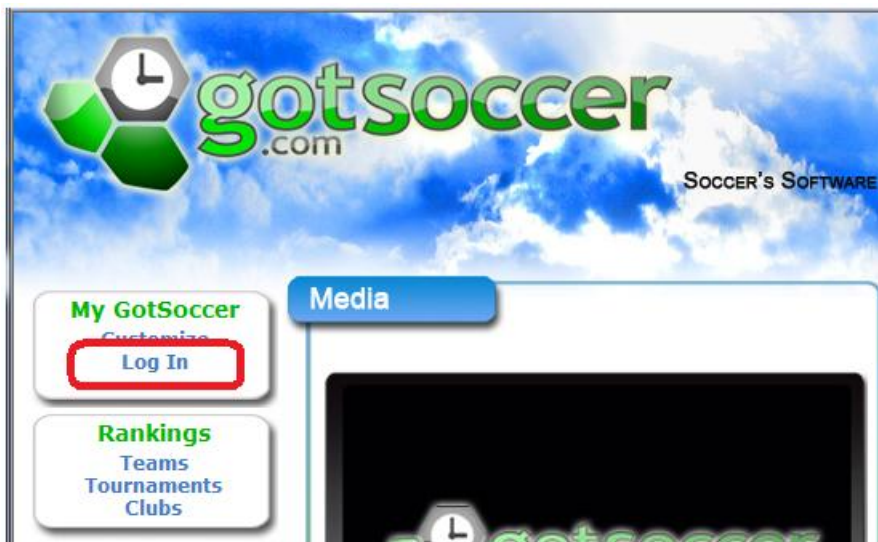
Logging into your Account

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](#).



Select [Tournament Directors](#)



Enter your username and password and click login

 **Sports Directors & Staff**
 Enter your User Name and Password below:
 Your session has expired. Please login again.

User Name
 Password

New Directors [Register Here](#)
 to establish a master account

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

gotSPORT.com [GotSport.com](#) > [Directors](#)

Home Club Referees Training League **Tournament**

My Account Upcoming Events Billing Log Out Help

Summary Account Info User Accounts Payment Setup Activity Logs Support Tickets

Welcome, Bill Cameron
Below is a summary of your account.

Club Summary
 Players on Team Rosters 17 Unassigned Players 7
 Total Registered Players 24 [Manage Players](#)

My Invoices

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.

gotSPORT.com [GotSport.com](#) > [Directors - Tournament](#)

Home Club Referees Training League **Tournament**

My Account Fields Tournaments Teams Hotels Playoff Editor Scorecard Editor Log Out Help

Welcome, Bill Cameron

Available Fields
[Manage All Fields](#)

Recent Team Applications
Last 25 Unaccepted Applications:
No pending applications on file

Find a Team
Find Application
Enter Confirmation # or Team
[More Search Options](#)
[Quick Application Input](#)

Scheduled Tournaments
[no events on record]
[Add New Tournament](#)

Tournament

Creating a New Event

Click on the **Add New Tournament** link

The screenshot shows the GotSport.com website interface. At the top, there is a navigation bar with links for Home, Club, Referees, Training, League, and Tournament. Below this is a secondary navigation bar with links for My Account, Fields, Tournaments, Teams, Hotels, Playoff Editor, Scorecard Editor, Log Out, and Help. The main content area is titled 'Welcome, Bill Cameron' and contains three sections: 'Available Fields' with a link to 'Manage All Fields', 'Recent Team Applications' showing 'Last 25 Unaccepted Applications: No pending applications on file', and 'Find a Team' with a search box and links for 'More Search Options' and 'Quick Application Input'. A vertical sidebar on the left is labeled 'Tournament'. In the 'Scheduled Tournaments' section, there is a message '[no events on record]' and a link to 'Add New Tournament', which is highlighted with a red rectangular box.

- 1) Please fill out the **Basic Setup** page.
- 2) Select your **Sport**
- 3) Click on the calendar icon then click on the event date. Remember to close the calendar when you have finished 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!

Tournaments Teams Hotels Playoff Editor Scorecard Editor Log Out Help

Basic Setup


General Information

Event Name

Sport

Gender

Description

Date(s) 

*Incorrectly ordered dates will be automatically sorted when saving.

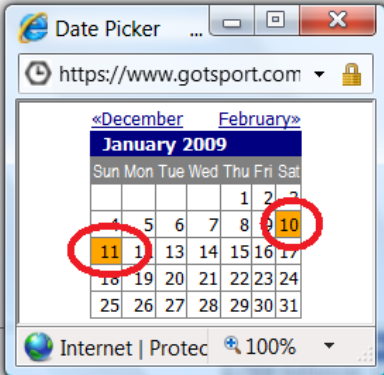
General Location

City

State

Country

Zip Code

Date Picker 

Internet | Protec 100%

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.

My Account Fields Tournaments Teams Hotels Playoff Editor Scorecard Editor Log Out Help

Event Setup Application Flights Schedule Officials Scoring Messaging Export

Basic Setup Format Fees Appearance Controls Links Guest Players College Coaches

Note: Your application form is currently closed to the public. [Click here for options](#)

General Information

Event Name: Got Soccer Demonstration Tournament

Sport: Soccer

Gender: Mixed

Description: You can add a brife description of the event. It will appear on the application page

Date(s): 1/10/2009, 1/11/2009

*Incorrectly ordered dates will be automatically sorted when saving.

Save Copy Event Delete Backup & Restore...

General Location

City: Your Town

State: FL

Country: United States

Zip Code: 32003

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*.

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 with the permission form. This module should be complete by the end of July, 2009.

To upload your Permission to Host:

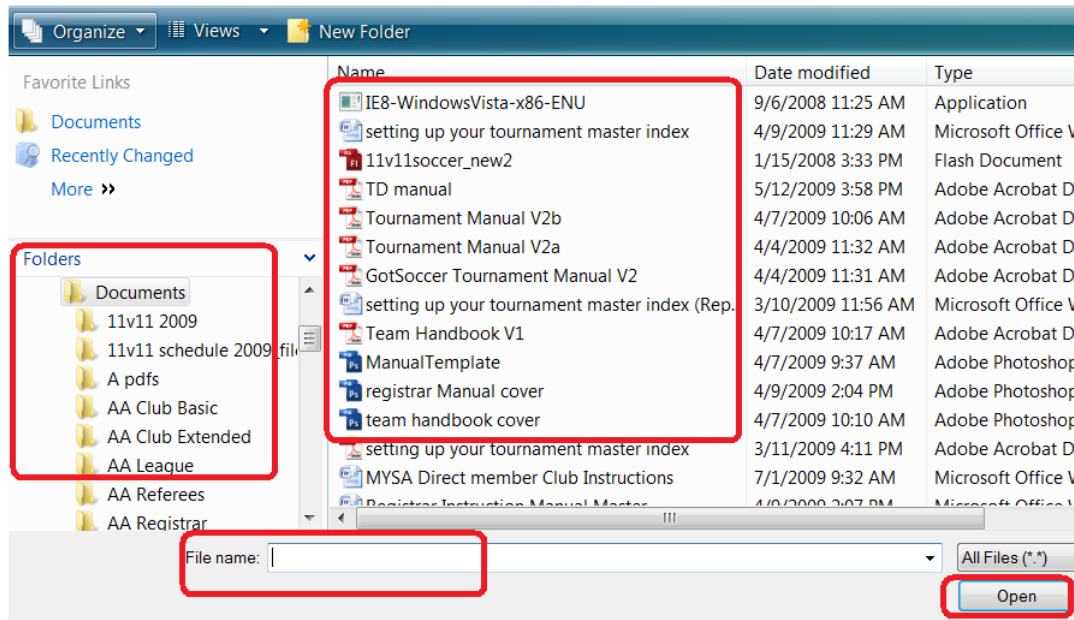
- 1) Your *Permission to Host* should be saved as a jpeg file and you should know its location on your computer (Desktop or Documents, for example).
- 2) On your **Event Setup** screen, the very first screen that appears when you click on your tournament name look down and to the right for the *Permission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

The screenshot shows the 'Event Setup' interface for the '2009 North America Memorial Day Cup'. The 'Event Setup' tab is highlighted in red. The 'Permission to Host Documentation' section at the bottom right is also highlighted in red, showing 'None on file' and an 'Add Document' button.

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

SAY
 USClub
 USSF
 Permission to Host Documentation
 Select File

- 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.

SAY
 USClub
 USSF
 Permission to Host Documentation
 Select File

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"

The screenshot shows the 'Event Format & Customization' interface. At the top, there are navigation tabs: 'Basic Setup', 'Format', 'Fees', and 'Appearance'. The 'Format' tab is active and highlighted with a red box. Below the tabs, the event name 'Dragonfest - 12/27/2009-12/29' is displayed. The 'Sport' dropdown is set to 'Soccer' and 'Gender' is set to 'Mixed'. There is an unchecked checkbox for 'Disable Age/Gender Grouping'. At the bottom, the 'Disable Event Group Select' checkbox is checked and highlighted with a red box. The text below this checkbox reads 'Ask for actual age group only'.

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

Disable Event

Group Select
Ask for actual age group only

Relabel "Fee Groups"

Relabel Team Entity

Relabel "Club Name"

Relabel "Team Name"

Relabel "Team State"

Relabel "Roster"

Relabel Division Entity

Override Age Group Date* (Advanced)

*In some cases you may wish to calculate age groups so teams play in their next age group. By overriding the event start date, the system will calculate what the team's age would be on the date you enter above. This does not alter the team's actual team account or state registered age group but may alter the age group they play in for your event.

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

Basic Setup | Format | **Fees** | Appearance | Directors | Access Control | Links | Guest Players | Co

Zoccer Festival

Current Application Fees / Groups

You can allow teams to select their own fee group or you may restrict access to specific ages and genders. The age filter will apply to the age group the team is applying for which may differ from the team's actual age.

Group/Name	Gender	Age(s)	Fee	More Info(optional)	Available	Order
Small Sided Game	Either	U8 to U10	400		<input checked="" type="checkbox"/>	<input type="button" value="Add"/>

- 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.

Current Application Fees / Groups
 You can allow teams to select their own fee group or you may restrict access to specific ages and genders. You can also restrict access to specific ages and genders. You can apply to the age group the team is applying for which may differ from the team's actual age.

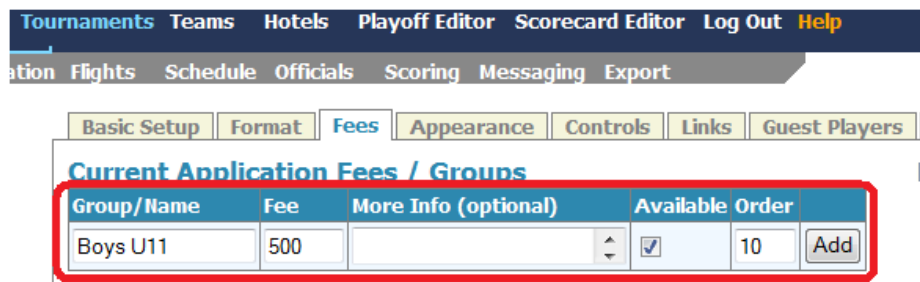
Group/Name	Gender	Age(s)	Fee	More Info(optional)	Available
Small Sided Games	Either	U8-U10	\$400.00		Yes
Full Sided Games	Either	U10-U18	\$500.00		Yes
	Either	All			<input checked="" type="checkbox"/>

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**

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

Tournaments Teams Hotels Playoff Editor Scorecard Editor Log Out Help

ation Flights Schedule Officials Scoring Messaging Export

Basic Setup Format Fees Appearance Controls Links Guest Players Coll

Current Application Fees / Groups

Group/Name	Fee	More Info (optional)	Available	Order		
Boys U11	\$500.00		YES	10	Edit	Delete
Boys U11 (8v8)	400		<input checked="" type="checkbox"/>	9	Add	

- 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.

Tournaments Teams Hotels Playoff Editor Scorecard Editor Log Out Help

ation Flights Schedule Officials Scoring Messaging Export

Basic Setup Format Fees Appearance Controls Links Guest Players Coll

Current Application Fees / Groups

Group/Name	Fee	More Info (optional)	Available	Order		
Boys U11 (8v8)	\$400.00		YES	9	Edit	Delete
Boys U11	\$500.00		YES	10	Edit	Delete
			<input checked="" type="checkbox"/>		Add	

- 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.

Tournaments Teams Hotels Playoff Editor Scorecard Editor Log Out Help

tion Flights Schedule Officials Scoring Messaging Export

Basic Setup Format Fees Appearance Controls Links Guest Players College C

Current Application Fees / Groups

Group/Name	Fee	More Info (optional)	Available	Order	
Boys U11 (8v8)	\$400.00		YES	9	Edit Delete
Boys U11 (11v11)	500.00		<input checked="" type="checkbox"/>	10	Update
			<input checked="" type="checkbox"/>		Add

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

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.

- 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.

Formerly PKI) Application Form
ebsite

Alternate Merchant Profiles

Alternate Profile 1 (This name is editable)

Payment Types Accepted	Payment Mailing Address
Accept Credit Cards: <input type="checkbox"/>	Make Payment to: <input type="text"/>
Accept Paper Checks: <input type="checkbox"/>	Mail to Address: <input type="text"/>
Accept eChecks: <input type="checkbox"/>	Address (2): <input type="text"/>
Accept Vouchers: <input type="checkbox"/>	Address (3): <input type="text"/>
Create Vouchers	City: <input type="text"/>
Merchant Account Info	State: <input type="text"/>
Gateway: <input type="text" value="AuthorizeNet"/>	Zip Code: <input type="text"/>
Merchant ID: <input type="text"/>	Phone: <input type="text"/>
Merchant Key: <input type="text"/>	Created: <input type="text"/>
Accepted Cards	Updated: <input type="text"/>
<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover

7) Select the account you want for the tournament

Account Fields **Tournaments** Teams Hotels Playoff Editor Scorecard Editor Log Out Help

Event Setup **Application** Rights Schedule Officials Scoring Messaging Export

Basic Setup Custom Form Fields Application Agreement Sale Items Fees

California Cup '09- Boys Weekend
6/19/2009-6/21/2009

Registration Form Options

Application Open

Application Form URL:
https://www.gotsoccer.com/forms/app/?EventID=5272

[Preview Live Form](#)

Note: Do not copy the URL from your browser address bar as the URL

Event Merchant Profile
Tournament Account

[Manage Merchant Profiles](#)

Payments Accepted

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

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.

The screenshot shows the 'Application' tab selected in the top navigation bar. The main content area is divided into several sections:

- Registration Form Options:** A list of checkboxes for customizing the application form, including 'Application Open', 'Use Compact Form*', and options to remove various boxes like 'Optional National, Regional, and State Competition', 'Our Event Previous Record', 'Team Colors and Alt Colors', 'Team Roster', 'Manager', and 'Contact Person'. A 'Save' button is at the bottom.
- Event Merchant Profile:** A section with a dropdown menu set to 'Default' and a 'Save' button.
- Payments Accepted:** A section with three sub-sections:
 - Credit Cards:** Includes a checkbox and an 'Additional Fee' field with a percentage sign.
 - Checks/Money Orders:** Includes a checkbox and an 'Additional Fee' field with a percentage sign.
 - Accept Vouchers:** Includes a checkbox and a 'Create Vouchers' link.
 A 'Save' button is at the bottom.
- Payment Address:** A section with input fields for 'Make Checks/MOs Out to:', 'Mail to Address:', 'Address (2):', 'Address (3):', 'City:', 'State:', 'Zip Code:', and 'Phone:'. A 'Save' button is at the bottom.

- 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.

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.

GotSoccer - Payment Setup

[Download the PRI Merchant Account Guide](#)
[Download the TransFirst \(formerly PRI\) Application Form](#)
[TransFirst \(formerly PRI\) Website](#)

Payment Types Accepted

Accept Credit Cards:
 Accept Checks/Money Orders:
 Accept eChecks***:
**The eCheck service must first be activated on your AuthorizeNet merchant account.
 ***Coming Soon

Payment Address for Checks/Money Orders
For Club Application Fees Only

Make Payment to: GotSoccer.com
 Mail to Address: 2000 Strand Street
 Address (2):
 Address (3):
 City: Neptune Beach
 State: FL
 Zip Code: 32266
 Phone: 904-685-2118

Merchant Account Info

Merchant Gateway: AuthorizeNet
 Merchant ID: 6tS7cwwA3xj
 Merchant Key: *****

Accepted Cards

Visa American Express
 MasterCard Discover

You can setup payment addresses for events through the Fees tab in the event management area.

Save Payment Setup

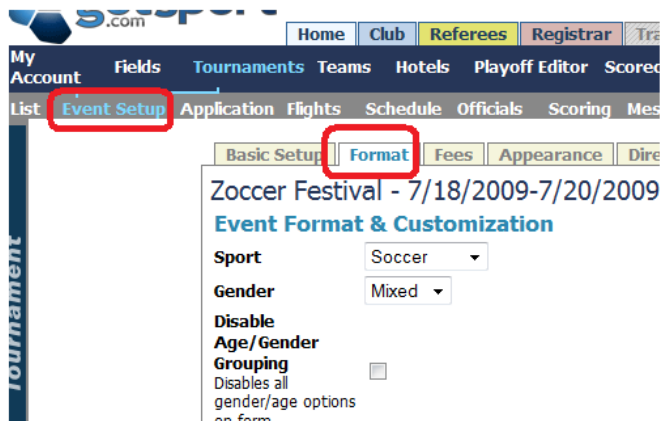
You're ready to accept credit cards.

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

Disable Event

Group Select
 Ask for actual age group only

Relabel "Fee Groups"

Relabel Team Entity

Relabel "Club Name"

Relabel "Team Name"

Relabel "Team State"

Relabel "Roster"

Relabel Division Entity

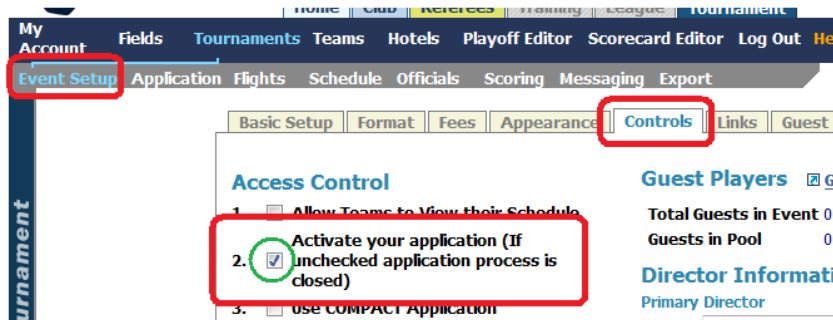
Override Age Group Date* (Advanced)

*In some cases you may wish to calculate age groups so teams play in their next age group. By overriding the event start date, the system will calculate what the team's age would be on the date you enter above. This does not alter the team's actual team account or state registered age group but may alter the age group they play in for your event.

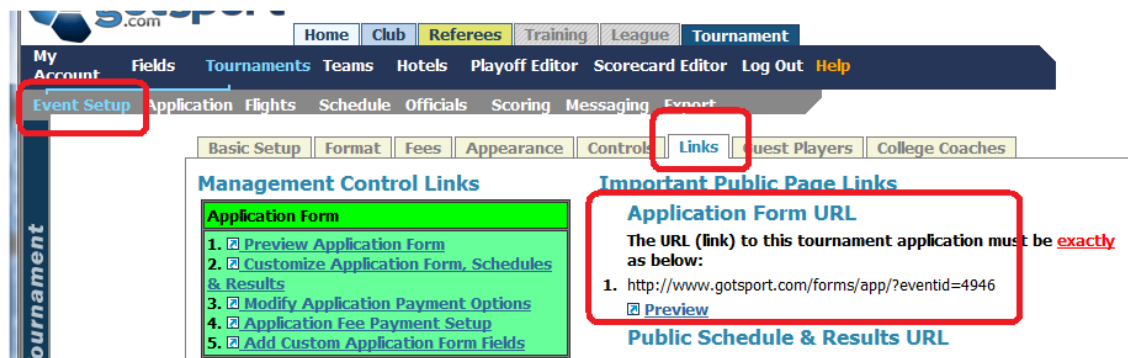
- 4) Assuming your event conforms to the general USYSA age group guidelines (8/1 through 7/31 of the next year. Type in 8/1/xx where xx = the start of the new age year. If your event is in July Of 2009 and you want a U13 team to play in a U14 age group type in 8/1/09.
- 5) Click **Save** at the bottom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

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.



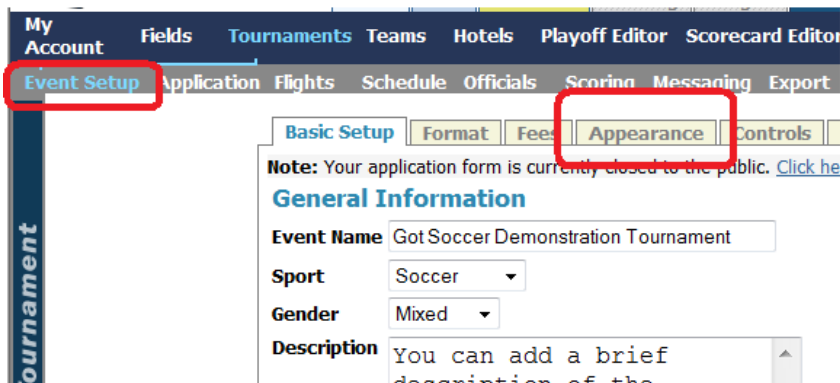
- 4) You will see it listed as "1." On the right side of the screen. You must copy it exactly as it appears here. Do not click on the preview link and copy it from the address bar because it will include code to make it a unique application. Again copy and paste the link exactly as it appears on this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

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.

Setup Application Flights Schedule Officials Scoring Messaging Export

Basic Setup Format Fees Appearance Controls Links Guest Players College Coaches

Got Soccer Demonstration Tournament

Colors & Fonts

Event Updated 11/13/2008 1:30:06 PM

Page Background Colors Custom Eyedropper

Secondary Color Colors Custom Eyedropper

Lines/Details Color Colors Custom Eyedropper

Event Name Text Colors Custom Eyedropper

Description Text Colors Custom Eyedropper

Preferred Font Tahoma

Website URL

Event Homepage Content

Header Logo

[NO LOGO]

No logo uploaded. Event name will be used.

Logo Background Colors Custom

Logo Positioning Left

Schedules & Results Page Design

Page Template Standard

- 5) Click on the **Browse** button

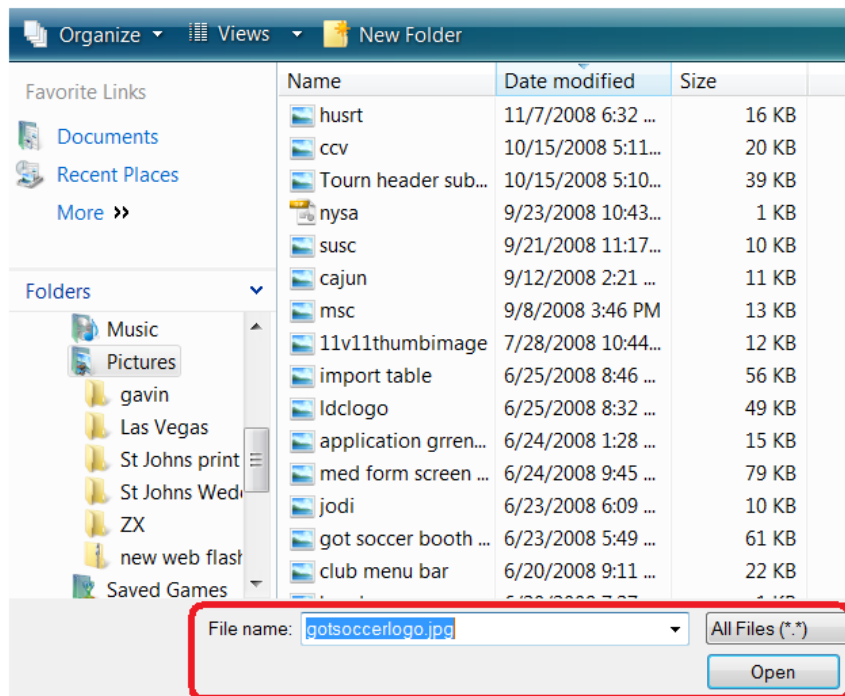
Basic Setup Format Fees Appearance Controls Links

Upload Image File

Got Soccer Demonstration Tournament - Logo

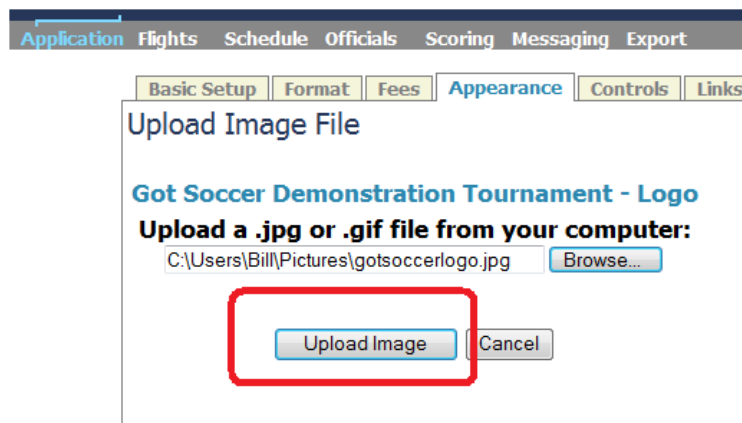
Upload a .jpg or .gif file from your computer:

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

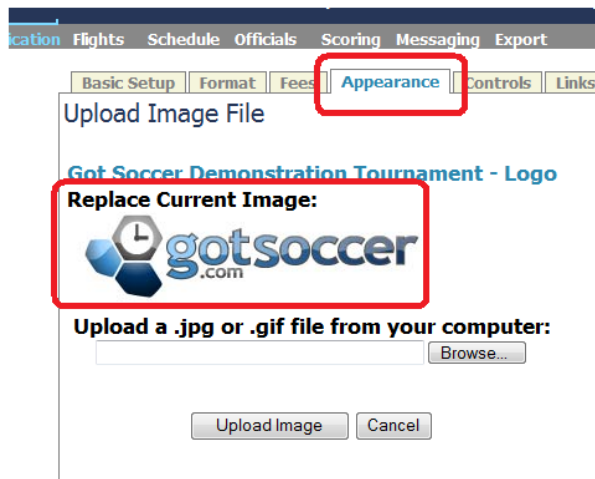


7) This will return you to our system.

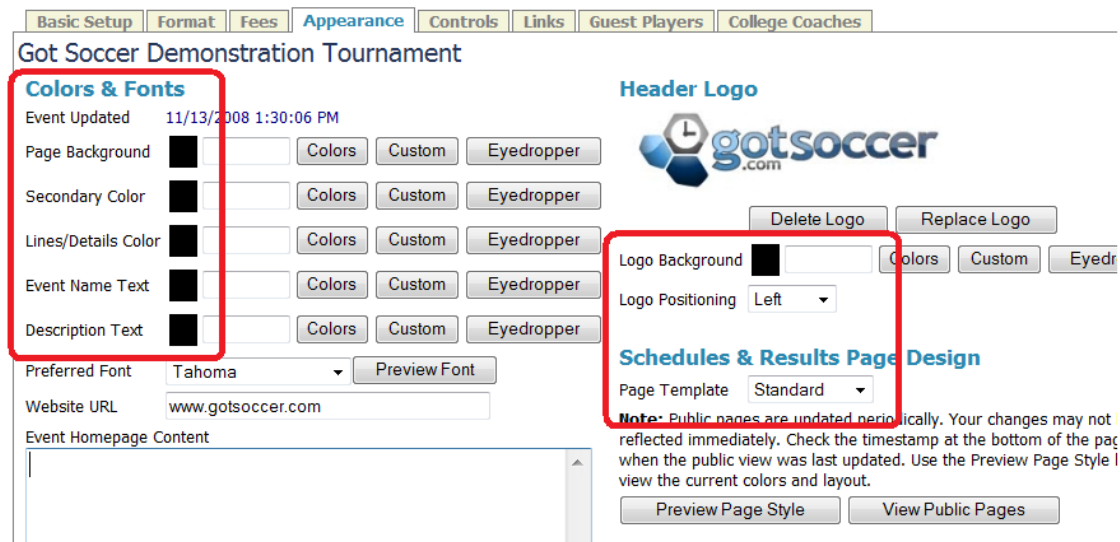
8) Press **Upload Image**



9) The image will appear on the screen.



