



Self-Scheduling Games

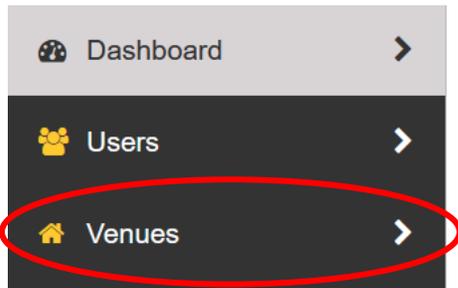
This guide can be used when assigning game locations (venues and fields) and game times for Elite 64 games. **The user MUST have access to the club account in GotSport.** If you have any questions after going through this process, please email nationalleague@usyouthsoccer.org.

Please note: only Elite 64 staff can change the game date. Both teams must approve the change and notify your league manager to have the date change made.

STEP 1

*Before you begin assigning game locations/times, **MAKE SURE YOU HAVE ACCESS TO ALL VENUES** you will need for scheduling your games.*

1. [Click here](#) to access the GotSport login page.
2. Click on Venues in the left menu.



3. The next page will show the Organization Venues, which are the venues your club is connected to and to which you have the ability to schedule games.
 - a. **If all required venues are listed, you can continue to STEP 2 of this walkthrough.**
 - b. **If there is a venue you need to use to schedule that is NOT listed here, click the Add Venue button.**

Name	City	State	Zip	Country	Fields	Organizations
Brent Hassert Park 19623 Renwick Road	Crest Hill	IL	60441	US	7	1
Chicago Inter Complex 17511 S Briggs Street	Lockport	IL	60441	US	5	1
Lewis University 1 University PKWY	Romeoville	IL	60446	US	2	1

4. On the next page, 'Global Venue Search,' type the name of the venue you'd like to connect to in the Venue Name box. Click on 'Check' to bring up the results.

Global Venue Search

Venue Name: Sportscore

City: [Empty]

State: Select State

Zip: [Empty]

Check

Clear Filters

5. Results for your search will appear when the page reloads. If you see the venue that you want to connect to, click on the **+Connect** button to the right of that venue. After you click that button, the venue will show a green connected label, indicating that your club admin may now schedule games in GotSport on the fields at that venue. (Note: connecting in this manner allows you to schedule games to the venue's fields, but you cannot edit the venue or add/remove fields)

Connect To Existing Venue

Venue not listed? [Create New Venue](#)

Name	Owner	City	State	Zip	Country	
Mercyhealth Sportscore Two 8800 E Riverside Blvd — 61111	Illinois Youth Soccer Association	Loves Park	IL	61111	US	+ Connect
Rockford: Sportscore 2 8800 E Riverside Blvd — 61111	Sockers FC Chicago	Loves Park	IL	61111	US	+ Connect
Sportscore Diamonds 1288 Elmwood Road — 61103	USSSA HQ	Rockford	IL	61103	US	+ Connect
Sportscore One 1288 ELMWOOD RD — 61103	USSSA HQ	Rockford	IL	61103	US	+ Connect

Venue not listed? [Create New Venue](#)

6. If there are no search results for the venue you need, or the search results do not show the correct venue, then you can click the **+Create New Venue** button to create the venue.

Global Venue Search

Venue Name: My New Venue

City: [Empty]

State: Select State

Zip: [Empty]

Check

Clear Filters

Connect To Existing Venue

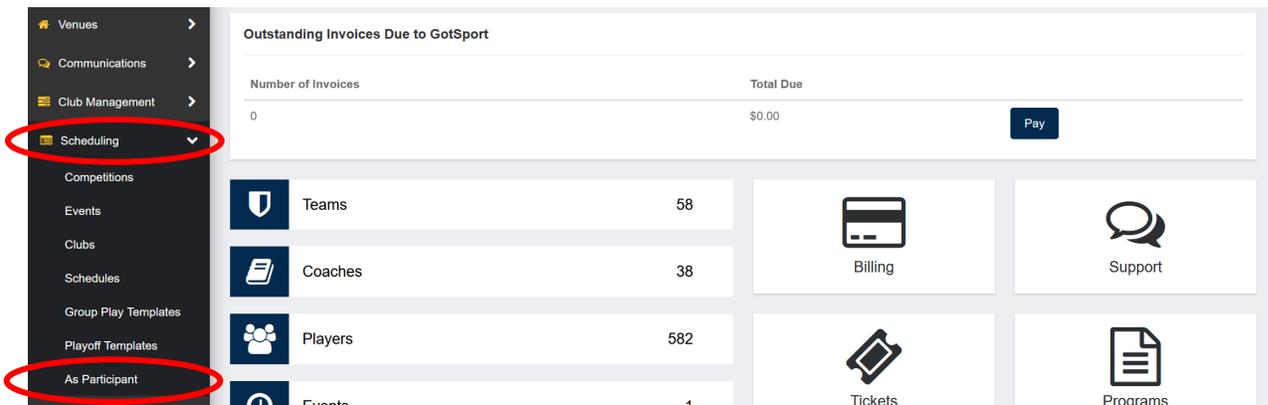
No Existing Venues Found! **+ Create New Venue**

7. Repeat the search and connect process (or create venues) until you have access to all venues you'll need. Once your venues are all set, proceed to **STEP 2** of this walkthrough guide to assign game locations and times to your Elite 64 games.