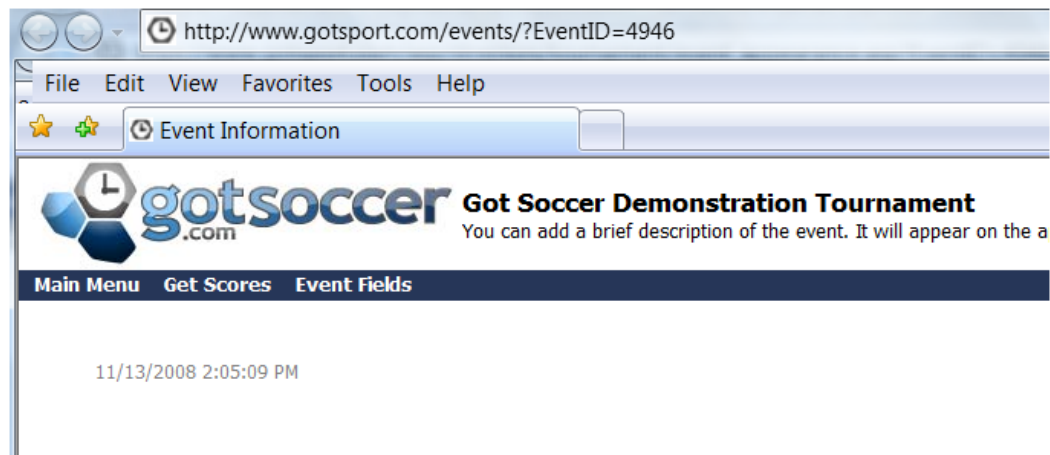
- 10) Click the **Appearance** tab to return to the main logo upload screen.
- 11) There are many options for customizing the application and other public pages. You can change the background color, logo positioning, and page style to name a few. You can also type in your event website. This will allow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



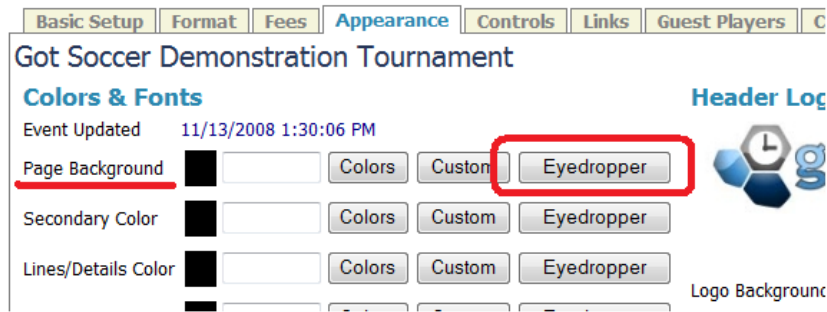
13) You'll notice that the page background default is white and the logo is on the left.



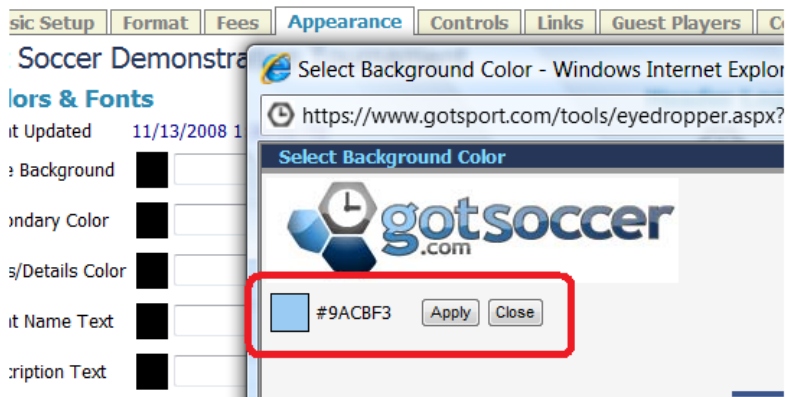
14) What if we wanted the page background color to have the light blue color in the "g" of GotSoccer?

15) Close this window and return to the tournament **Appearance** screen

16) Click on the **Eyedropper** button to the right of page background



- 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.

Basic Setup | Format | Fees | **Appearance** | Controls | Links | Guest Players | College Coaches

Got Soccer Demonstration Tournament

Colors & Fonts

Event Updated: 11/12/2008 1:20:06 PM

Page Background: Colors Custom Eyedropper

Secondary Color: Colors Custom Eyedropper

Lines/Details Color: Colors Custom Eyedropper

Event Name Text: Colors Custom Eyedropper

Description Text: Colors Custom Eyedropper

Preferred Font: Tahoma Preview Font

Website URL: www.gotsoccer.com

Event Homepage Content:

Save Cancel

Header Logo

gotsoccer.com

Delete Logo Replace Logo

Logo Background: Colors Custom

Logo Positioning: Left

Schedules & Results Page Design

Page Template: Standard

Note: Public pages are updated periodically. Your changes reflected immediately. Check the timestamp at the bottom of when the public view was last updated. Use the Preview Page view the current colors and layout.

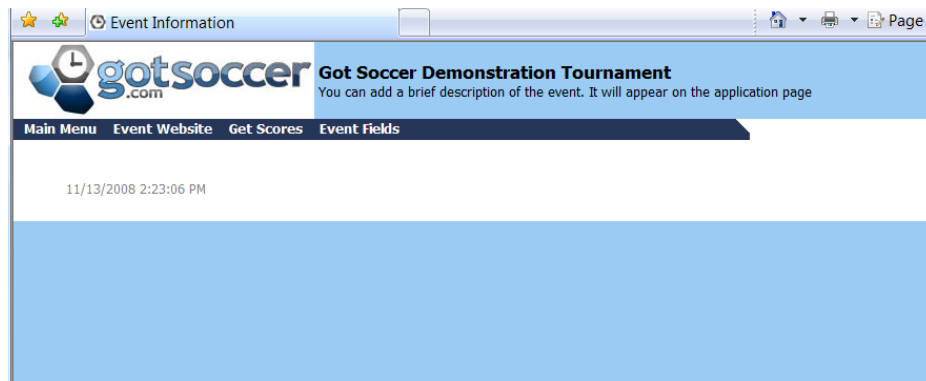
Preview Page Style View Public Pages

Preview Application Pages

Team Info Custom Form Payment Entry

[Link to your Application Form](#)

- 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.

gotsoccer.com

Delete Logo Replace Logo

Logo Background Colors Custom Eye

Logo Positioning Center

Schedules & Results Page Design

Page Template Template 4

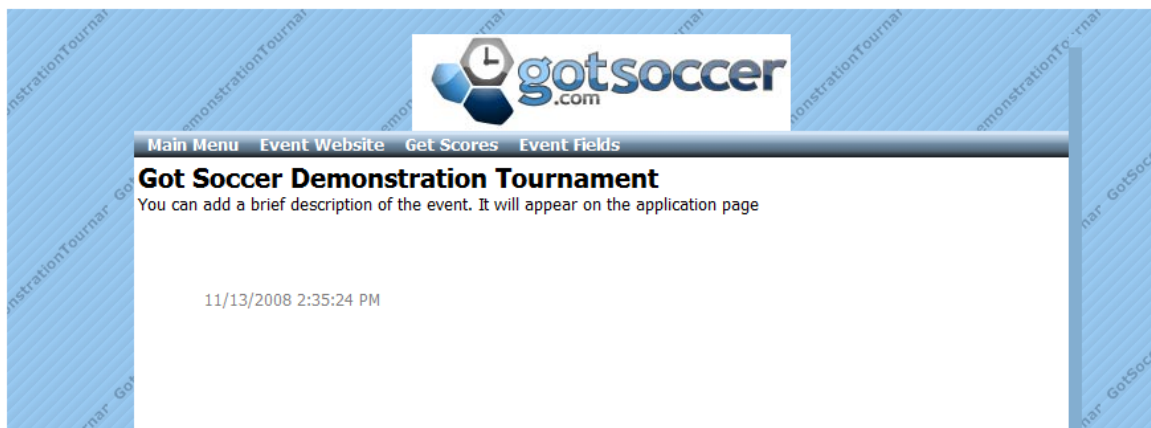
Background Text Got Soccer Demor

Note: Public pages are updated periodically. Your changes may not be reflected immediately. Check the timestamp at the bottom of the page when the public view was last updated. Use the Preview Page Style button to view the current colors and layout.

Preview Page Style View Public Pages

Preview Application Pages

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

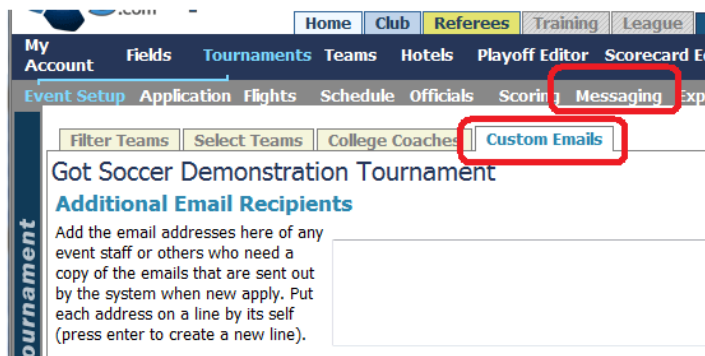


24) Experiment with these options to find the best look for your event.

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

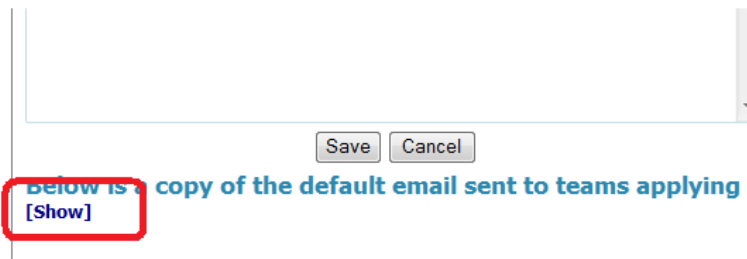
applicants. The text box on the right is the Acceptance email (Congratulations you've been accepted ...). It usually has information about payment and check-in.

The screenshot shows two side-by-side email configuration panels. The left panel is titled 'Application Confirmation Email' and the right panel is titled 'Application Acceptance Email'. Both panels have a checked checkbox labeled 'Replace entire email with message below:'. Below each checkbox is a text area with placeholder text: 'Type in your "Thank you for applying ..." email text' for the confirmation email and 'Type in your "Congratulations you've been accepted..." email text.' for the acceptance email. At the bottom of each panel are 'Save' and 'Cancel' buttons. The 'Save' button in the left panel is highlighted with a red box. Below the text boxes, there is a link that says 'Below is a copy of the default email sent to teams applying'.

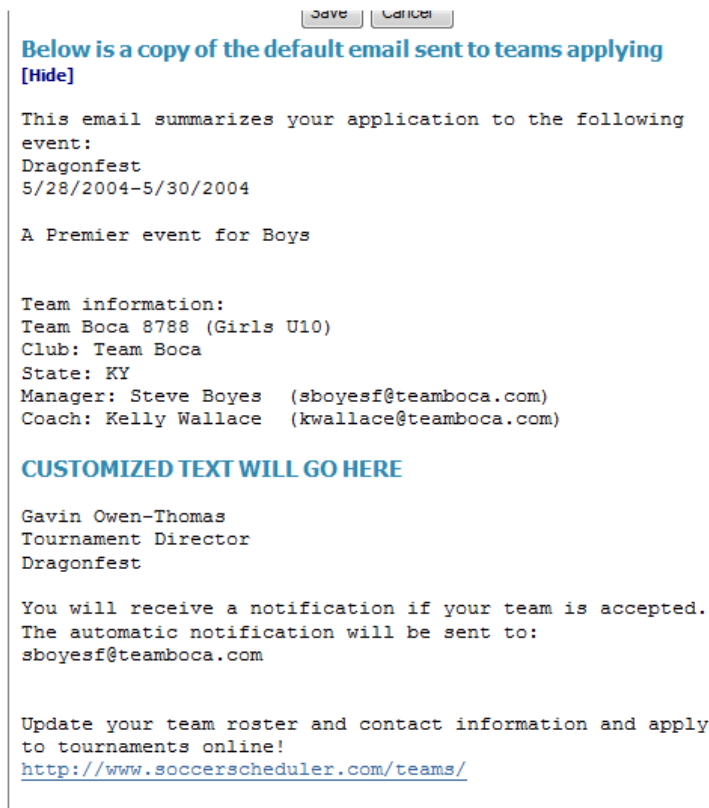
- 6) You can also add in labels like coach and or manager names. These labels can be found just above the text boxes. Please read the directions carefully.

The screenshot shows a section titled 'Team Data Tags'. It contains the following text: 'Use any of the tags listed in your email body text and the relevant data for the team will be substituted creating a personalized email.' Below this is a list of tags: [ContactName], [ContactEmail], [TeamName], [TeamState], [TeamGender], [TeamAgeGroup], [EventName], and [EventDates]. A note below the tags says: 'We recommend you drag your mouse over the tags listed below and copy them using Ctrl+C, then paste them into the email body text using Ctrl+V to prevent mistakes.' An important note in red text says: 'IMPORTANT: You MUST include the brackets and match the case of these tags for the system to recognize them in the email text.'

- 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 language. If you'd like to see it, click on the Show link below the text boxes.



9) You can now see our default email language.



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 screenshot shows the GotSoccer web application interface. At the top, there is a navigation bar with tabs for Home, State (ND), Club, Referees, Registrar, Training, League, and Tournament. The Tournament tab is highlighted with a red box. Below this is a secondary menu bar with options: Application, Flights, Schedule, Officials, Scoring, Messaging, and Export. The Application tab is also highlighted with a red box. Underneath, there are sub-tabs: Basic Setup, Custom Form Fields, Application Agreement, Sale Items, and Fees. The Custom Form Fields tab is highlighted with a red box. The main content area is titled "CSV Jubilee - Custom Form Fields" and contains a "Preview Custom Form" link and a text box explaining the form creator. Below the text box is a form titled "*New Form Field" with fields for Select (a dropdown menu), Style (a dropdown menu with an asterisk), Label/Text/Content (a text input), Available Values (a dropdown menu), Row # (a text input with the value 1), and Required (a checkbox). A Save button is located at the bottom left of the form.

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

- 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 HTML tags. HTML 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:

The screenshot shows a configuration window for a form field. The title bar reads "Type content here... This i". The "Select:" dropdown is set to "Text/HTML Content". The "Style:" dropdown is set to "HTML". The "Label/Text/Content" text area contains the following HTML code: `<p>Type content here...</p>` and `This is a note and <U> not </U> something an applicant may response to.`. The "Available Values:" dropdown is set to "One per line". The "Row #" input field is set to "1". The "Required:" checkbox is unchecked. A "Save" button is located at the bottom left.

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.

Event Registration - Additional Information

Type content here...

This is a note and **not** something an applicant may response to.

« Back

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 (). This box is required and will be the second item the applicant will see.

We agree to use the tournament

Select: CheckBox

Style: CheckBox

Label/Text/Content: We agree to use the
tournament housing authority
and abide by all event rules
including:
<p>
 Check in

Available Values: One per line

Row # 2

Required:

Save

The results now look like:

We agree to use the tournament housing authority and abide by all event rules including: ...

Select: Check Box
Style: Checkbox
Label/Text/Content: We agree to use the tournament housing authority and abide by all event rules including:

- Check in
- Tie breakers
- Parent Code of Conduct

Row # 2
Required: YES

Edit Delete

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

The screenshot shows the 'New Form Field' configuration window. The 'Select' dropdown is set to 'Radio Buttons (2)'. The 'Style' is 'Radio Button Group'. The 'Label/Text/Content' field contains the question 'Can you play a friday Night game?'. The 'Available Values' field contains 'Yes' and 'No'. The 'Row #' is set to 4, and the 'Required' checkbox is unchecked. A 'Save' button is at the bottom left.

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

The screenshot shows the 'New Form Field' configuration window. The 'Select' dropdown is set to 'Text Input'. The 'Style' is 'Text (255 Chars Max.)'. The 'Label/Text/Content' field contains the placeholder text 'Enter question here'. The 'Available Values' field is empty. The 'Row #' is set to 5, and the 'Required' checkbox is unchecked. A 'Save' button is at the bottom left.

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

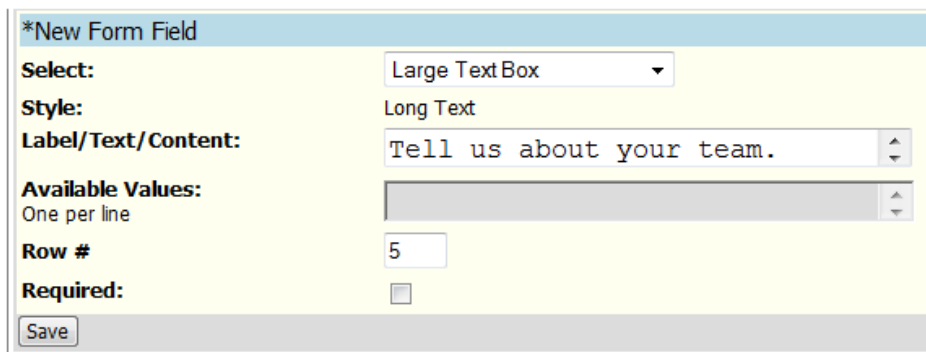
© GotSoccer, LLC. This document is the property of GotSoccer, LLC and may be sent or reproduced for any registered user of our software. This document may not be copied or transmitted to non-registered persons without the written permission of GotSoccer, LLC 2000 Strand St Neptune Beach, FL 32003

- 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



The screenshot shows a configuration window titled "*New Form Field". It contains the following fields and options:

- Select:** A dropdown menu with "Large Text Box" selected.
- Style:** A text field containing "Long Text".
- Label/Text/Content:** A text field containing "Tell us about your team." with up and down arrow icons on the right.
- Available Values:** A text field containing "One per line" with up and down arrow icons on the right.
- Row #:** A text field containing "5".
- Required:** An unchecked checkbox.
- Save:** A button at the bottom left.

- 4) Finally, **Save** the form

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

Home Club Referees Training League Tou

Fields Tournaments Teams Hotels Playoff Editor Scorecard Edito

Application Flights Schedule Officials Scoring Messaging Export

Basic Setup Custom Form Fields Application Agreement Sale

Got Soccer Demonstration Tournament
1/10/2009-1/11/2009

Registration Form Options

- Application Open
- Use Compact Form*
- Remove **Optional National, Regional, and State Competition** box (on Team Records page)
- Remove **Our Event Previous Record** box (on Team Information page)
- Remove **Team Colors and Alt Colors** box (on Team Information page)
- Remove **Team Roster** page from application process
- Remove **Manager** box from application process
- Remove **Contact Person** box from application process

Save

*Compact Form does not show the Competitive Information box on the Team Information page (Preferred level, ODP players), and also removes the Team Records page.

Payments
Credit Car
Checks/M
Accept Vo

Payment /
Make
Checks/MO:
to:
Mail to Addi
Address (2)
Address (3)
City:
State:

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

*Or country

Number of ODP Players

Number of Regional Pool Players

Number of National Pool Players

It also removes this page from the application:

Got Soccer Demonstration Tournament

You can add a brief description of the event. It will appear on the application page

Application Pages

- 1: Team Information
- 2: Additional Information
- 3: Team Roster
- 4: Contact Information
- »5: Team Record
- 6: Payment Entry
- 7: Confirmation

Event Registration - Team Records

Year	Tournament	Flight	Location	Placement	Wins	Loss	Ties
2007	coco expo	Showcase	FL	1 out of 8	5	0	0
2008	SC Del Sol DC	Gold	AZ	2 out of 16	4	1	0
				out of			

Year/Season	League	Division - Specify	Placed	Wins	Loss	Ties
2008	Colorado Youth Socc	P1	2	8	1	1
2007	CYS	P2	1	10	0	0

Optional Information (For U10 Teams and Older)

Competition - Last Year
Complete any fields that apply to your team. Year Placement

State Cup -- placement --

Regional Level -- placement --

National Level -- placement --

« Back

Continue »

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

Application Pages

- »1: Team Information
- 2: Additional Information
- 3: Team Roster
- 4: Contact Information
- 5: Payment Entry
- 6: Confirmation

Event Dates: 1/10/2009-1/11/2009

Review & Update Team Information

Team	Male U12	Team Colors	red/white
	Group as of today	Alternate Colors	black/red
Group	Male U12		
	Group for this event		
Level	Boys U11 (8v8) (\$400.00)		
Club Name	GotSoccer		
Team Name	Eagles		
Team State	North Dakota		
	*Or country		

Our Event - Previous Record

How many years has your team played at this event?

Did you compete in last year's event? Yes No

Did you place? No

Last year's highest division played

Last year's totals for your team

Wins

Loss

Ties

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.

The screenshot shows a web application interface for 'Event Registration' with event dates from 1/10/2009 to 1/11/2009. On the left, a sidebar lists 'Application Pages' with '»1: Team Information' selected. The main content area is titled 'Review & Update Team Information' and contains several form fields: 'Team' (Male, U12, Group as of today), 'Group' (Male, U12, Group for this event), 'Level' (Boys U11 (8v8) (\$400.00)), 'Club Name' (GotSoccer), 'Team Name' (Eagles), and 'Team State' (North Dakota). A red box highlights the 'Team Colors' (red/white) and 'Alternate Colors' (black/red) input fields.

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.

You can add a brief description of the event which will appear on the application page.

Application Pages

- 1: Team Information
- 2: Additional Information
- »3: Team Roster**
- 4: Contact Information
- 5: Team Record
- 6: Payment Entry
- 7: Confirmation

Event Registration - Team Roster

Create or update your team roster/athlete list below. To input contact information and create usernames and passwords, please log into your team account after completing this registration.

First	M.I.	Last	Jrsy#	Gender	DOB		
Amy		Wagner		Female	2/1/1996	Edit	Remove
Brandi		Chastain	15	Female	2/1/1996	Edit	Remove
Briana		Scurry		Female	2/1/1996	Edit	Remove
Heather		O'Reilly		Female	2/1/1996	Edit	Remove
Joy		Fawcett		Female	2/1/1996	Edit	Remove
Kristine		Lilly	11	Female	2/1/1996	Edit	Remove
Lindsay		Tarpley		Female	2/1/1996	Edit	Remove
Mia		Hamm		Female	2/1/1996	Edit	Remove
Pam		Watson		Female	2/1/1997	Edit	Remove
Shannon		Boxx	17	Female	2/1/1996	Edit	Remove
Stacy		Wilson		Female	2/1/1996	Edit	Remove
Trish		Venturini		Female	2/1/1996	Edit	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Male	<input type="text"/>	Add	

« Back Continue »

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 from one individual to another in case one person has dual roles. We strongly recommend you collect information on all three individuals.

Application Pages

- 1: Team Information
- 2: Additional Information
- 3: Team Roster
- »4: Contact Information**
- 5: Team Record
- 6: Payment Entry
- 7: Confirmation

Event Registration - Contact Information

Manager Contact Info

Organization/Club Name: Country: United States

Name: Ria Owen-Tho
First Last Phone: 2143583688 Phone 2:

Address: 3310 Dothan Ln Mobile: 1231231234

City: Dallas Fax:

State: Texas Email Address: ria@gotsport.com

Zip Code: 75229

Mobile Text Number: 12312312 Provider:

Coach Contact Info

Copy From Manager

Name: William Cameron
First Last Country: United States

Address: 2179 Eagle Harbor Pl Phone: 904-685-2118

City: Orange Park Phone 2:

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**.

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.

My Account Fields **Tournaments** Teams Hotels Playoff Editor Scorecard Editor Log Out Help

Event Setup **Application** Rights Schedule Officials Scoring Messaging Export

Basic Setup Custom Form Fields **Application Agreement** Sale Items Fees

Got Soccer Demonstration Tournament

Application Agreement Text

Person applying must click a checkbox to agree to the text below when submitting the application and/or payment. If left blank, the default application agreement text will be used.

Type your agreement terms here. You may use html tags in this area.

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.

The screenshot shows the 'Search Applications' interface. At the top, a dark blue navigation bar contains links: My Account, Fields, Tournament, **Teams** (highlighted with a red box), Hotels, Playoff Editor, Scorecard Editor, Log Out, and Help. Below this is a grey bar with 'View & Manage' and 'Data Entry'. The main content area is titled 'Search Applications' and includes a 'Show 50 per page' dropdown, checkboxes for 'Player Count' and 'Game History Count', and a 'Filter by Event' dropdown menu (highlighted with a red box) currently set to 'Dragonfest (12/27/2009)'. Other filters include '(Any Fee Group)', '(All Age Groups)', 'Filter by Date Applied', and 'Filter by Date Accepted'. There are also sections for 'Payment Status/Method', 'App Status', 'Team State', 'Travel Permission', 'Medical Releases', 'Rosters', 'Sort By' (set to 'Team and Club Name'), 'Report Type' (set to 'Compact'), and 'Conf. # or Team Name'. At the bottom, there are 'Registration Status', 'Payment Status', and 'Quick Accept: OFF' options. The 'Display Teams' button at the bottom right is circled in red.

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.

Tournament

All Team Applications
Items 1 - 50 of 119

Email Selected Teams » Download as Excel Misconduct Report

Pages: 1 2 3
Update Values

Select	Login	Team Name	Group	Fee Group	Flight
<input type="checkbox"/>	<input checked="" type="checkbox"/>	AFC LIGHTNING 90 PREMIER (GA)	B U16		B U16 Gold
<input type="checkbox"/>	<input checked="" type="checkbox"/>	AFC LIGHTNING PREMIER (GA)	B U17		B U17 Gold
<input type="checkbox"/>	<input checked="" type="checkbox"/>	AJAX AMERICA (FL)	B U10		B U10 Gold
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ATLANTA SILVERBACKS (GA)	B U15		B U15 Gold

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.

Team Info	Payment & Status	Other Info	Ordered Items	History	Roster & Results	Rankings	Boys U13 Seeding
Application Information				Coach Information			
Event	Dragonfest (12/27/2009) <input type="button" value="Manage Event"/>			<input type="button" value="Send Team Login Information"/>			
Fee Group	Girls U13 (\$500.00) <small>*Changing the fee group does not automatically change the fee due.</small>			Coach Name William Cameron			
Gender	<input type="radio"/> Boys <input type="radio"/> Coed <input checked="" type="radio"/> Girls			Address 2179 Eagle Harbor Pkwy			
Event Age Group	U13 <small>Team Age Currently U13 (8/1/1995) Team Age on 12/27/2009: U14</small>			City Orange Park			
Club Name	GotSoccer			State FL			
Team Name	Broncos			Zip 32003			
Team State	Texas North			Country US			
Preferred Flight				Email bill@gotsport.com			
				Phone 904-685-2118			
				Phone (2)			
				Mobile 904-685-2118			
				Mobile Text 904-685-2118@vtext.com			

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

Preferred Flight	Most Competitive
Team Colors	Red Jersey Red Shorts
Alt. Colors	Red
Permission to Travel	<input checked="" type="checkbox"/>
Medical Release (All Players)	<input checked="" type="checkbox"/>
Official Roster Received	<input type="checkbox"/>
Confirmation	886396977

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

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

Select	Login	Team Name	Group	Fee Group
<input type="checkbox"/>	<input checked="" type="checkbox"/>	AFC LIGHTNING 90 PREMIER (GA)	B U16	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	AFC LIGHTNING PREMIER (GA)	B U17	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	AJAX AMERICA (FL)	B U10	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ATLANTA SILVERBACKS (GA)	B U15	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	B.W. GOTTSCHEE UNITED (NYE)	B U15	

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

The screenshot shows the GotSoccer website interface. At the top left is the GotSoccer logo with the URL [gotsoccer.com](#) and navigation links for [Soccer](#) and [Teams](#). Below the logo is a green navigation bar with links: [Home](#), [Events](#), [Game History](#), [Email Team](#), [College Search](#), [Help](#), and [Log Out](#). A grey bar below contains links: [Overview](#), [Team Profile](#), [Manager](#), [Coach](#), [Roster](#), and [Account Assistance](#).

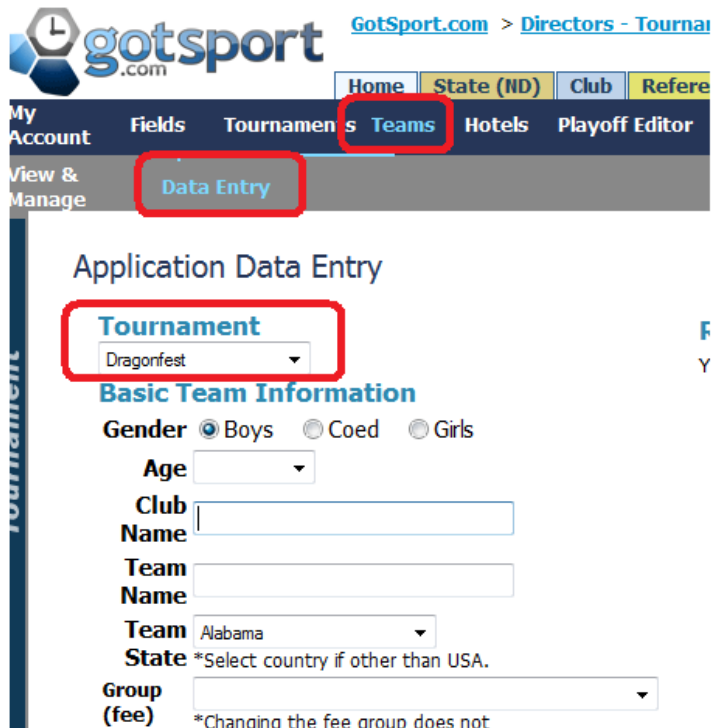
The main content area is titled "Team Manager Boys U13 Broncos". It features several sections:

- Your GotSport Account**: A section with the sub-heading "How to get the most out of it." and text: "Turn on your audio to view the Flash demonstrations". It includes a link: [DEMO: Teams U15 and Older - How to add players to your Roster](#) and a note: "Click Here to access the roster page." Below this is a yellow banner: "Account Merge Tool is Now Available! Click Here to get started."
- Your Club**: A section with the text "GotSoccer (ND)" and a link: [Current Club Offers](#).
- Online Registration**: A section with a "CLICK HERE" button and a "Want to see how GotSoccer to..." link.
- Statistics**: A table showing "Past 24 Hours" with values "60" and "34". Below it is a "College" section with the text "Ball State University".

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



gotSPORT.com
GotSport.com > Directors - Tournai

Home State (ND) Club Refere

My Account Fields Tournamen s **Teams** Hotels Playoff Editor

View & Manage **Data Entry**

Application Data Entry

Tournament
Dragonfest

Basic Team Information

Gender Boys Coed Girls

Age

Club Name

Team Name

Team Alabama

State *Select country if other than USA.

Group (fee)
*Changing the fee group does not

- 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.

Team Name
Team State
*Select country if other than USA.
Group (fee)
*Changing the fee group does not automatically change the fee due.

Team Contact Information

Enter at least one of the following email addresses. This will allow the system to create an associated team account required for full functionality and to allow the team to be contacted to log in and complete their contact information and register their players.

Manager Email
Coach Email
Contact Email

Accept Application Immediately

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

[Home](#) [Setup](#) [Application](#) [Flights](#) [Schedule](#) [Officials](#) [Scoring](#) [Messaging](#) [Export](#)

[Flights](#) [Global Settings](#) [Boys U10 Teams](#) [Boys U10 Seeding](#)

Groups, Flights & Brackets in Dragonfest

Filter by Group:

[Download Event Official Roster](#) [Publish Playoffs - All Flights](#) [Hide Playoffs - All Flights](#) [View Publ](#)

Boys U10 Applied/Accepted/Max: 13/12/16 [Schedule](#) [Boys U10 PDF](#) [Refresh Seeding](#) [Edit Seedin](#)

#1: Gold [Edit Flight](#) [Copy Flight](#)

Per-Day Setup	Bracket	Max. Teams	Min. Games
12/27/2009 8:00 AM-7:00 PM 2 Games per Team	Bracket A	4	[Custom]
	Bracket B	3	[Custom]
	Bracket C	3	[Custom]
12/28/2009 8:00 AM-7:00 PM	Playoffs - Semi Finals		

Gold Seeding		
Bracket A	1: AJAX AMERICA (FL)	6: RED RIVER RAIDERS (OK)
Bracket B	2: SMYRNA STEALTH-WHITE (GA) (0)	5: GOTSOCCEER FIGHTIN IRISH (FL)
Bracket C	3: GOTSOCCEER	4: THE MARRI

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**.

Search Applications Show per page Player Count Game History Count

Filter by Event:

Filter by Date Applied: to
 Filter by Date Accepted: to

Payment Status/Method:
 App Status:
 Team State:

Travel Permission:
 Medical Releases:
 Rosters:

Sort By:
 Ascending
 Report Type:
 Conf. # or Team Name:

Quick Accept: OFF

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 Applied*; 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

Preferred Flight	<input type="text" value="Most Competitive"/>
Team Colors	<input type="text" value="Red Jersey Red Shorts"/>
Alt. Colors	<input type="text" value="Red"/>
Permission to Travel	<input checked="" type="checkbox"/>
Medical Release (All Players)	<input checked="" type="checkbox"/>
Official Roster Received	<input type="checkbox"/>
Confirmation	886396977

- i) *Travel Permission*;

- 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.

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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	LA RAMPAGE BLUE (CAS)	B U11	Boys U11	N/A	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		NO	Accept Delete
<input type="checkbox"/>	<input checked="" type="checkbox"/>	LAFC B-U8 (HARVEY) (CAS)	B U8	Boys U9	N/A	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		NO	Accept Delete
<input type="checkbox"/>	<input checked="" type="checkbox"/>	NC PRIDE (CAS)	G U14	Girls U14	N/A	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		NO	Accept Delete
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PALMDALE THUNDER SC - WHITE (CAS)	G U12	Girls U12	N/A	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		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.

The screenshot shows a confirmation dialog box overlaid on a web page. The dialog box has a blue header with a question mark icon and the text: "Accept the team application for LA RAMPAGE BLUE and charge card (if payment method is credit card)?". Below the text are "OK" and "Cancel" buttons. The background shows a table of teams with the following columns: Login, Team Name, Group, Fee Group, Flight, Rooms, Paid, Check#, Date Recieved, Accepted, and Action. The "LA RAMPAGE BLUE (CAS)" team is highlighted, and its "Action" column contains "Accept" and "Delete" links.

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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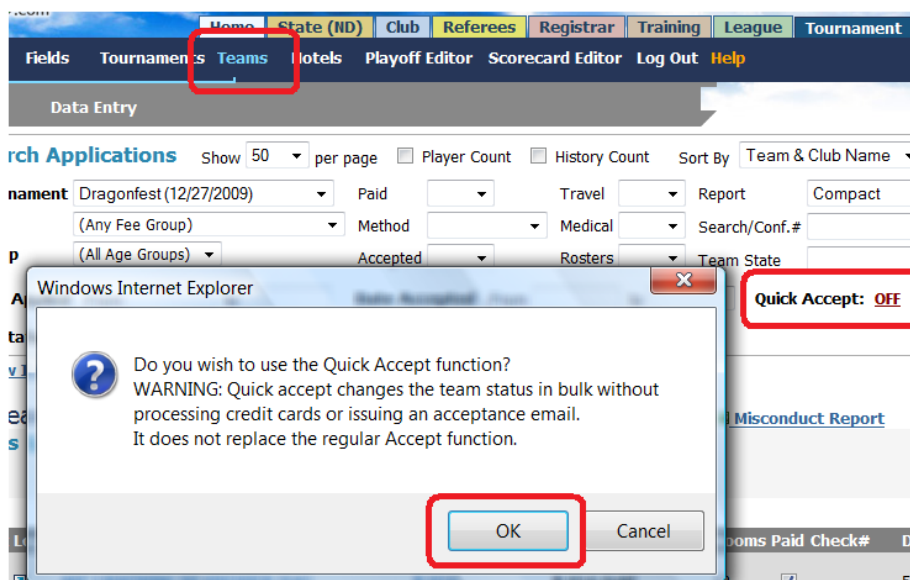
Update values

Team Name	Group	Fee Group	Flight	Rooms	Paid	Check#	Date Recieved	Accepted	Action
CANYON FC BRASILIA (CAN)	G U11	Girls U11	G U11 Silver		<input checked="" type="checkbox"/>	129	1/10/2009	YES	Revoke Delete
CLAREMONT STARS GU13 (CAS)	G U13	Girls U13	G U13 Gold		<input checked="" type="checkbox"/>	161266639	1/5/2009	YES	Revoke Delete

Accepting Teams without Notification

A tournament may want 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**.

Update Values							
login Team Name	Group	Fee	Group Flight	Rooms Paid	Check#	Date Recieved	Accepted
AFC LIGHTNING 90 PREMIER (GA)	B U16		B U16 Gold	12	<input checked="" type="checkbox"/>	5/27/2006	YES
AFC LIGHTNING PREMIER (GA)	B U17		B U17 Gold	12	<input checked="" type="checkbox"/> 1234	9/6/2007	YES
AGE GROUPS (ND)	B U13	Boys U13	N/A	<input type="checkbox"/>			<input checked="" type="checkbox"/>
AGEME UPAYEAR (FL)	B U16	Boys U16	N/A	<input type="checkbox"/>			<input checked="" type="checkbox"/>
AJAX AMERICA (FL)	B U10		N/A	34	<input type="checkbox"/> 1234	10/1/2007	YES
ATLANTA SILVERBACKS (GA)	B U15		B U15 Gold	13	<input checked="" type="checkbox"/>	7/9/2006	YES

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

Welcome, Gavin Owen-Thomas

Available Fields

[Manage All Fields](#)

Scheduled Tournaments

Dragonfest (12/27/2009)

Flights: [12](#) Capacity: 107 Applications: [119](#)

Total Support Tickets: 4

[Edit Event](#)

[List Applications](#)

[Add New Tournament](#)

Recent Team Applications

Last 25 Unaccepted Applications:

Dragonfest (12/27/2009)

[GOTSOCCE](#)

[FIELDS2](#)

[Boys U12](#)

10/31/2008 9:00:32 PM

[GOTSOCCE](#)

[CHRONO](#)

[Boys U11](#)

10/10/2008 1:22:26 AM

[KONAMI](#)

[ALL STARS](#)

[Coed OPEN](#)

10/14/2008 1:25:13 AM

[KENDALL](#)

[SOCCER COALITION WHITE](#)

[Boys U16](#)

5/27/2008 2:52:10 PM

Flights page:

Championship Seeding

Bracket A	1: TROPICAL SOCCER (FL)	4: GOTSOCCER RAMPAGE (FRA)	5: OCS ORLANDO STARS (FL)	8: TRUSSVILLE RANGERS 93 (AL)
Bracket B	2: WESA FALCONS (FL)	3: MIAMI STARS (FL)	6: IMPACTO ACADEMY (FL)	7: POINCIANA BULLETS (FL)

[Add Applications](#)

Team's page

Select	Login	Team Name	Group	Fee
<input type="checkbox"/>	<input checked="" type="checkbox"/>	AFC LIGHTNING 90 PREMIER (GA)	B U16	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	AFC LIGHTNING PREMIER (GA)	B U17	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	AJAX AMERICA (FL)	B U10	

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.

Team Info	Payment & Status	Other Info	Ordered Items	History	Roster & Results	Rankings	Boys U13 S
<p>Application Information</p> <p>Event: Dragonfest (12/27/2009) Manage Event</p> <p>Fee Group: Boys U13 (\$500.00) <small>*Changing the fee group does not automatically change the fee due.</small></p> <p>Gender: <input checked="" type="radio"/> Boys <input type="radio"/> Coed <input type="radio"/> Girls</p> <p>Event Age Group: U13 Team Age Currently U13 (8/1/1995) Team Age on 12/27/2009: U14</p> <p>Club Name: GotSoccer</p> <p>Team Name: Broncos</p> <p>Team State: Texas North</p> <p>Preferred Flight: [Blank]</p> <p>Team Colors: [Blank]</p>							
<p>Coach Information</p> <p>Send Team Login Information</p> <p>Coach Name: William Cameron</p> <p>Address: 2179 Eagle Harbor Pkwy</p> <p>City: Orange Park</p> <p>State: FL</p> <p>Zip: 32003</p> <p>Country: US</p> <p>Email: bill@gotsport.com</p> <p>Phone: 904-685-2118</p> <p>Phone (2): 904-685-2118</p> <p>Mobile: 904-685-2118</p> <p>Mobile Text: 904-685-2118@vtext.com</p> <p>Fax: [Blank]</p>							

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**.

Send Login Information

Team
Boys U13 GOTSOCCEER BRONCOS (Texas North)
Username: gotbrncos

Send From

Name Gavin Owen-Thomas
Email gavin@gotsoccer.com

Send To

Name William Cameron
Email bill@gotssport.com

Message (optional)

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.

Home State (ND) Club Referees Registrar Training Lea
 aments Teams Hotels Playoff Editor Scorecard Editor Log Out Hel
 fights Schedule Officials Scoring **Messaging** Export

Filter Teams Select Teams College Coaches Custom Emails

Event Messaging - Dragonfest

Send To Event Participants
Dragonfest

Select Broadcast Type

Bulletin - One message per unique email address.

Personalized - One message per team account with login instructions.

Filter Teams*
*Only applicable when emailing teams.

Filter by Date Applied:
[]
to []

Payment Status:
[]

Application Status:
[]

2) Select other Filter parameters including:

Filter Teams*
*Only applicable when emailing teams.

Filter by Date Applied:
[]
to []

Payment Status:
[]

Application Status:
[]

Filter by Date Accepted:
[]
to []

Gender:
All []

Age Group:

- U4
- U5
- U6
- U7
- U8
- U9
- U10
- U11
- U12

- 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

The screenshot shows the 'Event Messaging - Dragonfest' interface. At the top, there are tabs for 'Filter Teams', 'Select Teams', 'College Coaches', and 'Custom Emails'. The 'Select Teams' tab is highlighted with a red box. Below the tabs, the interface is divided into several sections:

- Send To Event Participants:** Dragonfest
- Select Broadcast Type:**
 - Bulletin** - One message per unique email address.
 - Personalized** - One message per team account with login instructions.
- Select Recipients by Type:**
 - Team Contacts**
 - Team Managers**
 - Team Coaches**
 - Team Rosters**
- Select Teams:**
 - Boys OPEN**
 - Boys U9**
 - Boys U10**
 - Boys U11**
 - Boys U12**
 - (unassigned)**
 - GOTSOCCKER FIELDS2 (DOM)*
 - Championship**
 - IMPACTO ACADEMY (FL)**
 - OCS ORLANDO STARS (FL)**
 - POINCIANA BULLETS (FL)**
 - TROPICAL SOCCER (FL)**
 - WESA FALCONS (FL)**
 - GOTSOCCKER RAMPAGE (FRA)**
 - MIAMI STARS (FL)**
 - TRUSSVILLE RANGERS 93 (AL)**

- 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

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**

Select Recipients by Type

Email Recipients

- Team Contacts
- Team Managers
- Team Coaches
- Team Rosters
- Club Administrators

Bulletins Only:

- Other- Manual Entry

SMS - Mobile Text Messages Personalized Only

- Team Contacts SMS (Text)
- Team Managers SMS (Text)
- Team Coaches SMS (Text)
- Team Rosters SMS (Text)

Select Message Format

- Plain Text - Good for Text Messaging.
- HTML - Using rich text editor.

Filter by Date Accepted:

to

Gender:

All

Age Group:

- U4
- U5
- U6
- U7
- U8
- U9
- U10
- U11
- U12

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.

Send To Event Participants
Dragonfest

Select Broadcast Type

Bulletin - One message per unique email address.

Personalized - One message per team account with login instructions.

Select Recipients by Type

Email Recipients

Team Contacts

Team Managers

Team Coaches

Team Rosters

Club Administrators

Bulletins Only:

Other- Manual Entry

SMS - Mobile Text Messages
Personalized Only

Team Contacts SMS (Text)

Team Managers SMS (Text)

Team Coaches SMS (Text)

Team Rosters SMS (Text)

Select Message Format

Plain Text - Good for Text

Mailing List Summary
41 unique team contact email addresses were found.
16 unique manager email addresses were found.
18 unique coach email addresses were found.

Enter Sender Information

From Name

Reply To Address

Create & Send Mailer

Subject

Message

Rich text editor toolbar with options for Bold, Italic, Underline, Text Color, Background Color, Font, and Size.

Normal HTML Preview

Send

- 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.

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**

The screenshot shows the 'Teams' page with various filters and options. The 'Teams' menu item is highlighted in red. The search filters are: Filter by Event: Dragonfest (12/27/2009), (Any Fee Group), (All Age Groups), Filter by Date Applied: [blank] to [blank], Filter by Date Accepted: [blank] to 12/15/08, Payment Status/Method: Unpaid Only, App Status: Accepted, Team State: [blank], Registration Status: [blank], Payment Status: [blank], Quick Accept: OFF. The 'Display Teams' button is visible. Below the filters, a red box highlights 'All Team Applications Items 1 - 50 of 119'. Other buttons include 'Email Selected Teams', 'Download as Excel', and 'Misconduct'.

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**.

Search Application: Show **All** per page Player Count

Filter by Event: Dragonfest (12/27/2009) Payment Status/Method: Unpaid Only

(Any Fee Group) (All Age Groups)

Filter by Date Applied: to App Status: Accepted

Filter by Date Accepted: to 12/15/08 Team State:

- 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.

All Team Applications **Items 1 - 119 of 119** [Email Selected Teams »](#) [Download as Excel](#) [Misconduct Report](#) [Update Values](#)

Select	Login	Team Name	Group	Fee Group	Flight
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AFC LIGHTNING 90 PREMIER (GA)	B U16		B U16 Gold
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AFC LIGHTNING PREMIER (GA)	B U17		B U17 Gold
<input type="checkbox"/>	<input checked="" type="checkbox"/>	AJAX AMERICA (FL)	B U10		B U10 Gold
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ATLANTA SILVERBACKS (GA)	B U15		B U15 Gold
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B.W. GOTTSCHEE UNITED (NYE)	B U15		B U15 Gold
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BALTIMORE BAYS (MD)	B U17		B U17 Gold

- 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.

Select Message Format

Plain Text - Good for Text Messaging.

HTML - Using rich text editor.

Selected Teams

Boys OPEN CHICAGO CHIVAS
 Boys OPEN G. HIGH BOOTERS
 Boys U9 BETHESDA STORM
 Boys U9 GOTSOCCKER GREMLINS
 Boys U10 CLASH
 Boys U10 IUS MADRID JRS
 Boys U10 OCALA ARSENAL BLUE
 Boys U10 OCALA ARSENAL RED
 Boys U10 TROPICAL SOCCER
 Boys U10 VLSC LIGHTNING

- 11) Select your *Broadcast Type* (Bulletin or personalized), *Recipient Type* (Managers, Contacts, and Coaches), the *Message Format* (Plain or HTML) 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.

Send To Event Participants
Dragonfest

Select Broadcast Type

Bulletin - One message per unique email address.

Personalized - One message per team account with login instructions.

Select Recipients by Type

Email Recipients

Team Contacts
 Team Managers
 Team Coaches
 Team Rosters
 Club Administrators

Bulletins Only:

Other - Manual Entry

SMS - Mobile Text Messages
Personalized Only

Team Contacts SMS (Text)
 Team Managers SMS (Text)
 Team Coaches SMS (Text)
 Team Rosters SMS (Text)

Select Message Format

Plain Text - Good for Text

Mailing List Summary

41 unique team contact email addresses were found.
 16 unique manager email addresses were found.
 18 unique coach email addresses were found.

Enter Sender Information

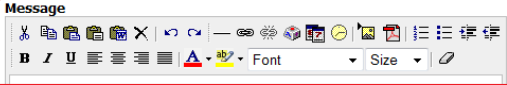
From Name






















Reply To Address

Create & Send Mailer


Subject

Message



B *I* U [Link](#)                     

Font Size

Normal HTML Preview 

- 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.

Building Flights

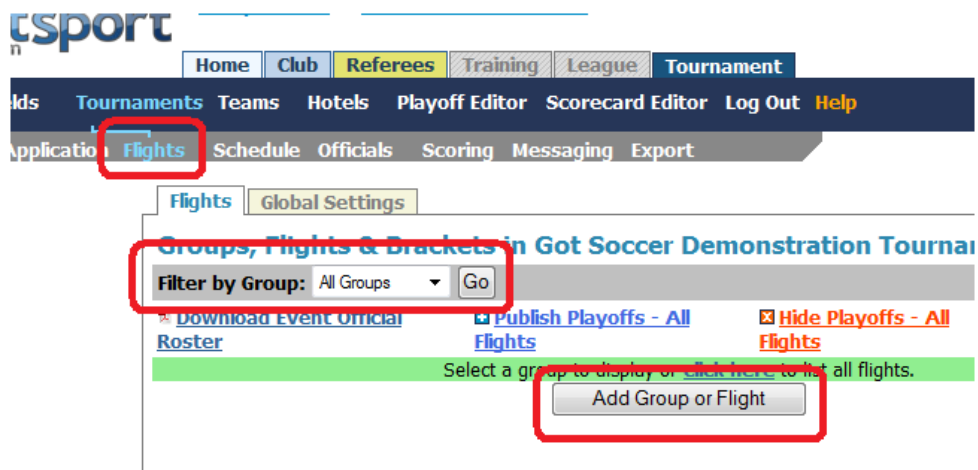
Flights are groupings of teams that will play against each other in a round robin or championship format. Our software can handle any game set desired and any playoff format needed. We build flights in the **Flight** area. Think of this as the architectural plan for the event.

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



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:

The screenshot shows a web interface for setting up a flight. At the top, there are three tabs: 'Basic Setup' (selected), 'Field Priority', and 'Game Template'. The main content is divided into three sections:

- Flight Setup:** Contains fields for 'Flight/Division' (text input), 'Chart Color' (dropdown menu set to 'Default'), 'Gender' (radio buttons for 'Boys', 'Coed', 'Girls', with 'Boys' selected), 'Age' (dropdown menu set to 'U3'), a text input for '*If OTHER, enter flight description:', 'Priority' (text input with examples: 'Gold would be "1"', 'Silver would be "2", etc.'), and 'Refs Needed' (dropdown menu set to '3' with 'Per Game' text).
- Format:** Contains a text input for 'Total Game Length (In minutes)', a dropdown menu for 'Simultaneous Games (Usually 1/2 the number of teams in flight)' set to '2', a text input for 'Games Per Day (per team)', a text input for 'Earliest Start Time' with example '8:00 AM', and a text input for 'Latest End Time' with example '7:30 PM'.
- Group Play Setup:** Contains a dropdown menu for 'Match Format' set to 'Standard'.

At the bottom, there are 'Save' and 'Cancel' buttons.

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.

- *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 $\frac{1}{2}$ 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 end.
- Once the form is completed press **Save**.

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

Basic Setup | Field Priority | Game Template

Flight Setup

Flight/Division Gold

Chart Color Default

Gender Boys Coed Girls

Age U10
*IF OTHER, enter flight description:

Priority 1 Example: Gold would be "1"
Silver would be "2", etc.

Refs Needed 3 Per Game

Group Play Setup

Match Format Standard

Game Templates

Click Save to create this flight before adding a custom template.

Save Cancel

Format

This is the default setting. You can customize the format for each day after you save this flight.

Total Game Length (In minutes) 90

Simultaneous Games (Usually 1/2 the number of teams in flight) 4

Games Per Day (per team) 2

Earliest Start Time Example: 8:00 AM 8a

Latest End Time Example: 7:30 PM 7p

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

The screenshot shows the top navigation bar with 'Flight' highlighted in a red box. Below it, the 'Boys U10' group is selected in the 'Filter by Group' dropdown, also highlighted in a red box. The main content area shows a flight entry for 'Gold' with a 'Copy Flight' button highlighted in a red box. The interface includes tabs for 'Flights', 'Global Settings', 'Boys U10 Teams', and 'Boys U10 Seeding'. A table below the flight entry shows 'Bracket A' with 0 teams and 0 games.

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

This screenshot shows the same interface as the previous one, but with a second flight entry added below the first. The 'Copy Flight' button for the second entry is highlighted in a red box. The first entry's 'Copy Flight' button is no longer highlighted. The interface shows two identical flight entries for 'Gold' with 'Bracket A' and 0 teams/games.

Click on the **Edit Flight** link to open up the flight setup screen for the new flight. To create a Girls U10 flight simply 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**

- 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.

Bracket	Max. Teams	Min. Games
Bracket A	4	

- 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.

Bracket	Max. Teams	Min. Games
Bracket A	4	6

- 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.

Groups, Flights & Brackets in Got Soccer DEMONSTRATION

Filter by Group: Boys U10

[Download Event Official Roster](#) [Publish Playoffs - All Flights](#)

Boys U10 Applied/Accepted/Max: 0/0/4 [Schedule](#) [Boys U10 PDF](#)

#1: Gold [Edit Flight](#) [Copy Flight](#)

Per-Day Setup	Bracket	Max. Teams	Min. Games
1/10/2009 8:00 AM-7:00 PM 2 Games per Team	Bracket A	4	6
1/11/2009 8:00 AM-7:00 PM 2 Games per Team	Bracket B	4	6

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

Boys U10 Applied/Accepted/Max: 0/0/8 [Schedule](#) [Boys U](#)

#1: Gold [Edit Flight](#) [Copy Flight](#)

Per-Day Setup	Bracket	Max. Teams	Min. Games
1/10/2009 8:00 AM-7:00 PM 2 Games per Team	Bracket A	4	6
1/11/2009 8:00 AM-7:00 PM	Bracket B	4	6

[Add Bracket](#) [Remove Bracket](#)

- To add the final click on the **Edit Flight** link
- 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.*

IF OTHER, enter flight description:

Priority Example: Gold would be "1"
Silver would be "2", etc.

Refs Needed Per Game

Group Play Setup
Match Format: Standard

Game Templates
You can opt to override the preset format for this flight by creating a custom template below. If you do the games per day/team, and game generation limits will not be used
[Create/Edit Custom Template](#)

PerDay Setup
1/10/2009
1/11/2009

Playoff Formats
Selected Playoff Formats:
No playoff format selected.

Available Playoff Formats:

Final	1 bracket. Top 2 teams play a final	<input type="button" value="Select"/>
Finals	2 brackets. Winner of each bracket meet in Final	<input type="button" value="Select"/>
Quarter	4 brackets. Top 2 teams in each bracket advance	<input type="button" value="Select"/>

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

The screenshot shows the 'Flights' menu bar highlighted in red. Below it, the 'Boys U10' flight screen is displayed. A table of flight brackets is highlighted in red:

Bracket	Max. Teams	Min. Games
Bracket A	4	6
Bracket B	4	6
Playoffs - Finals 2 brackets. Winner of each bracket meet in Final		
Final	2	1

- 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.

The screenshot shows the 'Flight Setup' form with the following fields:

- Updated:** 1/21/2009 4:46:42 PM
- Flight/Division:** Silver (highlighted in red)
- Chart Color:** Default
- Gender:** Boys (selected)
- Age:** U10
- Priority:** 2 (highlighted in red) Example: Gold would be "1" Silver would be "2", etc.
- Refs Needed:** 3 Per Game

- 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.

The screenshot displays the 'Flights' configuration page for 'Boys U10'. The 'Flights' menu item is highlighted in red. The page shows two flight configurations, '#1: Gold' and '#2: Silver', both of which are also highlighted in red. Each flight configuration includes a 'Per-Day Setup' table, a 'Bracket' table, and a 'Playoffs - Finals' section.

Per-Day Setup

Date	Time	Games per Team
1/10/2009	8:00 AM-7:00 PM	2 Games per Team
1/11/2009	8:00 AM-7:00 PM	2 Games per Team

Bracket

Bracket	Max. Teams	Min. Games
Bracket A	4	6
Bracket B	4	6

Playoffs - Finals

2 brackets. Winner of each bracket meet in Final

Final	Max. Teams	Min. Games
Final	2	1

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.

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

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

Flights | Global Settings | Boys U13 Teams | Boys U13

Groups, Flights & Brackets in 11v11 Soccer

Filter by Group: Boys U13

[Download Event Official Roster](#) [Publish Playoffs - A](#)

Boys U13 Applied/Accepted/Max 12/10/8 [Schedule](#)

#1: Premier [Edit Flight](#) [Copy Flight](#)

Per-Day Setup

Bracket	Max. Teams	Min. Games
Bracket A	4	6
Bracket B	4	6
Playoffs - Semi Finals 2 brackets. Top 2 teams in each bracket play semis then a final		
Semi-Finals	4	2
Final	2	1

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.

Chart Color: Default

Gender: Boys Coed Girls

Age: U13

*If OTHER, enter flight description:

Priority: 1 Example: Gold would be "1" Silver would be "2", etc.

Refs Needed: 3 Per Game

Group Play Setup

Match Format: Standard

Game Templates

You can opt to override the preset format for this flight by creating a custom template below. If you do the games per day/team, and game generation limits will not be used

Earliest S
Latest Er
Cha

PerDay
[2/14/20](#)
[2/15/20](#)
[2/16/20](#)

Playoff
Selected F
Semi
Finals

Available I
Final

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.

Custom Game Templates

The ability to create custom game templates is one of our strongest features. It allows for ultimate flexibility 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 screenshot shows the 'Group Play Setup' section of a flight editor. It includes a 'Priority' field with a value of 1 and an example: 'Example: Gold would be "1" Silver would be "2", etc.'. Below that is a 'Refs Needed' dropdown set to 3 with the text 'Per Game'. The 'Match Format' is set to 'Standard'. In the 'Game Templates' section, there is a red-bordered box around the link 'Create/Edit Custom Template'. To the right, there are sections for 'PerDay Setup' with dates 2/14/2009, 2/15/2009, and 2/16/2009; 'Playoff Formats' with 'Semi Finals' (2 brackets, Top bracket play sen) and 'Available Playoff Format' (Final: 8 teams, Quarter: 6 x 4).

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

The screenshot shows the 'Group Play Format' area. It has tabs for 'Basic Setup', 'Field Priority', and 'Game Template'. Below the tabs, it says 'Group Play Format' and 'For a custom group play format, select Custom Template from the Match Format options and then enter your template definition in the box.' The 'Match Format' dropdown is set to 'Custom Template'. A red-bordered box highlights the 'Match Template' input field with a 'Save' button to its right. Below the input field, it shows 'Flight: Boys U13 Premier' and 'Updated: 1/22/2009 10:50:55 AM'. At the bottom, there is a 'Game Generation Preview' section with a red message: 'No template specified. Please define your custom template in the field above and click Save.' and an 'About Game Generation Templates' section with a link: 'This feature is recommended for advanced users.' and text: 'You must select Custom Template from the Group Play Format drop down on the main flight setup page. Then the custom template you create on this page will be...'.

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

Basic Setup | Field Priority | **Game Template**

Group Play Format
For a custom group play format, select Custom Template from the Match Format options and then enter your template definition in the box.

Match Format: Custom Template

Match Template
Day1.A1vB3.B1vB2

Flight: Boys U10 Gold

Updated: 1/22/2009 12:47:58 PM

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

Match Template
Day1,A1vB3,B1vB2

Flight [Boys U10 Gold](#)
Updated 1/22/2009 12:47:58 PM

Game Generation Preview

Day 1

Game	Home	Away
#1	Bracket A Team 1	Bracket B Team 3
#2	Bracket B Team 1	Bracket B Team 2

Brackets currently in this Flight: **2**
Brackets needed for this template: **2**

About Gam
[This feature is re](#)
You must select
Format drop dow
Then the custom
used when autor
this flight.

Template F
First define the c
define the teams
number. Day and
comma - no spa

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.

Boys U10 Applied/Accepted/Max: 13/12/10 [Schedule](#) [Boys U10 PDF](#) [Refresh Seeding](#) [Edit Seeding](#) [Freeze Rosters](#) [Reset](#)

#1: **Gold** [Edit Flight](#) [Copy Flight](#)

Per-Day Setup

Date	Time	Games per Team
12/27/2009	8:00 AM-7:00 PM	2 Games per Team
12/28/2009	8:00 AM-7:00 PM	2 Games per Team

[Add Bracket](#) [Remove Bracket](#)

Gold Seeding

Bracket	1	2	3	4	5	6
Bracket A	OCALA ARSENAL RED (FL)			IUS MADRID JRS (FL)		SMYRNA STEALTH- WHITE (GA) (0)
Bracket B		AJAX AMERICA (FL)	OCALA ARSENAL BLUE (FL)			RED RIVER RAIDERS (OK)

[Add Applications](#)

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

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

The screenshot shows a 'Bracket A' configuration with 6 teams and a 'Seeding' table. The 'Min. Games' field is highlighted with a red box and contains '[Custom]'. The seeding table lists six teams with their respective colors and locations.

Bracket	Max. Teams	Min. Games
Bracket A	6	[Custom]

Bracket A	1: OCALA ARSENAL RED (FL)	2: AJAX AMERICA (FL)	3: OCALA ARSENAL BLUE (FL)	4: IUS MADRID JRS (FL)	5: SMYRNA STEALTH-WHITE (GA) (0)	6: RED RIVER RAIDERS (OK)
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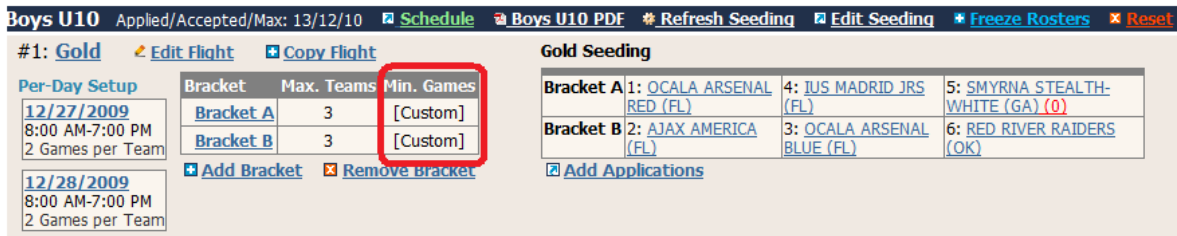
[Note: Make sure you refer back to the games that you did not use as this will help you with seeding. If you want a four game round robin each team will not play 1 other team in the flight? Which team is that, refer to the “Day 3” games (Day3,A1vA2,A5vA6,A3vA4) that you did not use. Using this template 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:



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.

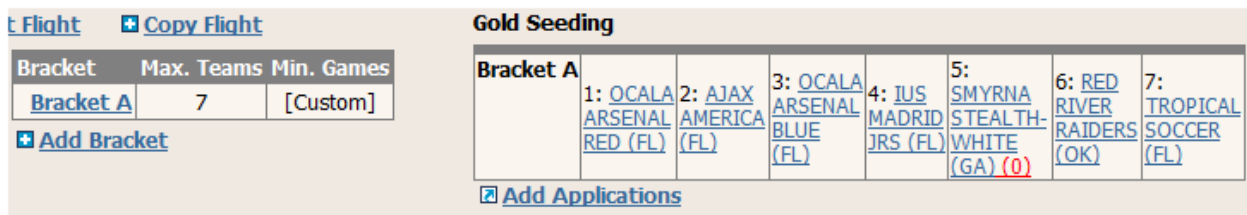
Day1,A1vA3,B1vB3,A2vB2,A2vA3,B2vB3,A1vB1,Day2,A1vA2,B1vB2,A3vB3

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

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.

[it Flight](#) [Copy Flight](#)

Bracket	Max. Teams	Min. Games
Bracket A	4	[Custom]
Bracket B	3	[Custom]
Bracket C	3	[Custom]

[Add Bracket](#) [Remove Bracket](#)

Gold Seeding

Bracket A	1: OCALA ARSENAL RED (FL)	6: RED RIVER RAIDERS (OK)	7: TROPICAL SOCCER (FL)	10: GOTSOCER BUCKSHOTS (AL)
Bracket B	2: AJAX AMERICA (FL)	5: SMYRNA STEALTH-WHITE (GA) (0)	8: VLSC LIGHTNING (GA)	
Bracket C	3: OCALA ARSENAL BLUE (FL)	4: IUS MADRID JRS (FL)	9: CLASH (GA)	

[Add Applications](#)

- 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

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:

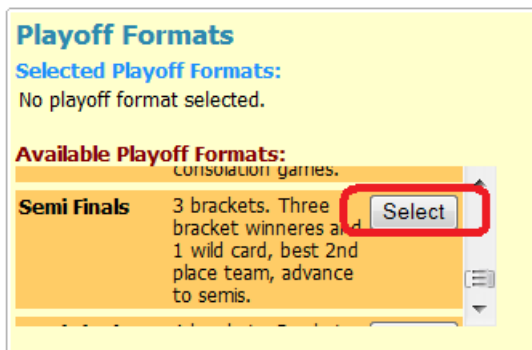
- 1) Go to the **Flight** screen
- 2) Select a specific age group from the *Filter by Group* dropdown, here Boys U10
- 3) Check to see if a playoff structure already exists by looking just below the *Bracket* table. If one is there, they are copied from previous events, make sure it is correct. In this 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.

The screenshot shows the 'Flights' setup for 'Boys U10' in the 'Dragonfest' event. The 'Filter by Group' dropdown is set to 'Boys U10'. Below the 'Bracket' table, a 'Playoffs - Finals' section is highlighted in orange, showing a 'Final' game with 2 teams and 1 game. The 'Edit Flight' link is also highlighted.

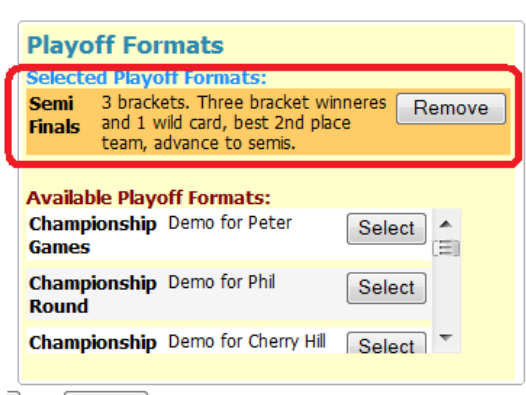
Per-Day Setup	Bracket	Max. Teams	Min. Games
12/27/2009 8:00 AM-7:00 PM 2 Games per Team	Bracket A	4	[Custom]
	Bracket B	3	[Custom]
	Bracket C	3	[Custom]
12/28/2009 8:00 AM-7:00 PM 2 Games per Team	Playoffs - Finals 2 brackets. Winner of each bracket meet in Final		
12/29/2009 8:00 AM-7:00 PM 2 Games per Team	Final	2	1

- 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.

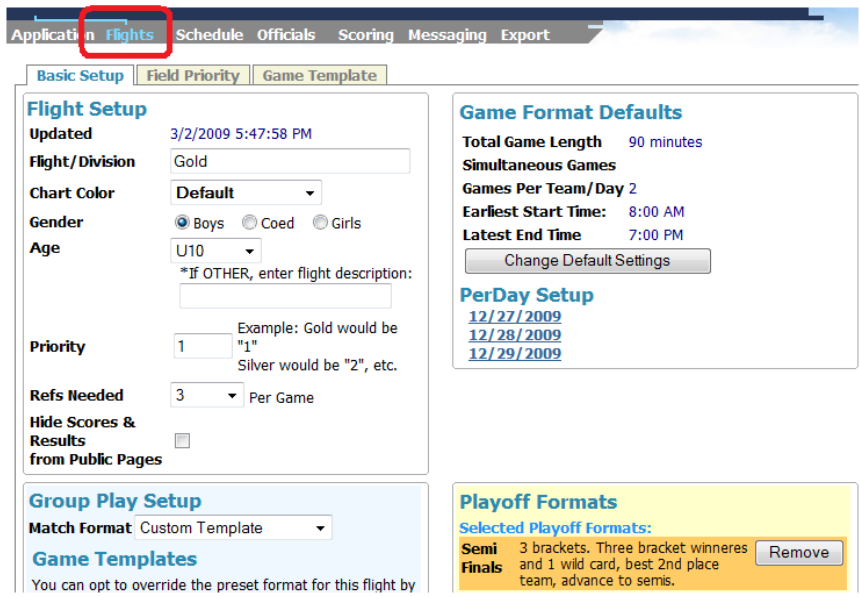
- c. And four bracket quarter finals.
- 8) In this example we want a semi final for three brackets, the three group winners and a wildcard. Scroll down, find the playoff and click the **Select** button.



- 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.



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



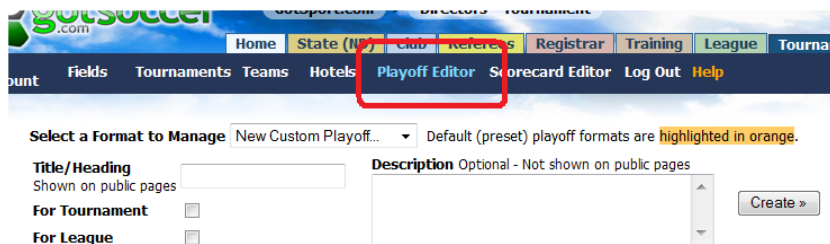
12) Repeat this process for all flights.

Creating Custom Playoff and Consolation Game Formats

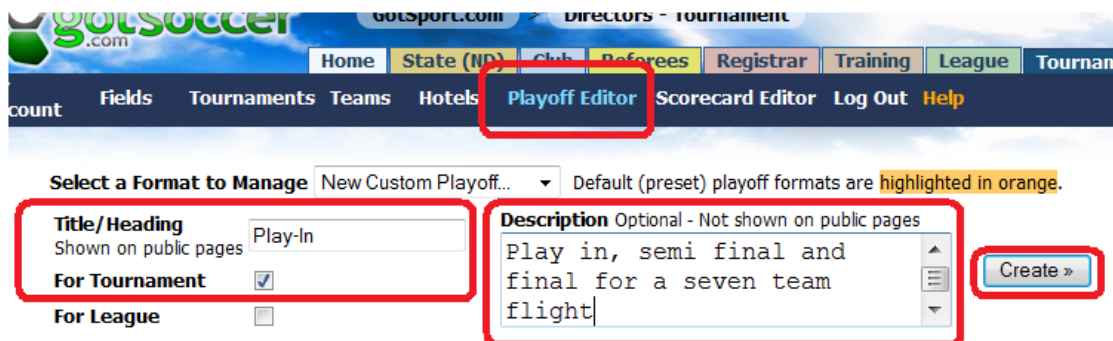
Our system can create any playoff structure you need. For example, say you have 20 teams and want to run quarter finals with the five bracket winners and three wildcards. How about a flight of seven teams, where one team advances, six move to a ply-in (quarter final) round? What about consolation games,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



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

Playoff Format Editor

Important: For playoff games to be ranked they must be in the following format:
 The quarter-final tier must be named "**Quarter-Finals**"
 The semi-final tier must be named "**Semi-Finals**"
 The final tier must be named "**Final**"



In this example, we have a bracket of 7 teams. They 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**

Playoff Format Editor

Important: For playoff games to be
 The quarter-final tier must be named "**Quarter-Finals**"
 The semi-final tier must be named "**Se**"
 The final tier must be named "**Final**"

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

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**.

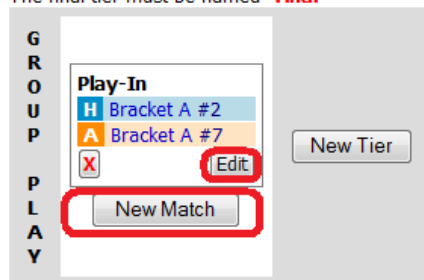
Playoff Format Editor

Important: For playoff games to be ranked the

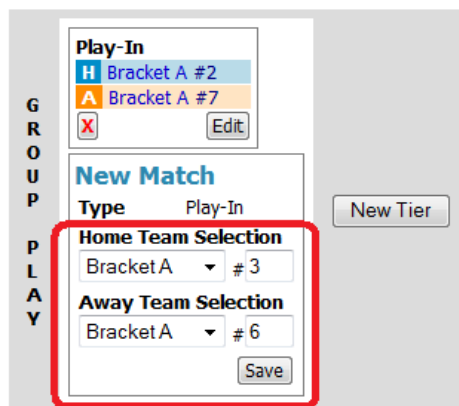
The quarter-final tier must be named "**Quarter-Final**"

The semi-final tier must be named "**Semi-Finals**"

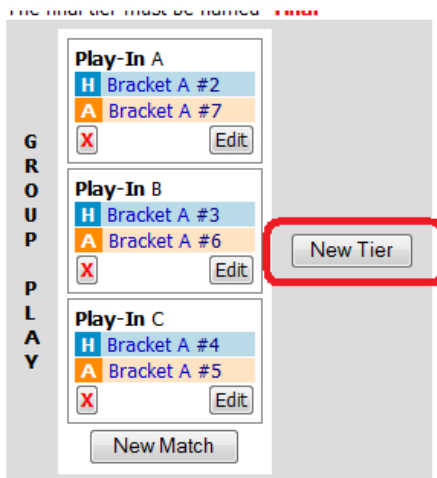
The final tier must be named "**Final**"



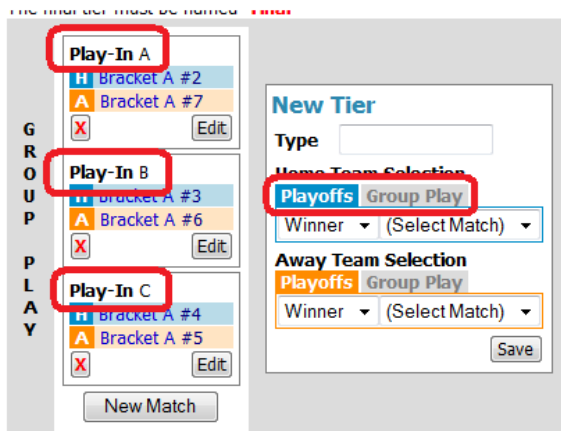
- 7) Repeat the process described above to define the teams for the second game in this tier. Here the third and sixth place teams, and press **Save**.



- 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*.

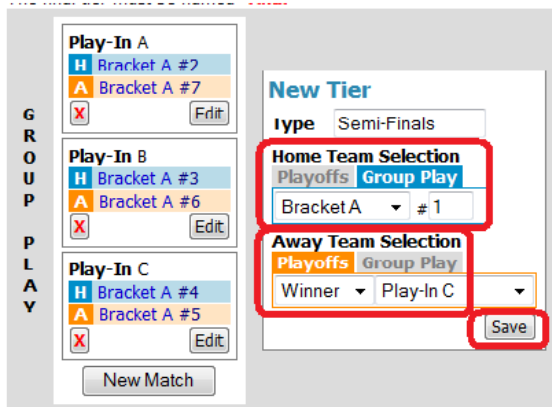


- 9) The screen will refresh allowing you to create the next tier of games, in this example Semi-Finals. Please note:
- The editor has named the games in the prior tier as Play-In A, Play-in B, and Play in-C. If you had called this tier Quarter-Finals, the games would be Quarter-Final A, Quarter-Final B, and Quarter-Final C.
 - 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.

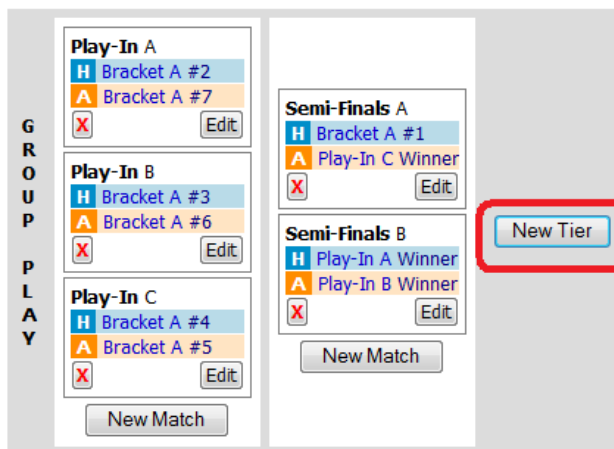


- Type in Semi-Finals in the type box
- Click on **Group Play** under *Home Team Selection*
- Select **Bracket A**
- Type in **1**, designating Bracket A first place team as the home team in this Semi-Final

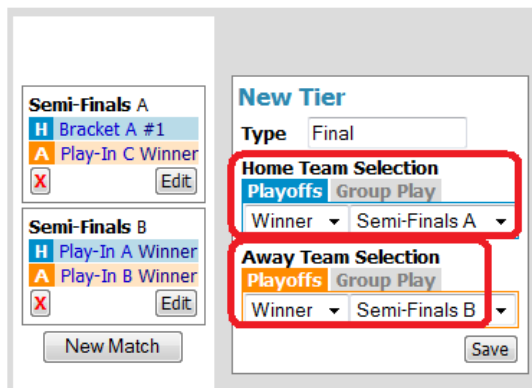
- 14) To make the winner of Play-In C (4th place v 5th place) the *Away Team Selection*; select Play-in C from the drop down menu and press **Save**.



- 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.



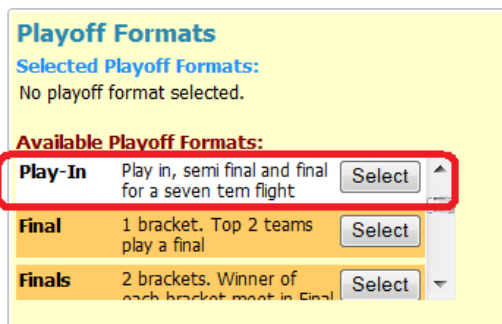
- 17) Type in Final (remember our ranking system does not recognize words like Champion or Championship Game)
- 18) Select **Winner Semi-Finals A** as the *Home Team Selection*
- 19) Select **Winner Semi-Finals B** as the *Away Team Selection*



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.

Playoff Formats

Selected Playoff Formats:

Play-In Play in, semi final and final for a seven tem flight

Available Playoff Formats:

Final 1 bracket. Top 2 teams play a final

Finals 2 brackets. Winner of each bracket meet in Final

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

Fields Tournaments Teams Rosters Playoff Editor Scouting

Event Setup Application **Flights** Schedule Officials Scoring

Flights Global Settings Boys U10 Teams Boys U10 See

Groups, Flights & Brackets in Dragonfest

Filter by Group: Boys U10

[Download Event Official Roster](#) [Publish Playoffs - All Flights](#)

Boys U10 Applied/Accepted/Max: 13/12/7 [Schedule](#) [B](#)

#1: **Gold** [Edit Flight](#) [Copy Flight](#)

Per-Day Setup	Bracket	Max. Teams	Min. Games
12/27/2009 8:00 AM-7:00 PM 2 Games per Team	Bracket A	7	21
12/28/2009 8:00 AM-7:00 PM 2 Games per Team	Playoffs - Play-In Play in, semi final and final for a seven tem flight Edit		
12/29/2009 8:00 AM-7:00 PM 2 Games per Team	Play-In	6	3
	Semi-Finals	4	2
	Final	2	1

[Playoffs Published](#) [Add Bracket](#)

Notice:

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

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:

Boys U18 Applied/Accepted/Max: 23/20/20 [Schedule](#) [Bo](#)

#1: **Premier** [Edit Flight](#) [Copy Flight](#)

Per-Day Setup

[2/14/2009](#)
8:30 AM-10:00 PM
2 Games per Team

[2/15/2009](#)
8:30 AM-10:00 PM
2 Games per Team

[2/16/2009](#)
8:30 AM-10:00 PM
2 Games per Team

[Playoffs Published](#)

Bracket	Max. Teams	Min. Games
Bracket A	4	6
Bracket B	4	6
Bracket C	4	6
Bracket D	4	6
Bracket E	4	6

Playoffs - Quarter-Finals
20 teams [Edit](#)

Quarter-Finals	8	4
Semi-Finals	4	2
Final	2	1
Consolation	12	6

[Add Bracket](#) [Remove Bracket](#)

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*.

The screenshot displays a tournament bracket software interface. On the left, a vertical label reads "GROUP PLAY". The interface is organized into three main columns. The first column contains four "Quarter-Finals" (A, B, C, D) and a "Final" match. The second column contains two "Semi-Finals" (A, B) and a "New Match" button. The third column contains six "Consolation" matches (A-F) and a "New Match" button. Red boxes highlight specific matches: Quarter-Finals A, C, and D; Consolation A; and the Final match.

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*.

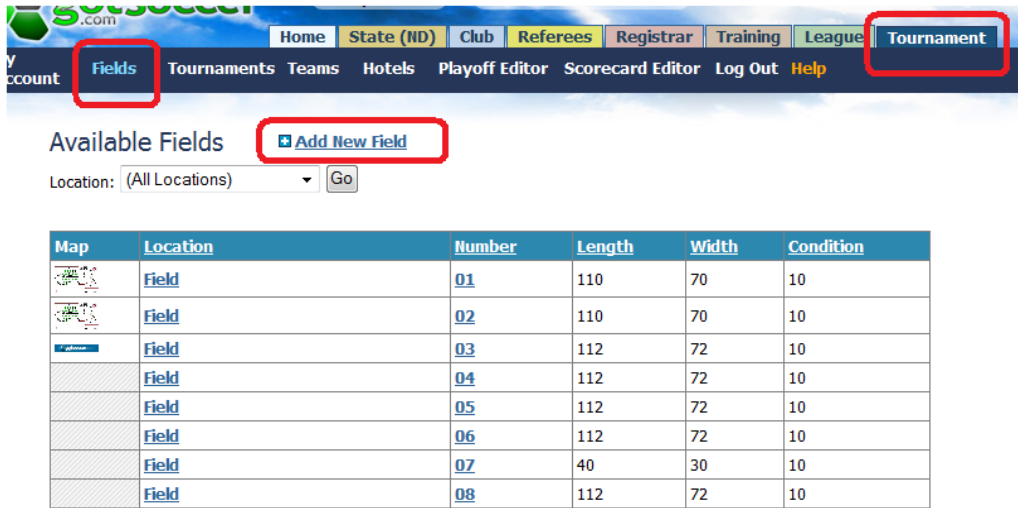
We strongly suggest you minimize the use of wildcards whenever possible. We would not recommend calling the third place team's wildcard 6,7,8,9 or 10. Instead call them A3, B3, ... The reason for this is it is much easier for teams to know their bracket position then for them to know where they stand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

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



Available Fields [Add New Field](#)

Location: (All Locations)

Map	Location	Number	Length	Width	Condition
	Field	01	110	70	10
	Field	02	110	70	10
	Field	03	112	72	10
	Field	04	112	72	10
	Field	05	112	72	10
	Field	06	112	72	10
	Field	07	40	30	10
	Field	08	112	72	10

- 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.

Field Information - New Field

Field Information

Name/Location

Number (Letters ok)

Size

Condition

Field or Facility Address

Address

City

State

ZipCode

Country

Phone

Phone (2)

Mobile Phone

Fax

Allowed Player Ages

U4 U5 U6 U7 U8 U9

U10 U11 U12 U13 U14 U15

U16 U17 U18 U19 OPEN

Normal Availability

Open:

Hours *Enter 12 AM to 12 AM or leave blank for 24 hour availability.

Notes

- 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

Field Information - Field 04

Field Information

Last Updated 4/29/2008 11:28:04 PM

Name/Location

Number (Letters ok)

Size

Condition

Map Image [\[Manage Field Image\]](#)

- 2) Click on **Upload Image**

Facility Info Availability Valid Event Types **Map & Directions**

Field 04

Directions/Notes

Map Image
[Upload Image]

Last Updated 4/29/2008 11:28:04 PM

Save Cancel

3) Click on **Browse**

Upload Image File

Field 04 - Map

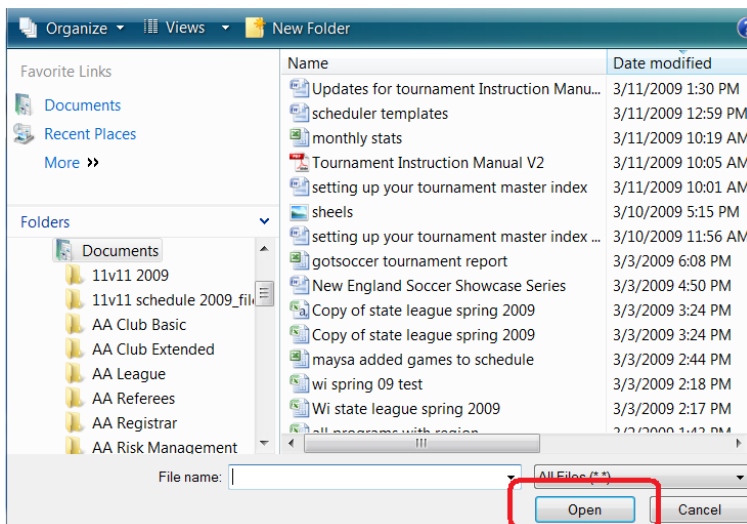
Upload a .jpg or .gif file from your computer:

Browse...

Upload Image Return to Facility

4) Find the map (jpeg file) on your computer

5) Click **Open**



6) Click **Upload Image**

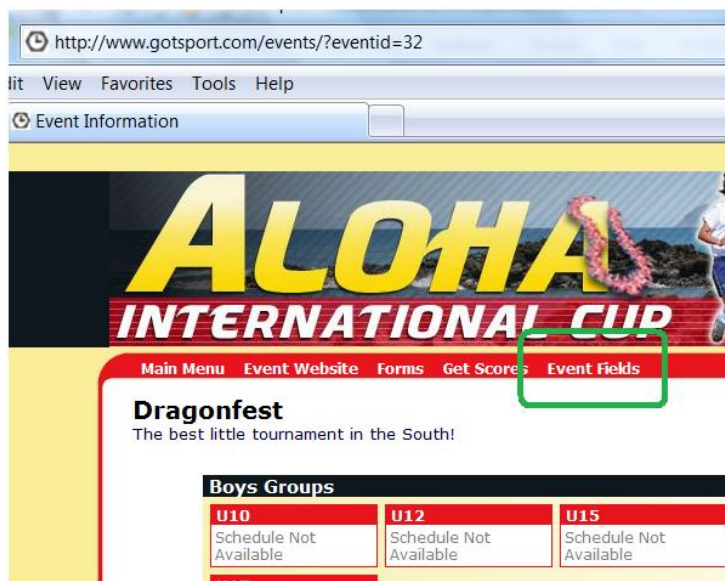
Upload Image File

Field 04 - Map

Upload a .jpg or .gif file from your computer:

C:\Users\B\Documents\cusc.JPG

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



Click on the **View Map** link

Dragonfest
The best little tournament in the South!

Field Information

Field Name	Map	Schedule	
Field #01	View Map	Not Available	Not Available
Field #02	View Map	Not Available	Not Available

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.

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

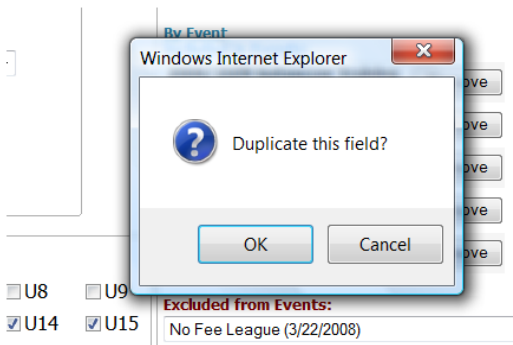
Phone: 210-930-2700
 Phone (2):
 Mobile Phone: 210-912-2703
 Fax: 210-930-2730

Allowed Player Ages

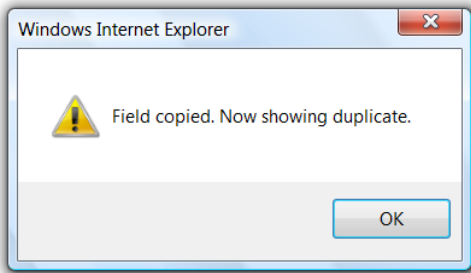
U4 U5 U6 U7 U8 U9
 U10 U11 U12 U13 U14 U15
 U16 U17 U18 U19 OPEN
 Over30 Over40 Over50 OTHER

Save Cancel **Copy** Delete

- 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.



- 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.

Field Information - Field 04

Field Information
 Last Updated 3/11/2009 2:42:55 PM
 Name/Location
 Number (Letters ok)
 Size X
 Condition
 Map Image [\[Manage Field Image\]](#)

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

Allowed Player Ages

U4 U5 U6 U7 U8 U9
 U10 U11 U12 U13 U14 U15
 U16 U17 U18 U19 OPEN
 Over30 Over40 Over50 OTHER

- 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.

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**.

The screenshot shows a web interface titled "By Event". Under the heading "Included in Events:", there is a list of events, each with a "Remove" button to its right. The events listed are:

- Florida State League Successor (9/1/2008 - 7/4/2010)
- GotSoccer Registration (11/1/2008 - 8/1/2009)
- Sanka Cup (6/1/2009 - 6/2/2009)
- NTWSA 2009/2010 Season (8/1/2009 - 7/31/2010)
- Sanette Demo (10/6/2009 - 10/7/2009)
- Dragonfest (12/27/2009 - 12/29/2009)

Below this list, under the heading "Excluded from Events:", there is a dropdown menu showing "No Fee League (3/22/2008)" and an "Add" button to its right. Red boxes highlight the "Remove" button for the first event and the "Add" button for the excluded event.

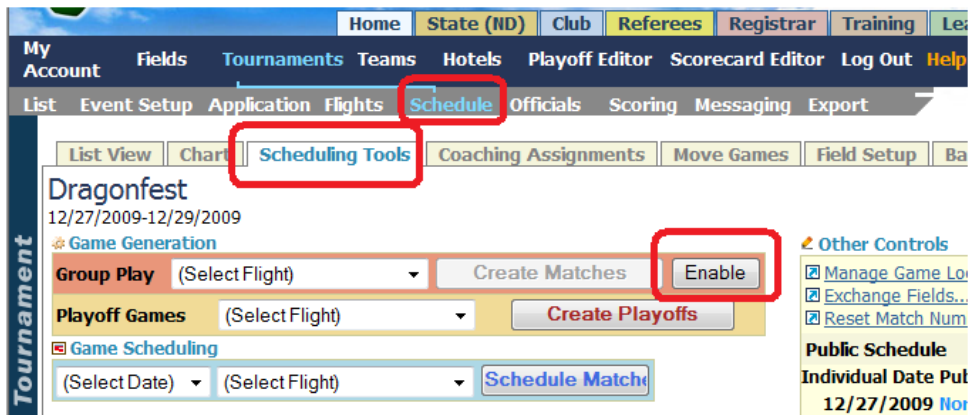
Field age groups can be modified and excluded from events in the chart page. See the *Reviewing your Field Setup Controls* in the *Our Smart Scheduler (Automatic Scheduling)* section below.

Generating Game Sets (Creating Matchups)

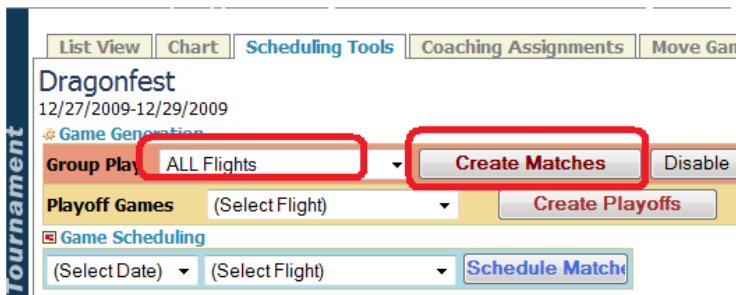
Most of the structural work for scheduling is done on the flight page. The size of the flight, number teams in each bracket initial seeding, game (time slot) length, games per day and simultaneous games are all set in the **Flight** area, see above.

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

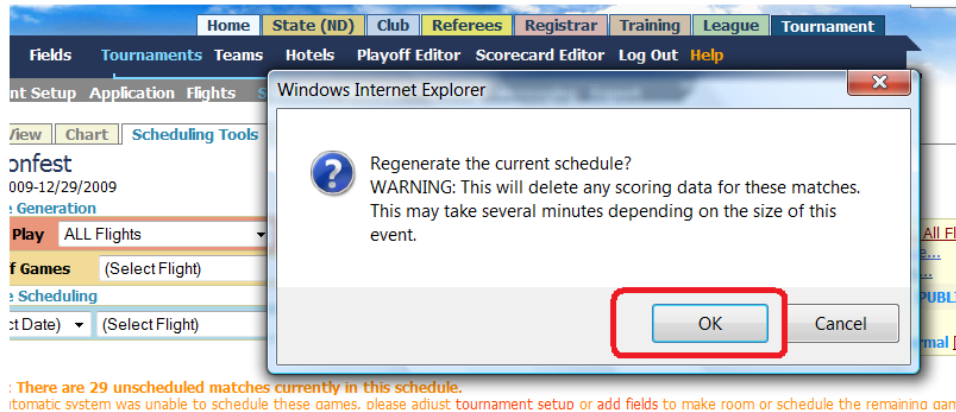
- 1) Click on Schedule on the gray menu bar
- 2) Click on the Scheduling Tools tab
- 3) Click on the **Enable** button in the Game Generation Group Play area.



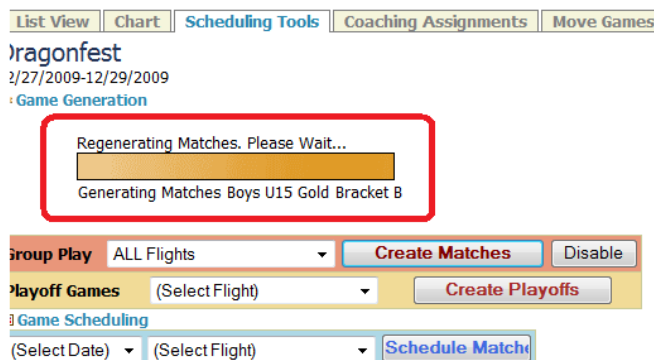
- 4) Click the down arrow to select a flight or *All Flights*
- 5) Click **Create Matches**



- 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**

List Event Setup Application Flights **Schedule** Officials Scoring Messaging

List View Chart **Scheduling Tools** Coaching Assignments Move Games

Dragonfest
12/27/2009-12/29/2009

Game Generation

Group Play (Select Flight) Create Matches Enable

Playoff Games ALL Flights Create Playoffs

Game Scheduling

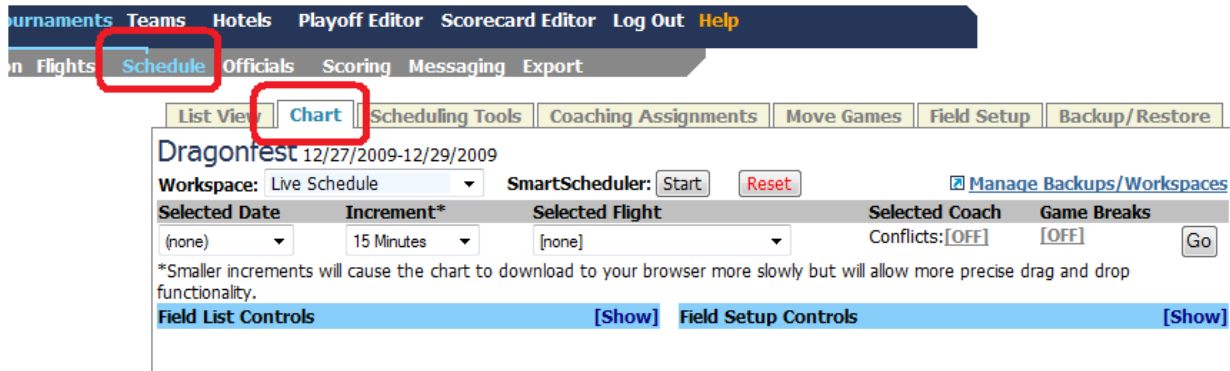
(Select Date) (Select Flight) Schedule Match

NOTICE: There are 104 unscheduled matches currently in this schedule.
If the automatic system was unable to schedule these games, please adjust [tournament setup](#)!

- 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.

Scheduling Games and our Smart Scheduler

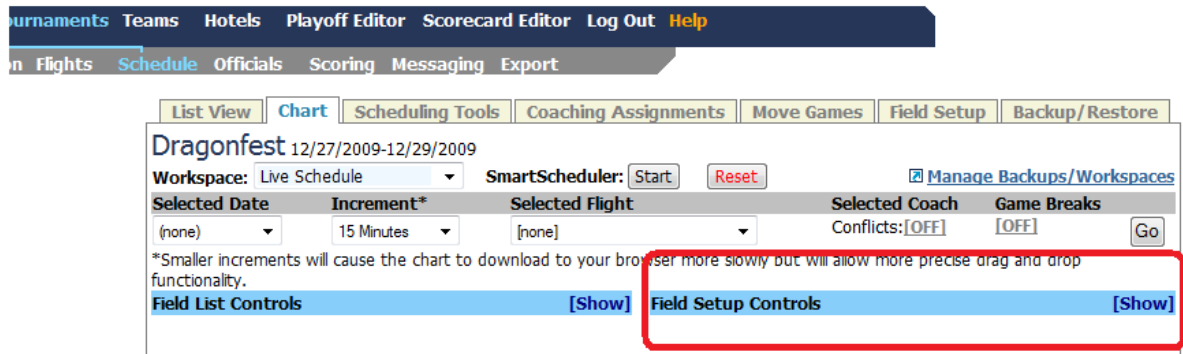
We are now up to actually placing games on fields at specific times, scheduling! Most of this work can be done directly from the schedule page by using our *Smart Scheduler*.



The screenshot shows the top navigation bar with 'Tournaments', 'Teams', 'Hotels', 'Playoff Editor', 'Scorecard Editor', 'Log Out', and 'Help'. Below it, a secondary bar contains 'In Flights', 'Schedule', 'Officials', 'Scoring', 'Messaging', and 'Export'. The 'Schedule' menu is open, and the 'Chart' option is highlighted with a red box. Below the menu, the 'Dragonfest 12/27/2009-12/29/2009' workspace is visible, along with 'SmartScheduler: Start' and 'Reset' buttons. A table shows scheduling options for 'Selected Date', 'Increment*', 'Selected Flight', 'Selected Coach', and 'Game Breaks'. At the bottom, 'Field List Controls' and 'Field Setup Controls' are visible, with 'Field Setup Controls' highlighted by a red box.

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

- 1) Reviewing your Field Setup Controls.



This screenshot is similar to the previous one, but the 'Field Setup Controls' link at the bottom right is highlighted with a red box. The 'SmartScheduler' section shows 'Start' and 'Reset' buttons. The table below it has columns for 'Selected Date', 'Increment*', 'Selected Flight', 'Selected Coach', and 'Game Breaks'. A note below the table states: '*Smaller increments will cause the chart to download to your browser more slowly but will allow more precise drag and drop functionality.'

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

See the chart to download to your browser more slowly but will allow more precise drag and drop functionality.

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	<input type="checkbox"/>	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	<input type="checkbox"/>	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	<input type="checkbox"/>	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	<input type="checkbox"/>	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 05	<input type="checkbox"/>	112 x 72	8:00 AM	11:00 PM	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Exclude
Field 06	<input type="checkbox"/>	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 09	<input type="checkbox"/>	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	<input type="checkbox"/>	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	<input type="checkbox"/>	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 18A	<input type="checkbox"/>	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	<input type="checkbox"/>	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	<input type="checkbox"/>	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 19B	<input type="checkbox"/>	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

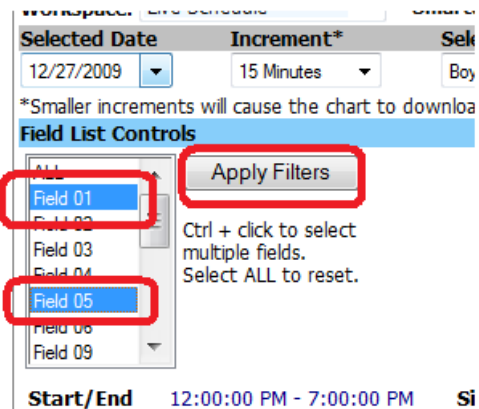
- c) You can **Exclude** fields from the event by clicking on the word Exclude at the far right of each field. This function does not remove fields from your account, it will simply hide them from this specific event. (You will have to click on Show to re-display the table each time you **Exclude** a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

The screenshot shows the 'Dragonfest' scheduling interface for the dates 12/27/2009-12/29/2009. The 'Workspace' is set to 'Live Schedule' and 'SmartScheduler' is set to 'Start'. The 'Selected Date' dropdown is set to '12/27/2009' and the 'Increment*' dropdown is set to '15 Minutes'. The 'Selected Flight' dropdown is set to 'Boys U10 - Gold'. Below these controls, there are links for 'Field List Controls' and 'Field Setup Controls'. The 'Field List Controls' link is highlighted with a red box. The interface also displays game details such as 'Start/End' (12:00:00 PM - 7:00:00 PM), 'Simultaneous Games' (5), 'Playoffs Today', 'Game Length' (60 min, rest period: 60 min), 'Games Per Team/Day' (2), and 'Playoffs Start/E' (Playoff Delay). A table below shows the schedule for fields 18A, 18B, 19A, and 19B, with games scheduled for 12:00 PM, 1:00 PM, 2:00 PM, and 3:00 PM. The games are 'BU12-Gold' and 'BU10-Silver'.

- 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*.

This screenshot is identical to the previous one, but the 'Field List Controls' link in the light blue bar is highlighted with a red box. The rest of the interface, including the 'Selected Date' and 'Selected Flight' dropdowns, remains the same.

- 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.



- 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.

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
Field 18A										
Field 18B										
Field 19A					BU12-Gold		BU12-Gold			
Field 19B					BU12-Gold		BU12-Gold			
Field 20A					BU12-Gold		BU12-Gold			

NOTE: Field list is currently shortened to hide unrelated fields. Click the field list controls above to show more!

10 Unscheduled Games for 12/27/2009

Drag a game here to unschedule it.

BU10-Gold Bracket A / Group Play / Match 6
#120 AJAX AMERICA (FL) vs TROPICAL SOCCER (FL)

BU10-Gold Bracket A / Group Play / Match 1
#115 AJAX AMERICA (FL) vs OCALA ARSENAL BLUE (FL)

BU10-Gold Bracket A / Group Play / Match 2
#116 RED RIVER RAIDERS (OK) vs TROPICAL SOCCER (FL)

BU10-Gold Bracket A / Group Play / Match 7
#121 RED RIVER RAIDERS (OK) vs OCALA ARSENAL BLUE (FL)

BU10-Gold Bracket B / Group Play / Match 10
#124 GOTSOCCER FIGHTIN IRISH (FL) vs VLSC LIGHTNING (GA)

Legend

Selected Coach	
Selected Flight	
Scheduled Games	
Boys U12 - Silver	
Boys U15 - Gold	
Boys U16 - Gold	
Boys U17 - Gold	
Girls U16 - Silver	
Field Unavailable	
Other Event Time	
Conflict Report	
Scheduling Error	
Open Time	

- 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.

8 Unscheduled Games for 12/27/2009

Drag a game here to unschedule it.

BU12-Gold Bracket A / Group Play / Match 1
#016 TROPICAL SOCCER (FL) vs TRUSSVILLE RANGERS 93 (AL)

BU12-Gold Bracket A / Group Play / Match 2
#017 GOTSOCCER RAMPAGE (FRA) vs OCS ORLANDO STARS (FL)

BU12-Gold Bracket A / Group Play / Match 4
#019 GOTSOCCER RAMPAGE (FRA) vs TRUSSVILLE RANGERS 93 (AL)

BU12-Gold Bracket A / Group Play / Match 3
#018 TROPICAL SOCCER (FL) vs OCS ORLANDO STARS (FL)

BU12-Gold Bracket B / Group Play / Match 1
#020 WEGA FA... (FL) vs ... (FL)

- 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**.

Dragonfest 12/27/2009-12/29/2009

Workspace: Live Schedule **SmartScheduler: Start** [Manage Backups/Workspaces](#)

Selected Date: 12/27/2009 Increment*: 15 Minutes Selected Flight: Boys U10 - Gold Selected Coach: Conflicts:[OFF] Game Breaks: [OFF]

*Smaller increments will cause the chart to download to your browser more slowly but will allow more precise drag and drop functionality.

Field List Controls Field Setup Controls

Start/End 8:00:00 AM - 7:00:00 PM Simultaneous Games 5 Playoffs Today Yes
 Game Length 60 min, rest period: 120 min. Games Per Team/Day 2 Playoffs Start/End 8:00:00 AM - 7:00:00 PM
 Playoff Delay none

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Field 18A		BU10-Gold										
Field 18B												
Field 19A												
Field 19B												
Field 20A												

NOTE: Field list is currently shortened to hide unrelated fields. Click the field list controls above to show more fields

- 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)*

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM
Field 18A		BU10-Gold			BU10-Gold				
Field 18B		BU10-Gold			BU10-Gold				
Field 19A		BU10-Gold			BU10-Gold				
Field 19B		BU10-Gold			BU10-Gold				
Field 20A		BU10-Gold			BU10-Gold				

NOTE: Field list is currently shortened to hide unrelated fields. Click the field list controls above to

Legend

Selected Coach	
Selected Flight	
Scheduled Games	

0 Unscheduled Games for 12/27/2009

Drag a game here to unschedule it.

No unscheduled games in selected flight for this day.

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

*Smaller increments will cause the chart to download to your browser more slowly but



Field List Controls

Start/End 8:00:00 AM - 7:00:00 PM
Game Length 60 min, rest period: 120 min

	8:00 AM	9:00 AM	10:00 AM
Field 18A		BU10-Gold	
Field 18B		BU10-Gold	
Field 19A		BU10-Gold	
Field 19B		BU10-Gold	
Field 20A		BU10-Gold	

NOTE: Field list is currently shortened

Legend

Selected Coach	
Selected Flight	
Scheduled Games	
Boys U12 - Silver	

GotSport

Daily Flight Setup - 12/27/2009
Dragonfest - Boys U10 - Gold
Last Updated 1/30/2009 10:13:16 AM

Scheduling Details for 12/27/2009

Total Game Length 60 (minutes)

Optionally Define Game Segments

Total Periods 0
Period Length 0 (minutes)
Total Breaks 0 (in game)

Simultaneous Games 5
Games Per Day 2 (per team)
Rest Period For 2 Teams (multiplier)
Rest Period For Teams (default) (minutes) optional

- 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.

List View Chart Scheduling Tools Coaching Assignments Move

Dragonfest 12/27/2009-12/29/2009

Workspace: Live Schedule SmartScheduler: Start Reset

Selected Date: 12/27/2009 Increment*: 5 Minutes Selected Flight: Boys U10 - Gold

*Smaller increments will cause the chart to download to your browser more slowly but

Field List Controls [Show] **Field Setup Contr**

Start/End 8:00:00 AM - 7:00:00 PM **Simultaneous Games** 5 **Play**
Game Length 60 min, rest period: 120 min. **Games Per Team/Day** 2 **Play**
Play

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

List View | Chart | Scheduling Tools | C

Dragonfest 12/27/2009-12/29/2009

Workspaces: Live Schedule ▼ Smart

Selected Date	Increment*	Sel
12/27/2009 ▼	5 Minutes ▼	Bo

*Smaller increments will cause the chart to downlo:

Field List Controls

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

Existing Schedule Backups
Click on a backup name to view more information

Name	Games	Scheduled	Date
Final by Gotsoccer	325	321	2/29/2008 2:18:46 AM
more changes	325	325	2/5/2008 4:04:36 PM
pre move	324	324	2/5/2008 9:22:14 AM
newest revisions to resolve complaints from new	324	324	2/5/2008 9:14:10 AM
revised schedule complete	324	324	2/4/2008 1:02:39 PM
pre u17 changes	324	324	2/1/2008 6:00:45 PM
completed schedule	324	324	1/23/2008 3:15:14 PM
complete pre 17b 17 teams	323	323	1/23/2008 2:24:20 PM

[» Create Backup Now](#)

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

List View | Chart | Scheduling Tools | Coaching Assignments | Move Games | Field Setup | **Backup/Restore**

11 v 11 President's Day '08 (2/16/2008)
Schedule Workspaces & Backups
You can create schedule backups as needed to use as separate Schedule Workspaces with the Scheduling Chart or to protect against accidental data loss or unintended changes to the live schedule.

Current Tournament Information
Name 11 v 11 President's Day '08
Description Games played over Presidents Day Weekend (Feb 16-18, 2008) at Patton Park, Davis Park, Earl Johnson Park and other venues in and around Jacksonville, Florida. This event is a four game minimum, subject to weather. The event director is Bill Cameron, formally the event director for Score at the Shore tournaments. Our application deadline is 12/16/07

Create Backup

Backup Name

Notes

To restore a previously saved schedule:

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

Existing Schedule Backups

Click on a backup name to view more information

Name	Games	Scheduled	Date
Final by Gotsoccer	325	321	2/29/2008 2:18:46 AM
more changes	325	325	2/5/2008 4:04:36 PM
pre move	324	324	2/5/2008 9:22:14 AM
newest revisions to resolve complaints from new	324	324	2/5/2008 9:14:10 AM
revised schedule complete	324	324	2/4/2008 1:02:39 PM
pre u17 changes	324	324	2/1/2008 6:00:45 PM
completed schedule	324	324	1/23/2008 3:15:14 PM
complete pre 17b 17 teams	323	323	1/23/2008 2:24:20 PM

[» Create Backup Now](#)

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

Backup Details

Backup Name Final by Gotsoccer
Created 2/29/2008 2:18:46 AM
Games in Backup 325
Scheduled 321
Notes
History
 Backup Created by [director] on 2/29/2008 2:18:46 AM

Restore to Schedule Cancel Delete Backup

- 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

11 v 11 President's Day '08 2/16/2008 2/16/2008

Workspace: Live Schedule

Selected Date: 2/16/2008 Increment: 15 Minutes Selected Flight: [none]

*Smaller increments will cause the chart to download to your browser more slowly b

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM
Davis Park 1		BU13-Premier	BU13-Premier		GU16-Premier	GU16-Premier	
Davis Park 2			BU13-Premier		GU16-Premier	GU16-Premier	
Davis Park 3		BU15-Premier	BU13-Premier		GU17-Premier	GU17-Premier	
Davis Park 4		BU15-Premier	BU15-Premier		GU17-Premier	GU17-Premier	
Davis Park 5		BU13-Premier	BU13-Premier		BU15-Premier	GU17-Premier	
Davis Park 6		BU13-Premier	BU13-Premier		BU15-Premier	BU15-Premier	
Davis Park 7		BU15-Premier	BU15-Premier		BU15-Premier	BU15-Premier	

- 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.

11 v 11 President's Day '08 2/16/2008 2/16/2008

Workspace: pre u17 changes

Selected Date: 2/16/2008 Increment: 15 Minutes Selected Flight: [none]

*Smaller increments will cause the chart to download to your brows

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM
Davis Park 1		BU13-Premier	BU13-Premier		GU16-Premier
Davis Park 2		BU13-Premier	BU13-Premier		GU16-Premier
Davis Park 3		BU15-Premier	BU13-Premier		GU16-Premier
Davis Park 4		BU15-Premier	BU15-Premier		GU16-Premier
Davis Park 5		BU13-Premier	BU13-Premier		BU15-Premier
Davis Park 6		BU13-Premier	BU13-Premier		BU15-Premier
Davis Park 7		BU15-Premier	BU15-Premier		BU15-Premier

- 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.

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.

Let's 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:

Boys U10 Applied/Accepted/Max: 13/12/12 [Schedule](#) [Boys U10 PDF](#) [Refresh Seeding](#) [Edit Seeding](#) [Freeze Rosters](#) [Reset](#)

#1: **Gold** [Edit Flight](#) [Copy Flight](#)

Per-Day Setup

Bracket	Max. Teams	Min. Games
Bracket A	3	3
Bracket B	3	3

Playoffs - Semi Finals
2 brackets of 3. The top 2 teams in each bracket play a semi then final, the third place teams play a consolation games.

Round	Max. Teams	Min. Games
Semi-Finals	4	2
Consolation	2	1
Final	2	1

Gold Seeding

Bracket A	1: VLSC LIGHTNING (GA)	4: TUS MADRID JRS (FL)	5: GOTSOCCKER FIGHTIN IRISH (FL)
Bracket B	2: RED RIVER RAIDERS (OK)	3: GOTSOCCKER BUCKSHOTS (AL)	6: SMYRNA STEALTH-WHITE (GA)

[Add Applications](#)

#2: **Silver** [Edit Flight](#) [Copy Flight](#)

Per-Day Setup

Bracket	Max. Teams	Min. Games
Bracket A	3	3
Bracket B	3	3

Playoffs - Semi Finals
2 brackets of 3. The top 2 teams in each

Silver Seeding

Bracket A	1: TROPICAL SOCCER (FL)	4: OCALA ARSENAL BLUE (FL)	5: TBA (AL)
Bracket B	2: CLASH (GA)	3: AJAX AMERICA (FL)	6: OCALA ARSENAL RED (FL)

[Add Applications](#)

- 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.

Dragonfest
12/27/2009-12/29/2009

Filter by Flight: Boys U10 - Gold Filter by Group: Filter by Date: Generated: 3/21/20

NOTICE: There are 83 unscheduled matches currently in this schedule.
If the automatic system was unable to schedule these games, please adjust [tournament setup](#) or [add fields](#) to make room or schedule the remaining game.

Boys U10 - Gold Edit Flight Generate Playoffs: Semi Finals Delete Playoffs Update Flight Results
Automatic Group Play Edit Seeding View Playoffs View Flight Results

Bracket A

VLSC LIGHTNING (GA) [Replace]
IUS MADRID JRS (FL) [Replace]
GOTSOCCKER FIGHTIN IRISH (FL) [Replace]

Bracket B

RED RIVER RAIDERS (OK) [Replace]
GOTSOCCKER BUCKSHOTS (AL) [Replace]
SMYRNA STEALTH-WHITE (GA) [Replace]

Sunday: 12/27/2009 8:00 AM-7:00 PM Simultaneous: 5 Rest: 1x Game Edit Day 1 Setup

- 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 all Boys U10 teams appear in the dropdown box, not just the Gold teams.
- 5) Click on **Replace**

Event Dragonfest
Current Team GOTSOCCKER BUCKSHOTS
Games 2
Group Boys U10
Seeding Pts. 40

Replace With Ocala Arsenal Blue (5 pts.) (2 games)

Replace Cancel

- 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.

#2: **Silver** [Edit Flight](#) [Copy Flight](#)

Per-Day Setup

12/27/2009
8:00 AM-7:00 PM
2 Games per Team

12/28/2009
8:00 AM-7:00 PM

Bracket	Max. Teams	Min. Games
Bracket A	3	3
Bracket B	3	3

Playoffs - Semi Finals
2 brackets of 3. The top 2 teams in each bracket play a semi then final. the third

Silver Seeding

Bracket A	1: TROPICAL SOCCER (FL)	4: OCALA ARSENAL BLUE (FL)	5: TBA (AL)
Bracket B	2: CLASH (GA)	3: AJAX AMERICA (FL)	6: OCALA ARSENAL RED (FL)

[Add Applications](#)

- 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.

List Event Setup Application Flights **Schedule** Officials Scoring Messaging Export

List View Chart Scheduling Tools Coaching Assignments Move Games Field Setup Backup/Rest

Dragonfest

12/27/2009-12/29/2009

Filter by Flight: Boys U10 - Silver Filter by Group: Filter by Date:

NOTICE: There are 83 unscheduled matches currently in this schedule.
If the automatic system was unable to schedule these games, please adjust [tournament setup](#) or [add fields](#) to make room or sche

Boys U10 - Silver [Edit Flight](#) [Edit Seeding](#) [Generate Playoffs: Semi Finals](#) [Delete Playoffs](#) [Update Flight](#)
Automatic Group Play [View Playoffs](#) [View Flight Re](#)

Bracket A	Bracket B
TROPICAL SOCCER (FL) [Replace]	CLASH (GA) [Replace]
OCALA ARSENAL BLUE (FL) [Replace]	AJAX AMERICA (FL) [R]
TBA (AL) [Replace]	OCALA ARSENAL RED (FL)

Sunday: 12/27/2009 8:00 AM-7:00 PM Simultaneous: 2 Rest: N/A [Edit Day 1 Setup](#)
[Manual Scheduling](#) Games/Team: 2

Game#	Time/Location	Home	Score	Away
111	12/27/2009 9:30 AM-11:00 AM Field 19A	TROPICAL SOCCER (FL) [View Team]		TBA (AL) [View Team]
112	12/27/2009 12:30 PM-2:00 PM Field 19A	OCALA ARSENAL BLUE (FL) [View Team]		TBA (AL) [View 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.

Event [Dragonfest](#)
 Current Team [TBA](#)
 Games [2](#)
 Group [Boys U10](#)
 Seeding Pts. [0](#)

Replace With [FC UNITED BLACK \(0 pts, 0 games\)](#)

- 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.

Boys U10 - Silver [Edit Flight](#) [Generate Playoffs: Semi Finals](#) [Delete Playoffs](#) [Update Flight](#)
 Automatic Group Play [Edit Seeding](#) [View Playoffs](#) [View Flight Re](#)

Bracket A [TROPICAL SOCCER \(FL\)](#) [\[Replace\]](#)
[OCALA ARSENAL BLUE \(FL\)](#) [\[Replace\]](#)
[FC UNITED BLACK \(FL\)](#) [\[Replace\]](#)

Bracket B [CLASH \(GA\)](#) [\[Replace\]](#)
[AJAX AMERICA \(FL\)](#) [\[Re\]](#)
[OCALA ARSENAL RED \(FL\)](#)

Sunday: 12/27/2009 8:00 AM-7:00 PM Simultaneous: 2 Rest: N/A [Edit Day 1 Setup](#)
[Manual Scheduling](#) Games/Team: 2

Game#	Time/Location	Home	Score	Away
111	12/27/2009 9:30 AM-11:00 AM Field 19A	TROPICAL SOCCER (FL) [View Team]		FC UNITED BLACK (FL) [View Team]
112	12/27/2009 12:30 PM-2:00 PM Field 19A	OCALA ARSENAL BLUE (FL) [View Team]		FC UNITED BLACK (FL) [View Team]
113	12/27/2009 3:30 PM-5:00 PM Field 19A	TROPICAL SOCCER (FL) [View Team]		OCALA ARSENAL BLUE (FL) [View Team]

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.

- 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.

The screenshot shows a web interface for 'Data Entry' with a 'View & Manage' button. The main content area is titled 'Application Information' and contains several fields:

- Event:** A dropdown menu currently showing 'Dragonfest (12/27/2009)' with a 'Manage Event' link to its right.
- Fee Group:** A dropdown menu with a note below it: '*Changing the fee group does not automatically change the fee due.'
- Gender:** Radio buttons for 'Boys', 'Coed', and 'Girls', with 'Boys' selected.
- Event Age Group:** A dropdown menu currently showing 'U10', which is highlighted with a red rectangular box.

- 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.

The screenshot shows the 'Boys U10 Seeding' interface. At the top, the 'Flights' and 'Boys U10 Seeding' tabs are highlighted with red boxes. Below the tabs, the page title is 'Groups, Flights & Brackets in Dragonfest'. The 'Filter by Group' dropdown is set to 'Boys U10'. There are several action links: 'Download Event Official Roster', 'Publish Playoffs - All Flights', 'Hide Playoffs - All Flights', and 'View Public Pages'. Below these, the 'Boys U10' group is selected, with 'Applied/Accepted/Max: 14/13/12' and links for 'Schedule', 'Boys U10 PDF', 'Refresh Seeding', and 'Edit Seeding'. The main content area is divided into two sections: 'Per-Day Setup' and 'Gold Seeding'. The 'Per-Day Setup' section shows a table with dates (12/27/2009, 12/28/2009, 12/29/2009), times (8:00 AM-7:00 PM), and games per team (2). The 'Gold Seeding' section shows a table with brackets (Bracket A, Bracket B) and teams (VLSC, LIGHTNING (GA), RED RIVER, RAIDERS (OK), IUS MADRID JRS (FL), GOTSOCCER, BUCKSHOTS (AL)).

- 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.

The screenshot shows the 'Scheduling Tools' interface. At the top, the 'Schedule' and 'Scheduling Tools' tabs are highlighted with red boxes. Below the tabs, the page title is 'Dragonfest' for the dates '12/27/2009-12/29/2009'. There are several action links: 'List View', 'Chart', 'Scheduling Tools', 'Coaching Assignments', and 'Move Game'. Below these, the 'Group Play' section is highlighted with a red box, showing 'Boys U10 - Gold' selected and 'Create Matches' and 'Disable' buttons. The 'Playoff Games' section is also highlighted with a red box, showing 'Boys U10 - Gold' selected and a 'Create Playoffs' button. Below these, the 'Game Scheduling' section shows '(Select Date)' and '(Select Flight)' dropdowns and a 'Schedule Match' button.

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

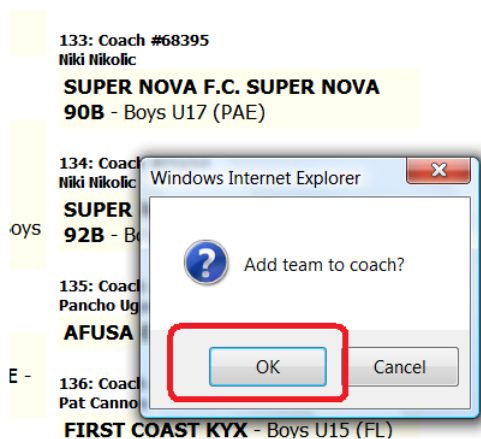
Coaching Conflicts and Minimum Game Breaks

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.

NICO LAMBROPOULOS

FC CHICAGO U17BLACK - Boys
U17 (IL)

133: Coach #68395
Niki Nikolic

**SUPER NOVA F.C. SUPER NOVA
90B** - Boys U17 (PAE)

**SUPER NOVA FC SUPER NOVA
92B** - Boys U15 (PAE)

134: Coach #74757

- 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

Increment* Selected Flight Selected Coach Game Breaks

15 Minutes [none] Conflicts: [none] [OFF] Go

(coach name - teams - conflicts)

nts will cause the chart to download to your browser more slowly but will allow more precise drag and drop functionality.

ls [Show] Field Setup Controls [Show]

10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM
BU13-Premier	BU13-Premier	GU16-Premier	GU16-Premier	GU16-Premier	BU15-Premier	BU15-Premier	BU15-Premier	GU17-Premier	GU17-Premier			
	BU13-Premier	GU16-Premier	GU16-Premier	GU16-Premier	BU15-Premier	BU15-Premier	BU15-Premier	GU17-Premier	GU17-Premier			
BU15-Premier	BU13-Premier	GU17-Premier	GU17-Premier	GU17-Premier	BU15-Premier	BU15-Premier	BU15-Premier	GU16-Premier	GU16-Premier			
BU15-Premier	BU15-Premier	GU17-Premier	GU17-Premier	GU17-Premier	BU15-Premier	BU15-Premier	BU15-Premier	GU16-Premier	GU16-Premier			
BU13-Premier	BU13-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU13-Premier				
BU13-Premier	BU13-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	U17-Premier			
BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU13-Premier	BU13-Premier	BU13-Premier	BU15-Premier	U15-Premier			
BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU14-Premier	BU14-Premier	BU15-Premier	U14-Premier			
BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU14-Premier	BU14-Premier	BU15-Premier	U14-Premier			
BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier B	BU17-Premier B	BU17-Premier B	BU17-Premier B	BU17-Premier B					
BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier B	BU17-Premier B	BU17-Premier B	BU17-Premier B	BU17-Premier B					
BU16-Premier	BU16-Premier	BU18-Premier	BU18-Premier	BU17-Premier B	BU16-Premier	BU16-Premier	BU16-Premier					
BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier B	BU16-Premier	BU16-Premier	BU16-Premier	BU16-Premier					
BU14-Premier	BU14-Premier	BU17-Premier B		BU13-Premier	BU13-Premier	BU13-Premier	BU15-Premier	BU14-Premier	BU17-Premier A			
BU14-Premier	BU14-Premier	BU15-Premier		BU13-Premier	BU13-Premier	BU13-Premier	BU15-Premier	BU16-Premier	BU17-Premier A			
BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier B	BU16-Premier	BU17-Premier A	BU17-Premier A	BU17-Premier A	BU17-Premier B				
BU17-Premier B	BU16-Premier	BU17-Premier A	BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier A	BU17-Premier A	BU17-Premier B				
BU17-Premier B	BU17-Premier B	BU17-Premier A	BU17-Premier B	BU16-Premier	BU18-Premier	BU18-Premier	BU18-Premier	BU16-Premier				
BU17-Premier B	BU17-Premier B	BU17-Premier A	BU17-Premier B	BU16-Premier	BU18-Premier	BU18-Premier	BU18-Premier	BU17-Premier A	BU17-Premier B			
BU17-Premier B	BU17-Premier A	BU17-Premier B	BU17-Premier B	BU18-Premier	BU18-Premier	BU18-Premier	BU18-Premier	BU17-Premier A	BU17-Premier B			
BU17-Premier B	BU17-Premier A	BU17-Premier B	BU17-Premier B	BU16-Premier	BU18-Premier	BU18-Premier	BU18-Premier	BU17-Premier A	BU17-Premier B			

- 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 McElligott is coaching three teams and has two conflicts.

2/16/2008
 15 Minutes
 [none]
 Conflicts:

*Smaller increments will cause the chart to download to your browser more slowly but will allow more precise drag and drop functionality

Highlighting Currently Selected Coach

[\[Manage Team Assignments for This Coach\]](#)

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Davis Park 1		BU13-Premier	BU13-Premier	GU16-Premier	GU16-Premier	BU13-Premier	BU15-Premier	GU17-Premier	GI			
Davis Park 2			BU13-Premier	GU16-Premier	GU16-Premier	BU15-Premier	BU15-Premier	GU17-Premier	GI			
Davis Park 3		BU15-Premier	BU13-Premier	GU17-Premier	GU17-Premier	BU15-Premier	BU15-Premier	GU16-Premier	GI			
Davis Park 4		BU15-Premier	BU15-Premier	GU17-Premier	GU17-Premier	BU13-Premier	BU15-Premier	GU16-Premier	GI			
Davis Park 5		BU13-Premier	BU13-Premier	BU15-Premier	GU17-Premier	BU15-Premier	BU13-Premier					
Davis Park 6		BU13-Premier	BU13-Premier	BU15-Premier	BU15-Premier	BU13-Premier	BU13-Premier					
Davis Park 7		BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU13-Premier	BU14-Premier					
Davis Park 8		BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier			BU14-Premier	BU15-Premier			
Earl John... 1		BU16-Premier	BU16-Premier	BU16-Premier	BU17-Premier B	BU17-Premier B	BU17-Premier B					
Earl John... 2		BU16-Premier	BU18-Premier	BU18-Premier	BU17-Premier B	BU17-Premier B	BU17-Premier B					
Earl John... 3		BU16-Premier	BU18-Premier	BU18-Premier	BU17-Premier B	BU16-Premier	BU16-Premier					
Earl John... 4		BU16-Premier	BU18-Premier	BU18-Premier	BU17-Premier B	BU15-Premier	BU16-Premier					
Losco 1		BU14-Premier	BU14-Premier	BU17-Premier B	BU13-Premier			BU15-Premier	BI			
Losco 2		BU14-Premier	BU14-Premier	BU15-Premier								
Patton Pa... 1		BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier B	BU16-Premier	BU17-Premier A	BU17-Premier A	BI			
Patton Pa... 2		BU17-Premier B	BU16-Premier	BU17-Premier A	BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier A	BI			
Patton Pa... 3		BU17-Premier B	BU16-Premier	BU17-Premier B	BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier A	BI			
Patton Pa... 4		BU17-Premier B	BU17-Premier B	BU17-Premier A	BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier A	BI			
Patton Pa... 5		BU17-Premier B	BU17-Premier B	BU17-Premier A	BU17-Premier B	BU18-Premier	BU18-Premier	BU17-Premier A	BI			
Patton Pa... 6		BU17-Premier B	BU17-Premier A	BU17-Premier B	BU17-Premier B	BU16-Premier	BU18-Premier	BU17-Premier A	BI			
Patton Pa... 7		BU17-Premier B	BU17-Premier A	BU17-Premier B	BU17-Premier B	BU16-Premier	BU18-Premier	BU17-Premier A	BI			

- 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.
- 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:
 - Place your cursor over one of the games
 - Click and hold the left mouse button
 - Drag the game on top of the game you want to swap with and release the mouse button.
- The screen will refresh and will have swapped the times and field for the two games.
- 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

Selected Date: 2/16/2008 Increment*: 15 Minutes Selected Flight: [none] Selected Coach: Conflicts: Marc McElligott - 3 - 1 [ON] (coach name - teams - conflicts) Game Breaks: [OFF] [Go]

*Smaller increments will cause the chart to download to your browser more slowly but will allow more precise drag and drop functionality

Field List Controls [Show] Field Setup Controls [Show]

Highlighting Currently Selected Coach
[Manage Team Assignments for This Coach](#)

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Davis Park 1		BU13-Premier	BU13-Premier	GU16-Premier	GU16-Premier	BU13-Premier	BU15-Premier	GU17-Premier	GU17-Premier			
Davis Park 2		BU13-Premier	GU16-Premier	GU16-Premier	BU15-Premier	BU15-Premier	GU17-Premier	GU17-Premier	GU17-Premier			
Davis Park 3		BU15-Premier	BU13-Premier	GU17-Premier	GU17-Premier	BU15-Premier	BU15-Premier	GU16-Premier	GU16-Premier			
Davis Park 4		BU15-Premier	BU15-Premier	GU17-Premier	GU17-Premier	BU13-Premier	BU15-Premier	GU16-Premier	GU16-Premier			
Davis Park 5		BU13-Premier	BU13-Premier	BU15-Premier	GU17-Premier	BU15-Premier	BU13-Premier	BU15-Premier	BU13-Premier			
Davis Park 6		BU13-Premier	BU13-Premier	BU15-Premier	BU15-Premier	BU13-Premier	BU13-Premier	BU15-Premier	BU15-Premier			
Davis Park 7		BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier	BU13-Premier	BU14-Premier	BU15-Premier	BU15-Premier			
Davis Park 8		BU15-Premier	BU15-Premier	BU15-Premier	BU15-Premier			BU14-Premier	BU15-Premier			
Earl John... 1		BU16-Premier	BU16-Premier	BU18-Premier	BU18-Premier	BU17-Premier B	BU17-Premier B	BU17-Premier B	BU17-Premier B			
Earl John... 2		BU16-Premier	BU16-Premier	BU18-Premier	BU18-Premier	BU17-Premier B	BU17-Premier B	BU17-Premier B	BU17-Premier B			
Earl John... 3		BU16-Premier	BU18-Premier	BU18-Premier	BU18-Premier	BU17-Premier B	BU16-Premier	BU16-Premier	BU16-Premier			
Earl John... 4		BU16-Premier	BU18-Premier	BU18-Premier	BU18-Premier	BU17-Premier B	BU16-Premier	BU16-Premier	BU16-Premier			
Losco 1		BU14-Premier	BU14-Premier	BU17-Premier B	BU17-Premier B	BU13-Premier	BU13-Premier	BU15-Premier	BU15-Premier			
Losco 2		BU14-Premier	BU14-Premier	BU15-Premier	BU15-Premier	BU13-Premier	BU13-Premier	BU15-Premier	BU15-Premier			
Patton Pa... 1		BU16-Premier	BU16-Premier	BU18-Premier	BU18-Premier	BU17-Premier B	BU16-Premier	BU17-Premier A	BU17-Premier A			
Patton Pa... 2		BU17-Premier B	BU16-Premier	BU17-Premier A	BU16-Premier	BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier A			
Patton Pa... 3		BU17-Premier B	BU16-Premier	BU17-Premier A	BU17-Premier B	BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier A			
Patton Pa... 4		BU17-Premier B	BU17-Premier B	BU17-Premier A	BU16-Premier	BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier A			
Patton Pa... 5		BU17-Premier B	BU17-Premier B	BU17-Premier A	BU17-Premier B	BU18-Premier	BU18-Premier	BU18-Premier	BU17-Premier A			
Patton Pa... 6		BU17-Premier B	BU17-Premier A	BU17-Premier A	BU17-Premier B	BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier A			
Patton Pa... 7		BU17-Premier B	BU17-Premier B	BU17-Premier A	BU17-Premier B	BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier A			

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?

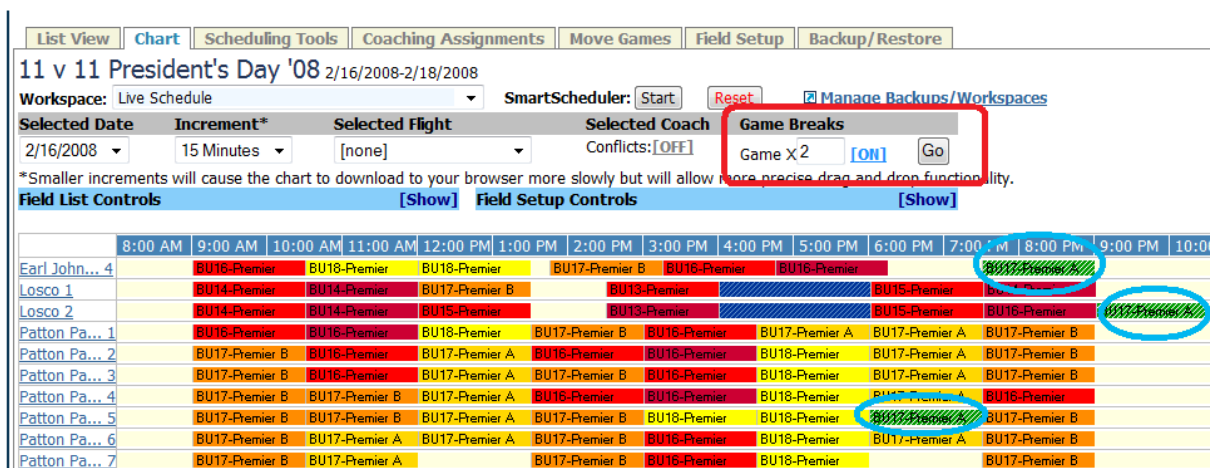
Game Breaks

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**.



- 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.



- 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.

11 v 11 President's Day '08 2/16/2008-2/18/2008

Workspace: Live Schedule SmartScheduler: Start Manage Backups/Workspaces

Selected Date: 2/16/2008 Increment*: 15 Minutes Selected Flight: [none] Selected Coach: Conflicts: [OFF] Game Breaks: Game X 0

*Smaller increments will cause the chart to download to your browser more slowly but will allow more precise drag and drop functionality.

Field List Controls [Show] Field Setup Controls [Show]

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
Earl John... 4		BU16-Premier	BU18-Premier	BU18-Premier	BU17-Premier B	BU16-Premier	BU16-Premier	BU16-Premier	BU16-Premier	BU16-Premier	BU16-Premier	BU16-Premier	BU16-Premier
Losco 1		BU14-Premier	BU14-Premier	BU17-Premier B	BU13-Premier	BU13-Premier	BU13-Premier	BU13-Premier	BU13-Premier	BU13-Premier	BU13-Premier	BU13-Premier	BU13-Premier
Losco 2		BU14-Premier	BU14-Premier	BU15-Premier	BU13-Premier	BU13-Premier	BU13-Premier	BU13-Premier	BU13-Premier	BU13-Premier	BU13-Premier	BU13-Premier	BU13-Premier
Patton Pa... 1		BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier B	BU16-Premier	BU17-Premier A	BU17-Premier A	BU17-Premier A	BU17-Premier A	BU17-Premier A	BU17-Premier A	BU17-Premier A
Patton Pa... 2		BU17-Premier B	BU16-Premier	BU17-Premier A	BU16-Premier	BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier A	BU17-Premier A	BU17-Premier A	BU17-Premier A	BU17-Premier A
Patton Pa... 3		BU17-Premier B	BU16-Premier	BU17-Premier A	BU17-Premier B	BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier A	BU17-Premier A	BU17-Premier A	BU17-Premier A	BU17-Premier A
Patton Pa... 4		BU17-Premier B	BU17-Premier B	BU17-Premier A	BU16-Premier	BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier A	BU17-Premier A	BU17-Premier A	BU17-Premier A	BU17-Premier A
Patton Pa... 5		BU17-Premier B	BU17-Premier B	BU17-Premier A	BU17-Premier B	BU18-Premier	BU18-Premier	BU18-Premier	BU18-Premier	BU18-Premier	BU18-Premier	BU18-Premier	BU18-Premier
Patton Pa... 6		BU17-Premier B	BU17-Premier A	BU17-Premier A	BU17-Premier B	BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier A	BU17-Premier A	BU17-Premier A	BU17-Premier A	BU17-Premier A
Patton Pa... 7		BU17-Premier B	BU17-Premier A	BU17-Premier A	BU17-Premier B	BU16-Premier	BU16-Premier	BU18-Premier	BU17-Premier A	BU17-Premier A	BU17-Premier A	BU17-Premier A	BU17-Premier A

- 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.

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*

The screenshot shows the 'Event Setup' interface for a tournament named 'New England Showcase'. The 'Links' tab is active, displaying various management and public information links. The 'Public Event Information Links' section is highlighted with a red box, indicating the area where public links are managed. The 'Important Public Page Links' section on the right provides URLs for key public-facing pages like the application form, schedule, and coach registration.

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.

gotsoccer.com Gotsport.com Directors - Tournament

Home State (ND) Club Referees Registrar Training League Tournament

Fields Tournaments Teams Hotels Playoff Editor Scorecard Editor Log Out Help

Event Setup Application Flights Schedule Officials Scoring Messaging Export

Basic Setup Format Fees Appearance Directors Access Control Links Guest Players College

Dragonfest

Management Control Links

Application Form

1. [Preview Application Form](#)
2. [Customize Application Form, Schedules & Results](#)
3. [Modify Application Payment Options](#)
4. [Application Fee Payment Setup](#)
5. [Add Custom Application Form Fields](#)

Event Store

Important Public Page Links

Application Form URL

The URL (link) to this tournament application must be **exa** as below:

1. <http://www.gotsport.com/forms/app/?eventid=32>

[Preview](#)

Public Schedule & Results URL

2. <http://www.gotsport.com/events/?eventid=32>

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

Basic Setup Format Fees Appearance Homepage Directors Access Links

Dragonfest

Access Control

- Allow Teams to View their Schedule**
- Activate your application (If unchecked application process is closed)**
- Use COMPACT Application**
- Allow teams to view other applicants in this event**
- Allow College Coaches to search for players in this event**

Phone-In Services

- Allow Phone-In Input of Scores**

Event ID 32

4-Digit PIN 1234

You must create a PIN to allow access this event via Phone-In Services.
The Toll Free number for this service is
1-(866)-391-0662

- 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*.

Application Flights **Schedule** Officials Scoring Messaging Export

Chart **Scheduling Tools** Coaching Assignments Move Games Field Setup Backup/Restore

12/29/2009

(Select Flight) Create Matches Enable

(Select Flight) Create Playoffs

(Select Flight) Schedule Match

Other Controls

Manage Game Locks... Update Results - All Flights Move Games

Exchange Fields... Backup & Restore... Notify Event

Reset Match Numbers Global Overrides... View Public Pages

Public Schedule Current Status: **PUBLISHED** [Unpublish] [View]

Individual Date Publishing

12/27/2009 Normal [x] 12/28/2009 Normal [x] 12/29/2009 Normal [x]

There are 81 unscheduled matches currently in this schedule.

If the system was unable to schedule these games, please adjust [tournament setup](#) or [add fields](#) to make room or schedule the remaining games manually.

The default setting is Unpublished

Other Controls

Manage Game Locks... Update Results - All Flights Move Games

Exchange Fields... Backup & Restore... Notify Event

Reset Match Numbers Global Overrides... View Public Pages

Public Schedule Current Status: **UNPUBLISHED** [Publish] [View]

Individual Date Publishing

12/27/2009 Normal [x] 12/28/2009 Normal [x] 12/29/2009 Normal [x]

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

Other Controls

Manage Game Locks... Update Results - All Flights Move Games

Exchange Fields... Backup & Restore... Notify Event

Reset Match Numbers Global Overrides... View Public Pages

Public Schedule Current Status: **PUBLISHED** [Unpublish] [View]

Individual Date Publishing

12/27/2009 Normal [x] 12/28/2009 Normal [x] 12/29/2009 Normal [x]

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

11v11 Soccer's President Day Tournament

4 game minimum event held on beautiful bermuda fields over seeded with rye.

Mens Groups

U18

- [Schedule](#)
- [Standings](#)
- [Premier Results](#)

Boys Groups

<p>U13</p> <ul style="list-style-type: none"> Schedule Standings Premier Results 	<p>U14</p> <ul style="list-style-type: none"> Schedule Standings Premier Results 	<p>U15</p> <ul style="list-style-type: none"> Schedule Standings Premier Results 	<p>U16</p> <ul style="list-style-type: none"> Schedule Standings Premier Results
<p>U17</p> <ul style="list-style-type: none"> Schedule Standings Premier Results 			

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

You can *Hide* individual days from the schedule.

The screenshot shows the GotSoccer software interface. At the top, there are navigation tabs: Teams, Hotels, Playoff Editor, Scorecard Editor, Log Out, and Help. Below these are sub-tabs: Schedule, Officials, Scoring, Messaging, and Export. A 'Tools' bar contains buttons for Coaching Assignments, Move Games, Field Setup, and Backup/Restore.

On the left side, there are buttons for 'Create Matches' (with an 'Enable' checkbox), 'Create Playoffs', and a 'Schedule Matches' button. A dropdown menu is labeled 'select Flight)'. On the right side, there is an 'Other Controls' section with several checkboxes: Manage Game Locks..., Exchange Fields..., Reset Match Numbers, Update Results - All Flights, Backup & Restore..., Global Overrides..., Move Games, Notify Event, and View Public Pages. Below this is a 'Public Schedule' section showing 'Current Status: UNPUBLISHED' with 'Publish' and 'View' links. The 'Individual Date Publishing' section lists dates: '4/3/2009 Normal [x]', '4/4/2009 Normal [x]', and '4/5/2009 Hidden [+]', where the last entry is circled in red.

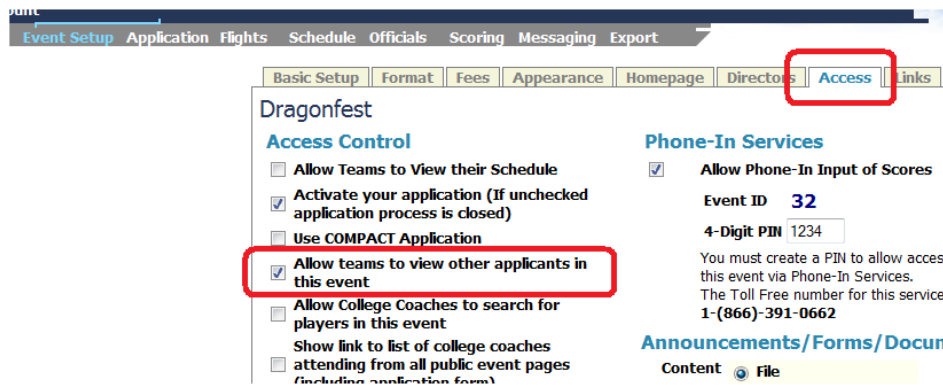
Other Public links (Applied, Accepted and Bracketed Teams)

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.

Event Setup Application Flights Schedule Officials Scoring Messaging Export

Basic Setup Format Fees Appearance Homepage Directors Access **Links** Games

Dragonfest

Management Control Links

Application Form

1. [Preview Application Form](#)
2. [Customize Application Form, Schedules & Results](#)
3. [Modify Application Payment Options](#)
4. [Application Fee Payment Setup](#)
5. [Add Custom Application Form Fields](#)

Event Store

1. [Manage Store](#)
2. [Manage Orders](#)

Public Event Information Links

1. [Tournament Application Form](#)
2. [Public Event Homepage](#)
3. [Full Accepted Teams Listing](#)
4. [Full Applied Teams Listing](#)
5. [Full Teams List w/ Flights and Brackets](#)

Important Public Page Links

Application Form URL

The URL (link) to this tournament application as below:

1. <http://www.gotsport.com/forms/app/?eventid=32>
[Preview](#)

Public Schedule & Results URL

2. <http://www.gotsport.com/events/?eventid=32>
[Preview](#)

College Coach Registration

<http://www.gotsport.com/events/collegecoachinfo>

3. [Preview Coach Info Page](#)
4. [Manage Coach Registrations](#)

Guest Player Registration

<https://www.gotsport.com/asp/players/login.asp?>

5. [Preview Guest Player Registration Page](#)

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

Team Listing - windows internet explorer

<http://www.gotsport.com/asp/directors/tournament/vieweventteamsclean.asp?eventid=32&showall=TRUE>

File Edit view Favorites Tools Help

Team Listing

ALOHA INTERNATIONAL CUP HONOLULU

Visit Official Website Event Schedules, Results, & More Event Store

Dragonfest
12/27/2009-12/29/2009
Teams Applied

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.

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.

Fields Tournaments Teams Hotels Playoff Editor Scorecard Editor Log Out Help

Event Setup Application Flights Schedule Officials Scoring Messaging Export

Basic Setup Format Fees Appearance Homepage Director **Access** Links

Dragonfest

Access Control

- Allow Teams to View their Schedule
- Activate your application (If unchecked application process is closed)
- Use COMPACT Application
- Allow teams to view other applicants in this event
- Allow College Coaches to search for players in this event
- Show link to list of college coaches attending from all public event pages (including application form)

Phone-In Services

- Allow Phone-In Input of Scores

Event ID **32**

4-Digit PIN

You must create a PIN to allow access to this event via Phone-In Services. The Toll Free number for this service is 1-(866)-391-0662

Announcements/Forms/Documents

Content File [Download/Preview](#)

- 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.

Basic Setup Format Fees Appearance Homepage Directors Access **Links** Guest Players College

New England Showcase

Management Control Links

- Application Form**
 - [Preview Application Form](#)
 - [Customize Application Form, Schedules & Results](#)
 - [Modify Application Payment Options](#)
 - [Application Fee Payment Setup](#)
 - [Add Custom Application Form Fields](#)
- Event Store**
 - [Manage Store](#)
 - [Manage Orders](#)
- Public Event Information Links**
 - [Tournament Application Form](#)
 - [Public Event Homepage](#)
 - [Full Accepted Teams Listing](#)

Important Public Page Links

Application Form URL

The URL (link) to this tournament application must be **exactly** as below:

- <http://www.gotsport.com/forms/app/?eventid=2917>
 [Preview](#)

Public Schedule & Results URL

- <http://www.gotsport.com/events/?eventid=2917>
 [Preview](#)

College Coach Registration

<http://www.gotsport.com/events/collegecoachinfo.aspx?EventID=2917>

- [Preview Coach Info Page](#)
- [Manage Coach Registrations](#)

- 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


[Main Menu](#)
[College Coaches Attending](#)
[Register to Attend](#)
[Event Website](#)
[Get Scores](#)
[Event Fi](#)


New England Showcase

The New England Showcase is presented by 11v11 Soccer and Inter Bandits. A boys and Girls showcase for u16 and is a three game minimum, subject to weather. two games on Saturday May 10 and one on Sunday May 11, 2008.


Colleges and Coaches Attending


American International College


 Springfield, MA 01109
Four Year, Private
Non-Affiliated
Specialty: Business College
Degrees: Bachelors, Masters, Doctoral, Associate


Fred Balbino - Head Coach
 Mens Soccer: **Yellow Jackets**
 Affiliation: NCAA Division II
 Conf.: Northeast

Amherst College


 Amherst, MA 01002-5000
Four Year, Private
Non-Affiliated
Specialty: Liberal Arts College
Degrees: Bachelors


Justin Serpone - Head Coach
 Mens Soccer: **Lord Jeffs**
 Affiliation: NCAA Division III

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

College Coaches Attending - Windows Internet Explorer

<http://www.gotsport.com/events/collegecoaches.aspx?EventID=2917>

File Edit View Favorites Tools Help


College Coaches Attending


New England Showcase

The New England Showcase is presented by 11v11 Soccer and Inter Bandits. A boys and Girls showcase for u16 and is a three game minimum, subject to weather. two games on Saturday May 10 and one on Sunday May 11, 2008

Colleges and Coaches Attending

American International College


 Springfield, MA 01109
Four Year, Private
Non-Affiliated
Specialty: Business College


Fred Balbino - Head Coach
 Mens Soccer: **Yellow Jackets**
 Affiliation: NCAA Division II
 Conf.: Northeast

Scoring

There are several ways to enter scores in the system.

- Through the **List View** screen
- Through the **Scoring** screen
- 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.

- Click on **Schedule**
- Click on **List View**
- Select a flight, here Boys 10 gold

The screenshot displays the 'Schedule' screen for 'Dragonfest' on 12/27/2009. The 'List View' button is highlighted in red. The 'Filter by Flight' dropdown is set to 'Boys U10 - Gold' and is also highlighted in red. The interface shows two brackets of teams: Bracket A (AJAX AMERICA (FL), SMYRNA STEALTH-WHITE (GA), TROPICAL SOCCER (FL), OCALA ARSENAL BLUE (FL)) and Bracket B (RED RIVER RAIDERS (OK), GOTSOCCER FIGHTIN IRISH (FL), VLSC LIGHTNING (GA)). Below the brackets, the date and time are shown as 'Sunday: 12/27/2009 8:00 AM-7:00 PM'. A table for Bracket A shows a game between AJAX AMERICA (FL) and OCALA ARSENAL BLUE (FL) at 11:00 AM-12:30 PM on Field 18A.

Game#	Time/Location	Home	Score	Away
102	11:00 AM-12:30 PM Field 18A	AJAX AMERICA (FL) [View Team]		OCALA ARSENAL BLUE (FL) [View Team]

- Look down to the games and you will see a Score box after each team's name.
- 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.

Boys U10 - Gold [Edit Flight](#) [Edit Seeding](#) [Generate Playoffs:Semi Finals](#) [Delete Playoffs](#) [Update Flight Results](#)
[Custom Template](#) [View Playoffs](#) [View Flight Results](#)

Bracket A
[AJAX AMERICA \(FL\)](#) [SMYRNA STEALTH-WHITE \(GA\)](#) [TROPICAL SOCCER \(FL\)](#) [OCALA ARSENAL BLUE \(FL\)](#)

Bracket B
[RED RIVER RAIDERS \(OK\)](#) [GOTSOCCEER FIGHTIN IRISH \(FL\)](#) [VLSC LIGHTNING \(GA\)](#)

Bracket C
[GOTSOCCEER BUCKSHO](#) [IUS MADRID JRS \(FL\)](#) [CLASH \(GA\)](#)

Sunday: 12/27/2009 8:00 AM-7:00 PM Simultaneous: 5 Rest: 2x Game [Edit Day 1 Setup](#)
[Manual Scheduling](#) Games/Team: 2

Game#	Time/Location	Home	Score	Away	Score	Tools
102	12/27/2009 11:00 AM-12:30 PM Field 18A	AJAX AMERICA (FL) View Team TBA	1	OCALA ARSENAL BLUE (FL) View Team TBA	0	Edit Save Scores
103	12/27/2009 11:00 AM-12:30 PM Field 18B	SMYRNA STEALTH-WHITE (GA) View Team TBA		TROPICAL SOCCER (FL) View Team TBA		Edit Save Scores
107	12/27/2009 3:30 PM-5:00 PM Field 18A	AJAX AMERICA (FL) View Team TBA		TROPICAL SOCCER (FL) View Team TBA		Edit Save Scores

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

Boys U10 - Gold [Edit Flight](#) [Edit Seeding](#) [Generate Playoffs:Semi Finals](#) [Delete Playoffs](#) [Update Flight Results](#)
[Custom Template](#) [View Playoffs](#) [View Flight Results](#)

Bracket A
[AJAX AMERICA \(FL\)](#) [SMYRNA STEALTH-WHITE \(GA\)](#) [TROPICAL SOCCER \(FL\)](#) [OCALA ARSENAL BLUE \(FL\)](#)

Bracket B
[RED RIVER RAIDERS \(OK\)](#) [GOTSOCCEER FIGHTIN IRISH \(FL\)](#) [VLSC LIGHTNING \(GA\)](#)

Bracket C
[GOTSOCCEER BUCKSHO](#) [IUS MADRID JRS \(FL\)](#) [CLASH \(GA\)](#)

Sunday: 12/27/2009 8:00 AM-7:00 PM Simultaneous: 5 Rest: 2x Game [Edit Day 1 Setup](#)
[Manual Scheduling](#) Games/Team: 2

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

Scoring Input Results Scoreboard Launcher Scoring Logs

View Public Pages

View Results by Flight: Boys U10 - Gold Go

Boys U10 - Gold

Bracket A

Sunday, December 27, 2009

AJAX AMERICA 2 Ocala Arsenal Blue 0

SMYRNA STEALTH-WHITE 1 TROPICAL SOCCER 1

Team	MP	W	D	L	GF	GA	Pts
1: AJAX AMERICA	1	1	0	0	2	0	3
2: TROPICAL SOCCER	1	0	1	0	1	1	1 PK: <input type="checkbox"/>
2: SMYRNA STEALTH-WHITE	1	0	1	0	1	1	1 PK: <input type="checkbox"/>
4: OCALA ARSENAL BLUE	1	0	0	1	0	2	0

Wildcard Sequence

- [AJAX AMERICA \(FL\)](#)
- [IUS MADRID JRS \(FL\)](#)
- [SMYRNA STEALTH-WHITE \(GA\)](#)
- [TROPICAL SOCCER \(FL\)](#)
- [CLASH \(GA\)](#)
- [OCALA ARSENAL BLUE \(FL\)](#)
- [GOTSOCCER FIGHTIN IRISH \(FL\)](#)
- [VLSC LIGHTNING \(GA\)](#)
- [RED RIVER RAIDERS \(OK\)](#)
- [GOTSOCCER BUCKSHOTS \(AL\)](#)

7) The tournament director screens are updated immediately. Public pages (Schedules 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:

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

12/27/2009 12/27/2009

Filter by Flight: Boys U10 - Gold Filter by Group: Filter by Date: Generated:

Boys U10 - Gold Edit Flight Edit Seeding Generate Playoffs: Semi Finals Delete Playoffs View Playoffs **Update Flight Results**

Custom Template

Bracket A **Bracket B** **Bracket C**

[AJAX AMERICA \(FL\)](#) [RED RIVER RAIDERS \(OK\)](#) [GOTSOCCER](#)

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

Tournaments Teams Hotels Playoff Editor Scorecard Editor Log Out Help

Application Flights **Schedule** Officials Scoring Messaging Export

Chart **Scheduling Tools** Coaching Assignments Move Games Field Setup Backup/Restore

est
12/29/2009
neration

y (Select Flight) Create Matches Enable

imes (Select Flight) Create Playoffs

heduling
ate) (Select Flight) Schedule Match

Other Controls

- Manage Game Locks...
- Exchange Fields...
- Reset Match Numbers
- Update Results - All Flights
- backup & restore...
- Global Overrides...

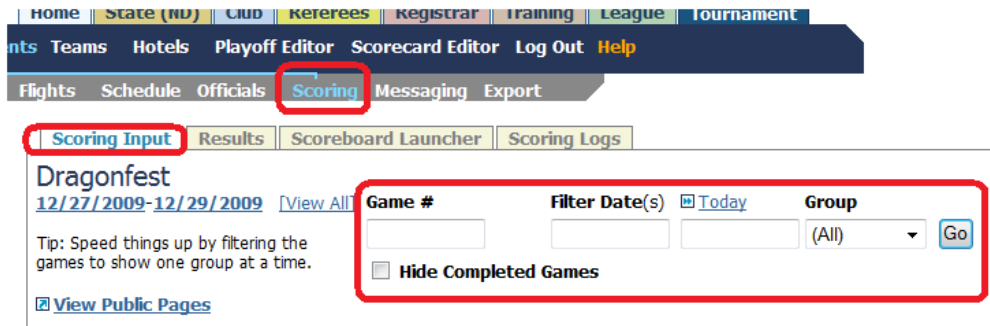
Public Schedule Current Status: **PUBLISHED**

Individual Date Publishing

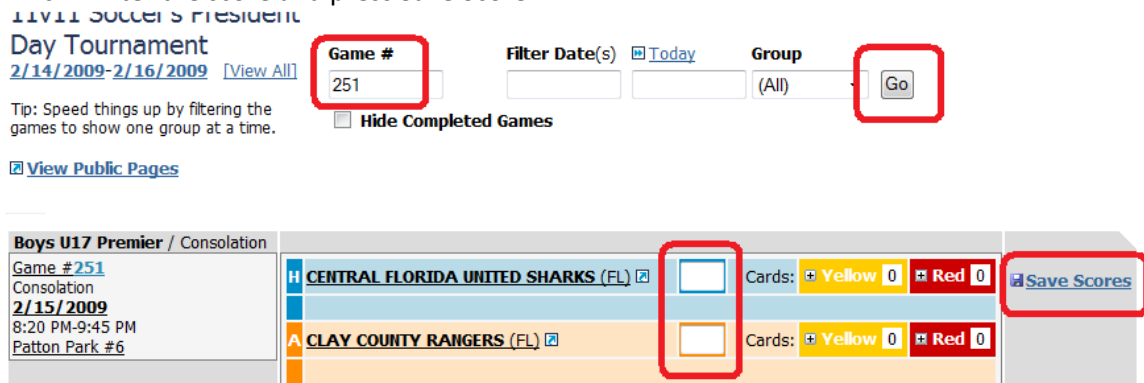
12/27/2009	Normal [x]	12/28/2009	Normal [x]	12/29/2009	Normal [x]
------------	------------	------------	------------	------------	------------

Entering Scores in the Scoring Area

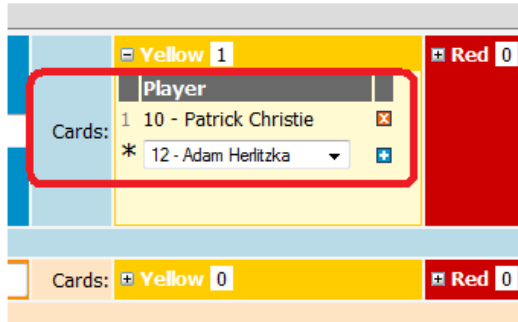
Click on the **Scoring** link on the gray menu bar



- 10 If you want to enter a single game:
- enter the Game number and press **Go**
 - the screen will refresh showing the game
 - Enter the score and press Save Score

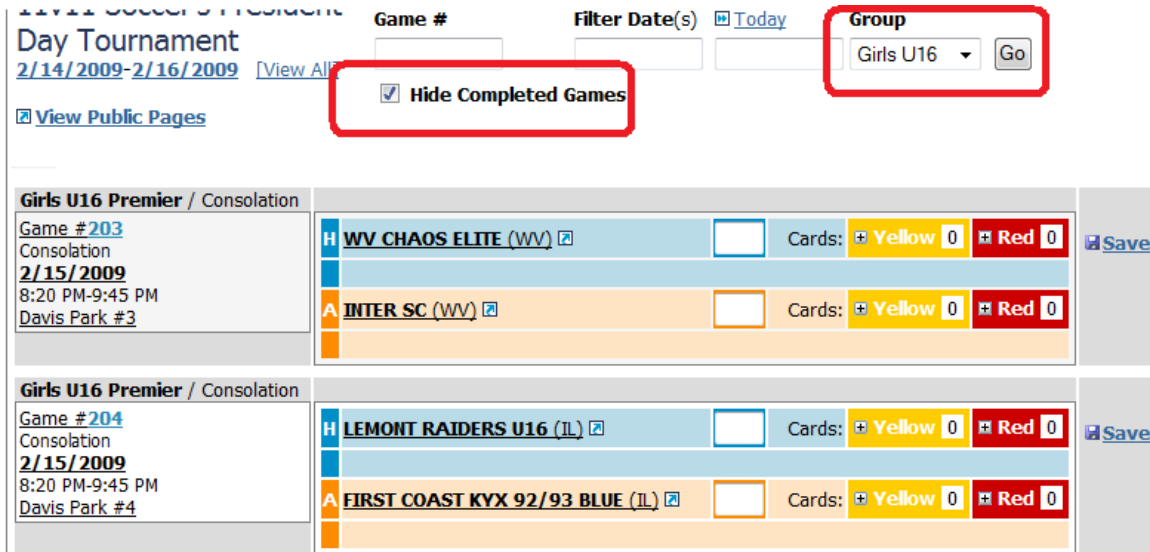


- If you want to enter yellow or red card information, click the + sign in front of the appropriate card.
- The screen will open. If the team has a roster, you can open the drop down and assign the card to a player by clicking the + button after the players name. Repeat the process for additional yellow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



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 filter 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.



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 screenshot shows the 'Access Control' settings for the '11v11 Soccer's President Day Tournament'. The 'Phone-In Services' section is highlighted with a red box. It includes the following information:

- Allow Phone-In Input of Scores
- Event ID: **3334**
- 4-Digit PIN: **1222**
- You must create a PIN to allow access to this event via Phone-In Services.
- The Toll Free number for this service is: **1-(866)-391-0662**

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

The screenshot shows a game card for the '11v11 Soccer's President Day Tournament'. The phone-in information is highlighted with a red box. The card includes the following details:

- Game #: **144**
- Location: **Davis Park 1**
- Date/Time: **2/15/2009 11:35 AM**
- Category: **Boys U17 Premier / Bracket**
- Referee: _____
- Asst.Ref.: _____
- Asst.Ref.: _____
- 4th Offcl.: _____

The phone-in information is: Phone-In Scores: 1-(866)-391-0662, Event ID: 3334, PIN: 1222.

- 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 #

- 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.

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 matchups 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

The screenshot shows the GotSoccer web application interface. At the top, a navigation bar includes 'Tournaments', 'Teams', 'Notes', 'Playoff Editor', 'Scorecard Editor', 'Log Out', and 'Help'. Below this is a secondary menu with 'Application', 'Flights', 'Schedule', 'Officials', 'Scoring', 'Messaging', and 'Export'. The 'Scoring' menu item is highlighted with a red box. Below the menu, there are tabs for 'Scoring Input', 'Results', 'Scoreboard Launcher', and 'Scoring Logs'. The 'Scoreboard Launcher' tab is also highlighted with a red box. The main content area is titled 'Dragonfest - GotSoccer Scoreboard Launcher' and contains several sections:

- Scoreboard Launcher Options:** These settings only apply to the scoreboard you launch using the button below.
 - Color/Theme:** A dropdown menu set to 'Black'.
 - Included Displays:** A checkbox for 'Include All Scheduled Games'.
 - Excluded Displays:** Checkboxes for 'Exclude Game Results', 'Exclude Bracket Standings', 'Exclude Playoffs', and 'Exclude Promos & Ads'.
 - Included Dates:** A list of dates: 12/27/2009, 12/28/2009, and 12/29/2009.
 - Included Flights:** A list of flight categories: Boys U10 - Gold, Boys U12 - Gold, Boys U15 - Gold, Boys U16 - Gold, and Boys U17 - Gold.
 - Rotation Speed:** Input fields for 'Individual Game' (5 secs) and 'Bracket Standings' (10 secs).
- Announcements:** These settings below apply to all scoreboards for this event and updates will automatically feed into any scoreboards already running.
 - Static Text on Header:** A text box containing 'The GotSoccer Live Scoreboard for Dragonfest - the best little demo to'.
 - Scrolling Ticker on Footer:** A text box containing 'Welcome to the GotSoccer Scoreboard! Keep watching for news and of course live scoring and standings! Playoff results available now'. An 'Update' button is located to the right.
- Scoreboard Promos & Ads:** A table listing advertisements.

Type	Name	Duration	Active	Impressions
.WMV	Goal of the Day	default	False	163
.JPG	test	10	False	162
.JPG	Alfa	12	True	2
.JPG	Alfa	12	False	0

At the bottom of the interface, there are two buttons: 'Reset to Defaults' and 'Launch Scoreboard'.

- 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, ...

Announcements

These settings below apply to all scoreboards for this event and updates will automatically feed into any scoreboards already running.

Static Text on Header

The GotSoccer Live Scoreboard for Dragonfest - the best little demo to

Scrolling Ticker on Footer

Welcome to the GotSoccer Scoreboard!
Keep watching for news and of course
live scoring and standings!
Playoff results available now

- 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.

Scoreboard Promos & Ads

Type	Name	Duration	Active	Impressions
.WMV	Goal of the Day	default	False	163
.JPG	test	10	False	162
.JPG	Alfa	12	True	2
.JPG	Alfa	12	False	0

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

Scoring Input Results Scoreboard Launcher Scor

Scoreboard Promo

« Back

Promo Information

Impressions 163

Promo Title

Duration Seconds
 Leave blank to use default. The default for WMV files is the entire video duration.

Active

- 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.

Dragonfest - GotSoccer Scoreboard

Scoreboard Launcher Options

These settings only apply to the scoreboard you launch using the button below.

Color/Theme

Included Displays Include All Scheduled Games

Excluded Displays Exclude Game Results
 Exclude Bracket Standings
 Exclude Playoffs
 Exclude Promos & Ads

Included Dates

Included Flights

Rotation Speed Individual Game secs
 Bracket Standings secs

- 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



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.

The screenshot shows the GotSoccer system's navigation menu. The 'Export' option is highlighted with a red box. Below the menu bar, there is a section for 'Excel Format (.XLS)' with a list of 8 export options, also highlighted in a red box.

Home State (ND) Club Referees Registrar Training League Tournament
 Teams Hotels Playoff Editor Scorecard Editor Log Out Help
 Flights Schedule Officials Scoring Messaging **Export**

7/2009 - 12/29/2009)

Excel Format (.XLS)

1. [Export All Applicants](#)
2. [Export Accepted Applicants](#)
3. [Export Un-Accepted Applicants](#)
4. [Export All Applicants - Detailed Record & Roster](#)
5. [Export All Scheduled Games](#)
6. [Export List of College Coaches Attending](#)
7. [Export All Team Rosters](#)
8. [Export Team Contact Info](#)

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.

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.

Main File Download Links



Acrobat Format (.PDF)

1. [Download Event Profile PDF](#)
2. [Download Event Profile \(Boys Only\) PDF](#)
3. [Download Event Profile \(Girls Only\) PDF](#)
4. [Event Profile PDF - No Photos](#)
5. [Event Profile \(Boys Only\) PDF - No Photos](#)
6. [Event Profile \(Girls Only\) PDF - No Photos](#)
7. [Download Event Profile PDF - With Schedule](#)
8. [Event Profile PDF - With Schedule, No Photos](#)
9. [Compact Event Profile PDF](#)
10. [Compact Event Profile PDF - With Schedule](#)
11. [OFFICIAL Event Profile PDF - Frozen Rosters Only](#)
12. [Event Check-In PDF](#)
13. [Event Check-In PDF - Frozen Rosters Only](#)
14. [Event Schedule PDF](#)

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.

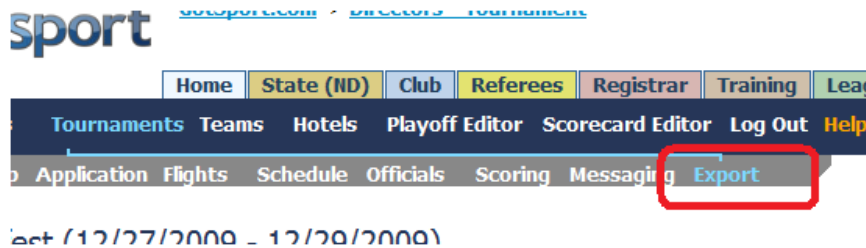


Event Profile (.PDF) Download Options

Flights <div style="border: 1px solid gray; padding: 2px;"> All Flights Boys U10 - Gold Boys U12 - Gold Boys U15 - Gold Boys U16 - Gold Boys U17 - Gold Boys U17 - Silver Girls U7 - Gold Girls U10 - Gold Girls U12 - Championship </div> <p>(Ctrl+click to select multiple)</p>	Compact <input type="checkbox"/> No Photos <input type="checkbox"/> U15+ Only <input type="checkbox"/> Include Schedule <input type="checkbox"/> Hide Page Numbers <input type="checkbox"/> Event Logo on Footer <input type="checkbox"/> <input type="button" value="Download"/>
--	---

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.

Full Game Cards

Filter Game Cards (Hold Ctrl+click to select multiple items)

Dates	Fields	Flights	Teams
(All) 12/27/2009 12/28/2009 12/29/2009	(All) Field 01 Field 02 Field 03 Field 04 Field 05 Field 06 Field 09 Field 10 Field 11	(All) Boys U10 - Gold Boys U12 - Gold Boys U15 - Gold Boys U16 - Gold Boys U17 - Gold Boys U17 - Silver Girls U7 - Gold Girls U10 - Gold Girls U12 - Championship	(All) OPEN CHICAGO CHIVAS (IL) G. HIGH BOOTERS (AL) Boys U9 GOTSOCCKER GREMLINS (FL) BETHESDA STORM (MD) Boys U10 TBA (AL) AJAX AMERICA (FL)

Select Printing Order

Location Date/Time Game Number

Other Options

One card per page.
 Do not print referee names on cards.

Please Note: It may take several minutes to prepare the PDF file. Once prepared, the file will download rapidly.

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**

Referee: _____

Field **03**

Asst.Ref: _____

12/28/2009 8:00 AM

Asst.Ref: _____

Boys U15 Gold / Bracket A

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		
7112R4019	2	Mallory McCoy	6/8/1988		
8805046	3	Shea Boland	5/4/1988		
7H1310929	5	Kasey Craven	5/29/1988		
6J28L2755	6	Maddy Kill	9/28/1988		
0G12L1928	8	Christine DeVito	2/28/1988		
8G2314006	12	Courtney Sims	5/13/1988		
6J28L2623	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 GOTSOCCKER GREMLINS (FL)

(Hold CTRL+click to select multiple teams)

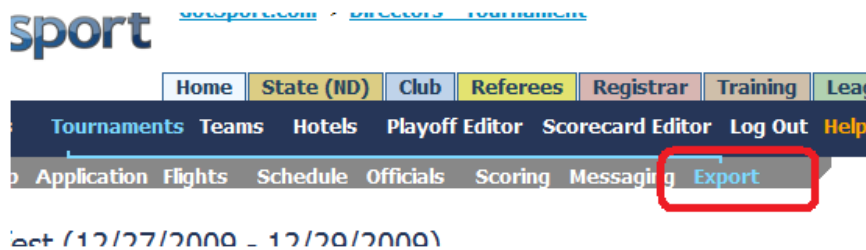
Or select a specific flight:

The cards look like this:

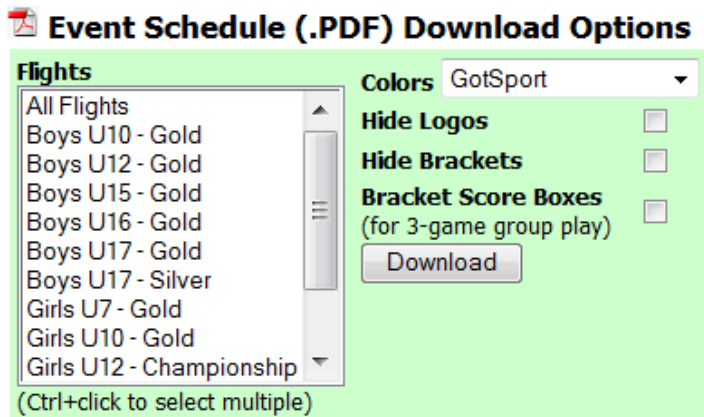
<p style="text-align: center;">Dragonfest Phone-In Scoring: 1-(877)-844-2818 ID: 32 PIN: 1234 Bracket A - Gold Boys U15</p> <p style="text-align: center;">ATLANTA SILVERBACKS</p> <p>Manager: Seth Brown Coach: Jules Goldfinger Asst Coach: Mark Luister 2nd Asst Coach: Patrick Dicks</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 10%;">Jersey</th> <th style="width: 85%;">Player Name</th> </tr> </thead> <tbody> <tr><td>01</td><td>0</td><td>Amanda Massey</td></tr> <tr><td>02</td><td>00</td><td>Sarah May</td></tr> <tr><td>03</td><td>1</td><td>Jenny Niemeler</td></tr> <tr><td>04</td><td>2</td><td>Mallory McCoy</td></tr> <tr><td>05</td><td>3</td><td>Shea Boland</td></tr> <tr><td>06</td><td>5</td><td>Kasey Craven</td></tr> <tr><td>07</td><td>6</td><td>Maddy Kill</td></tr> <tr><td>08</td><td>8</td><td>Christine DeVito</td></tr> <tr><td>09</td><td>12</td><td>Courtney Sims</td></tr> <tr><td>10</td><td>14</td><td>Katie Irgang</td></tr> <tr><td>11</td><td>17</td><td>Lauren VanderBroek</td></tr> <tr><td>12</td><td>19</td><td>Jordan Heidrich</td></tr> <tr><td>13</td><td>23</td><td>Taylor Boggs</td></tr> <tr><td>14</td><td>30</td><td>Caitlin Vodopis</td></tr> </tbody> </table>	#	Jersey	Player Name	01	0	Amanda Massey	02	00	Sarah May	03	1	Jenny Niemeler	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 Irgang	11	17	Lauren VanderBroek	12	19	Jordan Heidrich	13	23	Taylor Boggs	14	30	Caitlin Vodopis	<p style="text-align: center;">Game # 32 12/27/2009 11:00 AM Field 09</p> <p>H: Atlanta Silverbacks Atlanta Silverbacks V: Bethesda Dragons</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Home</td> <td style="width: 50%; text-align: center;">Visitor</td> </tr> <tr> <td colspan="2" style="text-align: center;">Colors</td> </tr> <tr> <td colspan="2" style="text-align: center;">First</td> </tr> <tr> <td colspan="2" style="text-align: center;">Second</td> </tr> <tr> <td colspan="2" style="text-align: center;">Final</td> </tr> <tr> <td colspan="2" style="text-align: center;">REF COMMENT & SIGNATURE</td> </tr> <tr> <td colspan="2" style="text-align: center;">Coach Signature</td> </tr> </table>	Home	Visitor	Colors		First		Second		Final		REF COMMENT & SIGNATURE		Coach Signature		<p style="text-align: center;">Game # 34 12/27/2009 2:00 PM Val Vista 2</p> <p>H: Atlanta Silverbacks Atlanta Silverbacks V: Texans Soccer Club Texans 91/92 Red</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Home</td> <td style="width: 50%; text-align: center;">Visitor</td> </tr> <tr> <td colspan="2" style="text-align: center;">Colors</td> </tr> <tr> <td colspan="2" style="text-align: center;">First</td> </tr> <tr> <td colspan="2" style="text-align: center;">Second</td> </tr> <tr> <td colspan="2" style="text-align: center;">Final</td> </tr> <tr> <td colspan="2" style="text-align: center;">REF COMMENT & SIGNATURE</td> </tr> <tr> <td colspan="2" style="text-align: center;">Coach Signature</td> </tr> </table>	Home	Visitor	Colors		First		Second		Final		REF COMMENT & SIGNATURE		Coach Signature		<p style="text-align: center;">Game # 35 12/28/2009 8:00 AM Field 03</p> <p>H: FC Greater Boston Bolts V: Atlanta Silverbacks Atlanta Silverbacks</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Home</td> <td style="width: 50%; text-align: center;">Visitor</td> </tr> <tr> <td colspan="2" style="text-align: center;">Colors</td> </tr> <tr> <td colspan="2" style="text-align: center;">White & turquoise</td> </tr> <tr> <td colspan="2" style="text-align: center;">First</td> </tr> <tr> <td colspan="2" style="text-align: center;">Second</td> </tr> <tr> <td colspan="2" style="text-align: center;">Final</td> </tr> <tr> <td colspan="2" style="text-align: center;">REF COMMENT & SIGNATURE</td> </tr> <tr> <td colspan="2" style="text-align: center;">Coach Signature</td> </tr> </table>	Home	Visitor	Colors		White & turquoise		First		Second		Final		REF COMMENT & SIGNATURE		Coach Signature	
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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.

Bracket A

AJAX AMERICA (FL)
 IUS MADRID JRS (FL)
 GOTSOCCKER FIGHTIN IRISH (FL)
 VLSC LIGHTNING (GA)

Bracket B

RED RIVER RAIDERS (OK)
 GOTSOCCKER 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)	GOTSOCCKER FIGHTIN IRISH (FL)
9:30 AM	Field #18A	RED RIVER RAIDERS (OK)	TROPICAL SOCCER (FL)
9:30 AM	Field #18B	GOTSOCCKER BUCKSHOTS (AL)	SMYRNA STEALTH-WHITE (GA)
2:00 PM	Field #18A	AJAX AMERICA (FL)	GOTSOCCKER 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	GOTSOCCKER 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	GOTSOCCKER FIGHTIN IRISH (FL)	VLSC LIGHTNING (GA)
8:00 AM	Field #19A	RED RIVER RAIDERS (OK)	GOTSOCCKER 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:



Boys U10 Gold

Dragonfest

Bracket A	1	2	3	T	Bracket B	1	2	3	T
AJAX AMERICA (FL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RED RIVER RAIDERS (OK)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IUS MADRID JRS (FL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GOTSOCCER BUCKSHOTS (AL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GOTSOCCER FIGHTIN IRISH (FL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SMYRNA STEALTH-WHITE (GA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VLSC LIGHTNING (GA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TROPICAL SOCCER (FL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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)
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Monday, December 28, 2009 - Final

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

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.

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.

New England Showcase

The New England Showcase is presented by 11v11 Soccer and Inter SC. A boys and Girls showcase with a three game minimum, subject to weather. two games on Saturday May 9 and one on Sunday May 10

Event Registration

Already Registered?

Login below to apply using your existing account. You will need your Team Username and Team or Club Account Password.

Username
 Password

[Forgot Password](#)

New to GotSoccer?

Create or locate a team account by entering the basic information below.

Group
 *Age group as of today
 Club Name
 Team Name
 Team State
 *Or country
 Create Username
 Create Password
 Confirm Password
 Email Address

- 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.

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

The screenshot shows the 'Registered Teams' login page. The heading is 'Registered Teams'. Below it, the text reads 'Enter your Username and Password below:'. A message box states 'Your session has expired. Please login again.'. There are two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'Login' button.

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.

Registered Teams
Enter your Username and Password below:
 Your session has expired. Please login again.

Username

Password

Can't remember your password?
[Click Here](#)

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

Registered Teams
Enter your Username and Password below:
 Your session has expired. Please login again.

Username

Password

Can't remember your password?
[Click Here](#)

Did You Know?
 If a team member requests their password you will not be able to retrieve it for them as a team manager. Instead, you may type over their password with a new one, and then give the new password to the team member. They will then be able to login and optionally change their password.

New Teams
Not registered yet? No problem! Click below:

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.

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.

Home Events **Game History** Email Team College Search **Help** Log Out

Overview Team Profile Manager Coach Roster Account Assistance

Team Manager Boys OPEN FC Westchester 90 [View Public Team Page](#)

Your GotSport Account
How to get the most out of it.
Turn on your audio to view the Flash demonstrations
[DEMO: Teams U15 and Older - How to add players to your Roster](#)
[Click Here](#) to access the roster page.

Account Merge Tool is Now Available!
[Click Here](#) to get started.

Your Upcoming Events

Tournament
Dragonfest
12/27/2009-12/29/2009
Applied: 5/27/2006 9:39:40 PM
[Support](#)

Pending Applications
No pending applications on file

Want to see how many College Coaches use GotSoccer to recruit?

Past 24 Hours	Past 7 Days	90 Days	Total Coaches
48	452	1601	3387

College	State	Logins	Last Login
Eastern University	PA	1503	3/30/2009
Brown University	RI	2571	3/30/2009

The GotSoccer Online College Search Program
It's the most powerful tool available for players to search for a college program.

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.

Basic Team Info | Team Record | Contact Person | Hotel Coordinator | Documents

Girls U11 Zephyr

Basic Team Information

Date Created 6/17/2008 1:08:00 PM
Last Updated 2/28/2009 9:14:43 AM

Club Name
Team Name
Gender Male Coed Female
Age Group 97/98 (U11) ▾
State North Dakota ▾
*Select country if other than USA.

Publish Team Roster
This will show the names and jersey numbers of this team's roster on publicly accessible rankings pages.

Team Photo

[NO PHOTO]

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**.

Team Login Information

Passwords are not visible once saved. To change your password- remember to confirm your password and prevent mistakes by entering it into both boxes below. If you are not changing your password, do not edit the boxes below.

Username

Password

Confirm Password

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.

Basic Team Info | **Team Record** | Contact Person | Hotel Coordinator | Documents

Girls U11 Zepnyr

Team Record

Year	Tournament	Flight	Location	Placement	Wins	Los
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> out of <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> out of <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> out of <input type="text"/>	<input type="text"/>	<input type="text"/>

Year/Season	League	Division - Specify	Placed	Wins	Losses	Ties
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Optional Information for U10 Teams and older

Competition - Last Year
 Complete any fields that apply to your team

	Year	Placement
<input type="checkbox"/> State Cup	<input type="text"/>	-- placement --
<input type="checkbox"/> Regional Level	<input type="text"/>	-- placement --

Edit Contact Person and Hotel Coordinator Data

The screenshot shows the 'Contact Person' tab selected in a navigation bar. Below the navigation bar, the 'Contact Person Information' form is displayed with the following fields:

- Organization Name: Zoccer FC
- Contact Name: Bill Cameron
- Address: 123 main St
- City: jacksonville
- State: FL
- Zip Code: 32003
- Country: United States
- Phone: 904-555-1212
- Phone (2):
- Mobile Phone:
- Fax:
- Email Address: bill@gotSPORT.com

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.

The screenshot shows the 'Documents' tab selected in a navigation bar. Below the navigation bar, a table of documents is displayed. The 'Official Roster' document is highlighted with a red box. To the right of the table, there is an 'Important Printing Tip' and a small image of a printer's control panel.

Document	Event	From	Created	Accessed
Official Roster	Sample State Registration 2008/2009 (8/1/2008)	William Cameron	2/5/2009 3:00:08 PM	N/A

Important Printing Tip
For correct alignment of ID card fields, make **Page Scaling** setting in Adobe Acrobat is s

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.

The screenshot displays the 'Manager Information' page for CYLINDA SPOON. At the top, a navigation bar includes links for 'Events', 'Game History', 'Email Team', 'College Search', 'Help', and 'Log Out'. Below this, a secondary menu has 'Manager' highlighted in a red box, along with 'Coach', 'Roster', and 'Account Assistance'. The main content area features tabs for 'Head Manager', 'Asst. Manager', and '*Add'. A 'Note' box explains that the manager is assigned to multiple teams and provides instructions on how to change managers. To the right, the 'Manager Photo' section shows a '[NO PHOTO]' placeholder and an 'Upload' button. Below the note, the 'Last Updated' timestamp is '2/28/2009 9:28:19 AM'. A table lists the manager's details:

Full Legal Name	Cylinda Spoon
State Registered	North Dakota
Display Name	CYLINDA SPOON
Address	123 Main St
City	Orange Park
State	FL
Zip	32003
Country	US
Email	bill@gotsport.com
Phone	904-555-1212

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.

Team Profile Manager **Coach** Roster Account Assistance

Head Coach Asst. Coach *Add

Coach Information - Karen Gantt (KGANTZCR01)

Note
This coach is assigned to one or more other teams or is managing their own account profile.

If you need to change coaches, click **New Coach** below to detach from this coach and create a new coach record.
You will then be able to input new coach information.

Coach Photo

[NO PHOTO]

Upload

Last Updated 2/28/2009 9:05:44 AM

Full Legal Name	Karen Gantt
State Registered	North Dakota
Display Name	Karen Gantt
Address	222 First St
City	Harding
State	FL
Zip	32111
Country	US
Email	bill@gotsport.com
Phone	904-333-4444
Phone (2)	

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.

Overview Team Profile Manager Coach **Roster** Account Assistance

Girls U11 Zephyr

Select an Event Go

Primary Roster

Current Player List

	Photo	LName	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

Add Player

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

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.

Player Info

Player - New Player

Player Information

Player ID #

Jersey #

Full Legal Name
Legal First M.I. Last

Sex Male Female

Player Date of Birth
(mm/dd/yyyy)

State Registered

School District

Grad Year

Primary Position

Notes (optional)

Have you committed to a college?

College Name

Contact Information

Address

City

State

Zip Code

Phone

Mobile

Email

Mobile Text Messaging Address (you@yourcarrier.com)

Once the player account is saved, you can click on the name to manage 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.

Girls U11 Zephyr

Select an Event **Zoccer Spring 09 Festival (3/15/2009)**

Primary Roster

Event Player List

Players highlighted in orange are not attending this event and may not be added to the official roster. This is a team or player account setting.

Players highlighted in light green are 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

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.

Profile Manager Coach **Roster** Account Assistance

Player Info Parent Info College Recruiting **Event Attendance**

Player - LINDSEY CALDWELL

Event Attendance - Upcoming Events

Sample State Registration 2008/2009
8/1/2008-7/31/2009

Zoccer Spring 09 Festival
3/15/2009-6/30/2009

Zoccer Fall 09 D4 (Recreational Registration)
8/1/2009-7/31/2010

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

[Player Info](#) | [Parent Info](#) | [College Recruiting](#) | [Event Attendance](#)

Player - LINDSEY CALDWELL

Event Attendance - Upcoming Events

Sample State Registration 2008/2009
 8/1/2008-7/31/2009

Zoccer Fall 09 D4 (Recreational Registration)
 8/1/2009-7/31/2010

Your team is also attending the events listed below:
 Zoccer Spring 09 Festival: 3/15/2009-6/30/2009

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.

[view](#) [Team Profile](#) [Manager](#) [Coach](#) [Roster](#) [Account Assistance](#)

Girls U11 Zephyr

Select an Event **Zoccer Spring 09 Festival (3/15/2009)**

Primary Roster

Event Player List

Players highlighted in **orange** are not attending this event and may not be added to the official roster. This is a team or player account setting.
 Players highlighted in **light green** are 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

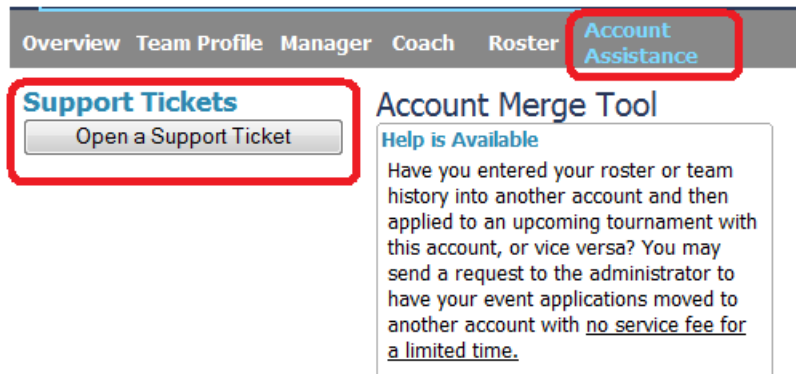
Again this means that the tournament will not see her on the event roster. This has no effect on other rosters or on frozen rosters.

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.

Overview Team Profile Manager Coach Roster **Account Assistance**

Support Tickets

Send Request To GotSoccer.com
 State: GotSoccer (ND)

Your Name

Contact Email

Problem Relating to

Problem Description

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

Account Merge Tool

[Help is Available](#)

Have you entered your roster or team history into another account and then applied to an upcoming tournament with this account, or vice versa? You may send a request to the administrator to have your event applications moved to another account with no service fee for a limited time.

Click below to browse the list of possible matches for this team. When you send your request you can specify whether this account should be assigned to the applications from another team account, or if the applications from this account should be assigned to the other team account.

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

Boys U15 CONCORDE FIRE ELIT

Club Information		Current Rank	
Concorde Fire		National Rank	
		State Ranking	
		National Rank	
www.concordefire.com/		Region 3 Rank	
Club Info		Georgia Rank	
Team Information		Current Rank Calc	
Team ID#	0164091	Previous Rank Calc	
Coach	Adrian Powell	Ranked Events	
		Date	Event
		12/27/2008	Dis Sho pres Foot
		12/6/2008	Norc
		9/20/2008	CES/

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**

The screenshot shows a web application interface with a dark blue menu bar at the top containing 'Game History', 'Email Team', 'College Search', 'Help', and 'Log O'. Below the menu bar is a form titled 'Email/Text Message Team Members'. The form has the following fields:

- From:** Manager: CYLINDA SPOON <bill@gotsport.com>
- Method:** Email
- Send to:** All 10 Players
- Subject:** Practice Cancelled
- Message:** Practice is cancelled due to inclement weather.

Below the form is a 'Send Message' button.

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*

The screenshot displays the user interface for a team account. At the top left, there is a link to 'add players to your Roster' with a sub-link 'Click Here to access the roster page.' Below this is a yellow banner for the 'Account Merge Tool is Now Available!' with a 'Click Here to get started.' link. The 'Your Club' section shows 'Zoccer (ND)'. The 'Your Upcoming Events' section, highlighted with a red box, lists a 'League' event: 'Zoccer Spring 09 Festival' (3/13/2009-6/30/2009), applied on 3/7/2009 at 2:14:48 PM, with a 'Support' link. The 'Pending Applications' section, also highlighted with a red box, lists two tournament applications: 'Dragonfest' (12/27/2009-12/29/2009), applied on 3/30/2009 at 2:14:26 PM, and 'Zoccer Fall 09 D4 (Recreational Registration)' (3/19/2009-3/19/2009), applied on 3/19/2009 at 3:49:27 PM, both with 'Support' links. On the right side, there is a sidebar with a 'We've' header, a 'Want to GotSoc' link, a 'Past 24' section showing '88', a 'College' section listing 'Christop Universit' and 'Amharct', and a 'The Go' section with the text 'It's the mc'.

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

Team	Hotels	Rooming	Sales	Application Status	Schedule	Requests	Misconduct	Guests	Support
----------------------	------------------------	-------------------------	-----------------------	------------------------------------	--------------------------	--------------------------	----------------------------	------------------------	-------------------------

Dragonfest
12/27/2009-12/29/2009

Application Information	Contact Information	Manager Information
Event Dragonfest Group Girls U12 Club Name Zoccer Team Name Zephyr Team State North Dakota Prev Year - - Record Wins Losses Ties Preferred Flight <input type="text"/> <input type="button" value="Save"/> Confirmation E32-T154558 Date Applied 3/30/2009 2:14:26 PM	Contact Name Brooks Spoon Address 2000 Strand St City Neptune Beach State FL Zip 32266 Country US Email bill@gotsport.com Phone 904-555-1212 Phone (2) Mobile 904-555-1212 Mobile Text 904-555-1212 Fax	Update Manager Information Manager Name Cylinda Spoon Address 123 Main St City Orange Park State FL Zip 32003 Country US Email bill@gotsport.com Phone 904-555-1212 Phone (2) Mobile 904-555-1212 Mobile Text c

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.

Zoccer Spring 09 Festival		Official Document Downloads	
3/15/2009-6/30/2009			
Application Information		Contact Information	
Event	Zoccer Spring 09 Festival	Contact Name	Brooks Spoon
Group	Girls U11	Address	2000 Strand St
Club Name	Zoccer	City	Neptune Beach
Team Name	Zephyr	State	FL
Team State	North Dakota	Zip	32266
Prev Year	- -	Country	US
Record	Wins Losses Ties	Email	bill@gotsport.com
Preferred Division	<input type="text"/> Save	Phone	904-555-1212
Confirmation		Phone (2)	
L4108-T154558C7564-39879D5936111111		Mobile	904-555-1212
Date Applied	3/7/2009 2:14:48 PM	Mobile Text	904-555-1212
Last Updated	N/A	Fax	
Coach Information		Asst. Coach Information	
Team Information Update Found Click Here to update your application to show the following Coach: Brooks Spoon Edit		Team Information Update Found Click Here to update your application to show the following Asst. Coach: Joshua Poe Edit	
Application Information		Application Information	
Coach Name	Karen Gantt	No Asst. Coach is assigned for this event.	
Address	222 First St		
City	Harding		
		2nd Asst. Coach Information	
		<input type="button" value="Enter New Coach"/>	
		Application Information	
		No 2nd Asst. Coach is assigned for this event.	

Application Status and Updating Credit Card Information

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

Team	Hotels	Rooming	Sales	Application Status	Schedule	Requests	M
Dragonfest							
12/27/2009-12/29/2009							
Payment Information				Online Credit Card Payment			
Team	Girls U12 ZOCER ZEPHYR (ND)			Click here for the secure payment f			
Confirmation	E32-T154558						
Accepted	No						
Payment Method	Check/Money Order						
Group (Fee)	Girls U12 (\$500.00)						
Total Fee	\$500.00						
Paid	YES						
Check Number	9999						
Date Received	3/1/2009						
Date Applied	3/30/2009 2:14:26 PM						
Last Updated	3/30/2009 2:39:20 PM						
				<input type="button" value="Save"/>			

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.

Team	Hotels	Rooming	Sales	Application Status	Schedule	Requests	Misconduct	Guests	Support
San Diego Surf Cup XXIX									
7/25/2009-8/3/2009									
Payment Information					Credit Card Billing Information				
Team	Boys U13 DALLAS TEXANS				Card Issuer	American Express			
Confirmation	E5350-T161174				Card Number	*****20			
Accepted	Yes				Exp. Month/Year	06 . 2012			
Payment Method	Credit Card				Cardholder's Name	Kelly . . .			
Group (Fee)	Boys U13 (\$1,050.00)				Billing Address	26031			
Total Fee	\$ 50.00				City	San . . .			
Paid	YES				State	TX			
Date Applied	3/5/2009 7:54:48 PM				Zip Code	782.			
Last Updated	3/25/2009 4:19:56 PM				Country	United States			
					<input type="button" value="Save"/>				

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

Team	Hotels	Rooming	Sales	Application Status	Schedule	Requests	Misconduct
Zoccer Spring 09 Festival							
3/15/2009-6/30/2009							
Girls U11 ZOC CER ZEPHYR (ND)							
#2	3/21/2009 9:00 AM-10:30 AM	ZOC CER ZIG (AL)	ZOC CER ZEPHYR (ND)	Patton B			
#6	3/28/2009 12:00 PM-1:30 PM	ZOC CER ZEPHYR (ND)	ZOC CER Z-LEBS (AL)	Patton A			
#9	4/4/2009 4:30 PM-6:00 PM	ZOC CER ZEPHYR (ND)	ZOC CER ZANY (AL)	Patton	<input type="button" value="Make Request"/>		
#15	4/18/2009 10:30 AM-12:00 PM	ZOC CER ZEPHYR (ND)	ZOC CER ZEST (AL)	Patton A	<input type="button" value="Make Request"/>		
#24	4/26/2009 9:00 AM-10:30 AM	ZOC CER ZEPHYR (ND)	ZOC CER COLTS (ND)	Patton A	<input type="button" value="Make Request"/>		
#37	5/2/2009	ZOC CER ZIG (AL)	ZOC CER ZEPHYR (ND)	Patton B			

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.

Zoccer Spring 09 Festival

3/15/2009-6/30/2009

Girls U11 ZOCER ZEPHYR (ND)

You may make up to 3 additional exception requests.

Requests/Notes/Etc

Director's Comments

(none)

Save

Requested blackout dates:

4/25/2009 [Remove](#)

<<March

May>>

April 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 No Games	2 No Games	3 No Games	4 Games: 1 Default [Edit]
5 No Games	6 No Games	7 No Games	8 No Games	9 No Games	10 No Games	11 No Games
12 No Games	13 No Games	14 No Games	15 No Games	16 No Games	17 No Games	18 Games: 1 Default [Edit]
19 No Games	20 No Games	21 No Games	22 No Games	23 No Games	24 No Games	25 No Games Default [Edit]
26 Games: 1 Default [Edit]	27 No Games	28 No Games	29 No Games	30 No Games		

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.

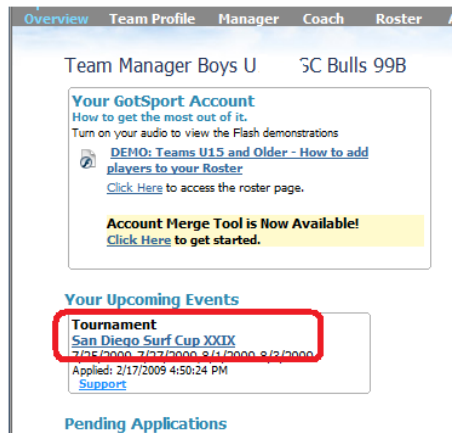
The screenshot shows a navigation menu with tabs: Team, Hotels, Rooming, Sales, Application Status, Schedule, Requests, and Misconduct. The Misconduct tab is highlighted with a red box. Below the menu, the event is identified as 'Zoccer Spring 09 Festival' with dates '3/15/2009-6/30/2009'. Underneath, the team 'Girls U11 ZOCER ZEPHYR (ND)' is listed. A red box highlights the 'Cards' section, which is divided into 'Yellow' and 'Red' categories. Both sections show a table with columns for 'Game' and 'Player', and a message indicating 'No Yellow Cards' and 'No Red Cards' respectively.

Team	Hotels	Rooming	Sales	Application Status	Schedule	Requests	Misconduct
Zoccer Spring 09 Festival 3/15/2009-6/30/2009							
Girls U11 ZOCER ZEPHYR (ND)							
Cards							
Yellow							
Game	Player	No Yellow Cards					
Red							
Game	Player	No Red Cards					

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.

The screenshot shows the 'Hotels' tab selected in the 'Search Events' section. The event is 'San Diego Surf Cup XXIX - Hotels' with dates '7/25/2009-8/3/2009'. Below the event details, a table titled 'Available Hotels (68)' is displayed. The table has columns for Hotel, Rating, City, State, Zip, Free Bkfst, Free Parking, Suites, Rate, and Minimum. The 'Four Points by Sheraton' hotel is highlighted with a red box.


Hotel	Rating	City	State	Zip	Free Bkfst	Free Parking	Suites	Rate	Minimum
Best Western/Miramar	★★★	San Diego	CA	92126	✓	✓		1.00	2 nights
Country Inn & Suites	★★★	San Diego	CA	92121	✓	✓	✓	1.00	2 nights
Courtyard by Marriott/SD Central	★★★	San Diego	CA	92123		✓		1.00	2 nights
Courtyard by Marriott/Sorrento Mesa	★★★	San Diego	CA	92121		✓		1.00	2 nights
Four Points by Sheraton	★★★	San Diego	CA	92123		✓		1.00	2 nights
Ramada Inn & Conference Center	★★	San Diego	CA	92111		✓		1.00	2 nights
Residence Inn by Marriott/San Diego Central	★★★	San Diego	CA	92111	✓	✓	✓	1.00	2 nights
Residence Inn by Marriott/Sorrento Mesa	★★★	San Diego	CA	92121	✓	✓	✓	1.00	2 nights
Staybridge Suites/Sorrento Mesa	★★★	San Diego	CA	92121	✓	✓	✓	1.00	2 nights
Woodfin Suites Hotel	★★★	San Diego	CA	92121		✓	✓	1.00	2 nights

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

- 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.

Team **Hotels** Rooming Sales Application Status Schedule Requests Misconduct Guests Support

San Diego Surf Cup XXIX
7/25/2009-8/3/2009
Boys **BULLS HSC BULLS**



Four Points by Sheraton
8110 Aero Dr
San Diego, CA 92123

Additional Location Info
A Southern California Hello. Welcome to the Four Points by Sheraton San Diego. We're here to make your stay fun, friendly, and comfy. Our hotel is centrally located in the heart of the San Diego Business District between I-15, 805, and 163 freeways and near many corporate offices and major tourist attractions. For your convenience, we offer a free hotel shuttle to and from San Diego Airport, as well as to local places within a six-mile radius.

We'll Keep You Busy. Our 225 newly renovated guest rooms, including seven suites, have great

Hotel Reservations

Discount Code **surf cup**

Reservations by Phone **858.810.5615**

Reservations by Fax **858.279.0193**

Hotel Espie Collier **San Diego** Rob Haskell
Contact 858.810.5615 **Surf Cup** 760-944-7888
espie@fourpointssandiego.com **Surf Cup** rob@surfscup.com
XXIX Help

THIS IS NOT AN ONLINE RESERVATION SYSTEM. Please use the provided hotel contact information to make all of your team's reservations with the hotel directly. All lodging requirements associated with your team must be made with a Surf Cup approved hotel. Be sure to notify the Hotel Contact you are a Surf Cup team. When your reservation is completed, you must enter the required information in the boxes below and click the "add" button to submit. If you have any questions please give me a call or an email and I will do what I can to help. Thank you for participating in the San Diego Surf Cup-Rob Haskell

Hotel Rates

Start	End	Rate
7/23/2009	7/28/2009	\$175.00
7/29/2009	8/4/2009	\$139.00

Once your team has made reservations, please enter each one below to submit the information to the tournament director:

Reservation#	Check-In	Check-Out	Rate	Rooms	Total Nights	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

- 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**

Team Hotel **Rooming** Sales Application Status Schedule Requests Misconduct Guests

San Diego Surf Cup XXIX - Team Hotel Request & Rooming List
7/25/2009-8/3/2009
Girls U10 CENTRAL VALLEY SOCCER CROSSFIRE RED

Morgan Run Resort & Club
#116113 In: 7/24/2009 Out: 7/27/2009 Rooms: 1 Nights: 3 Total: \$537.00
[View PDF List](#) [Email to Hotel](#) [FAX to Hotel](#)

Add Rooming Info
Room/Group: Room 1 Guest: Bald, Sarah Add

Morgan Run Resort & Club

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

me Events Game History Email Team College Search Help Log Out

Events Search Events

Team Hotels **Rooming** Sales Application Status Schedule Requests Misconduct Guests

San Diego Surf Cup XXIX - Team Hotel Request & Rooming List
7/25/2009-8/3/2009
Girls U10 CENTRAL VALLEY SOCCER CROSSFIRE RED

Morgan Run Resort & Club
#116113 In: 7/24/2009 Out: 7/27/2009 Rooms: 1 Nights: 3 Total: \$537.00
[View PDF List](#) [Email to Hotel](#) [FAX to Hotel](#)

Room 1 Sarah B Player

Add Rooming Info
Room/Group: *New Group Guest: *Other Guest Add

- 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

Morgan Run Resort & Club
#116113 In: 7/24/2009 Out: 7/27/2009 Rooms: 1 Nights: 3 Total: \$537.00
[View PDF List](#) [Email to Hotel](#) [FAX to Hotel](#)

Room 1 Sarah B Player

Add Rooming Info
Room/Group: Room 1 Guest: Sierra Add

- 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.

San Diego Surf Cup XXIX - Team Hotel Request & Rooming List
 7/25/2009-8/3/2009
 Girls U10 CENTRAL VALLEY SOCCER CROSSFIRE RED

 **Morgan Run Resort & Club**
 #116113 In: 7/24/2009 Out: 7/27/2009 Rooms: 1 Nights: 3 Total: \$537.00

[View PDF List](#) [Email to Hotel](#) [FAX to Hotel](#)

Room 1

Sarah	Player	<input type="checkbox"/>
Sierra	Player	<input type="checkbox"/>

Add Rooming Info

Room/Group: *New Group

Guest: *Other Guest


17) Continue until all rooms are full.

18) When you are done you can:

- Print the rooming list as a PDF file
- Send the rooming list via an email or
- Fax the rooming list directly to the hotel

Team Hotels **Rooming** Sales Application Status Schedule Requests Misconduct Guest

San Diego Surf Cup XXIX - Team Hotel Request & Rooming List
 7/25/2009-8/3/2009
 Girls U10 CENTRAL VALLEY SOCCER CROSSFIRE RED

 **Morgan Run Resort & Club**
 #116113 In: 7/24/2009 Out: 7/27/2009 Rooms: 1 Nights: 3 Total: \$537.00

[View PDF List](#) [Email to Hotel](#) [FAX to Hotel](#)

Room 1