STEP 2

Assign game locations/times for your Elite 64 home games.

1. From the Dashboard, select **Scheduling** followed by **As Participant**.



The screenshot shows a dashboard with a left-hand navigation menu. The 'Scheduling' option is circled in red, and the 'As Participant' option is also circled in red. The main content area displays 'Outstanding Invoices Due to GotSport' with a table showing 0 invoices and a total due of \$0.00. Below this, there are statistics for Teams (58), Coaches (38), Players (582), and Events (1). There are also icons for Billing, Support, Tickets, and Programs.

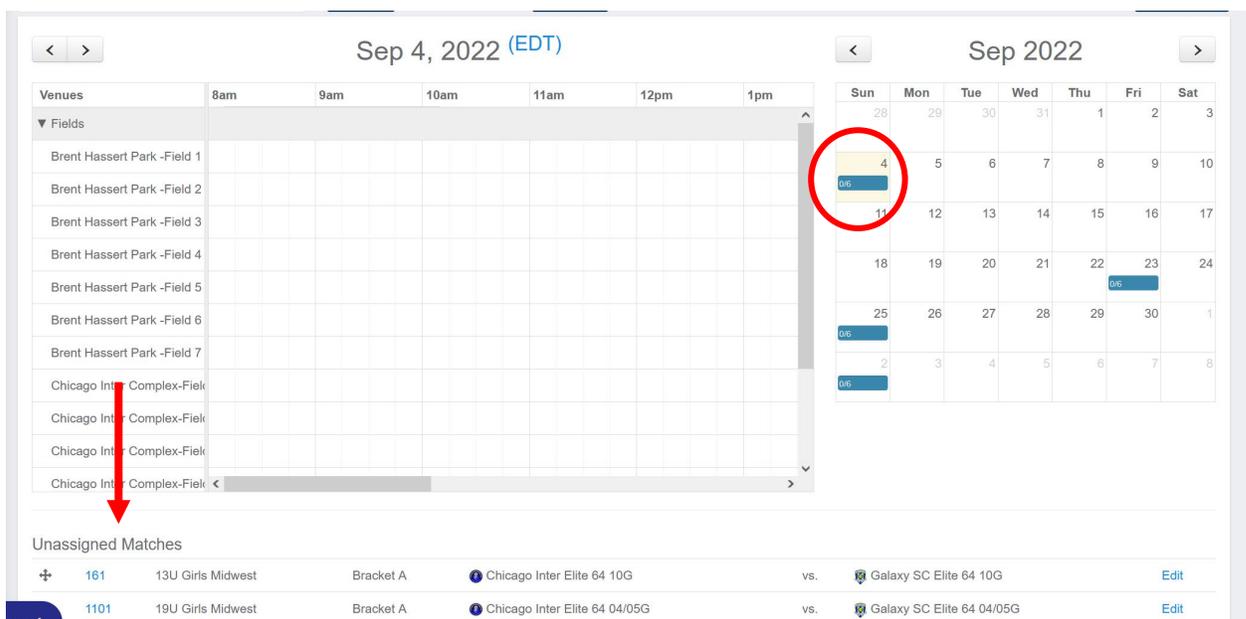
2. Once here, select **Self Scheduling** for National League Elite 64.



The screenshot shows the 'Schedules As Participant' page. It features a table with columns for 'Event', 'Matches Count', and 'Created'. The '2022-23 National League Elite 64' event is highlighted, and the 'Self Scheduling' button next to it is circled in red.

Event	Matches Count	Created	
2022 Illinois Premier Showcase	167	August 16, 2022 19:23	Details
Fall 2022 Illinois State Cup & Presidents Cup	255	June 06, 2022 18:28	Details
2022 Fall Midwest Conference	1251	May 27, 2022 15:16	Details
2022-23 National League Elite 64	2256	April 29, 2022 13:22	Details Self Scheduling

3. On the right-hand side click the Calendar **Date** you wish to work on. Once this is done you will see the game(s) in the **Unassigned Matches** section.



The screenshot shows a calendar interface for September 4, 2022 (EDT). The calendar grid shows dates from Sunday to Saturday. A red circle highlights the date '4' (September 4th). Below the calendar, the 'Unassigned Matches' section displays two matches: '161 13U Girls Midwest Bracket A Chicago Inter Elite 64 10G vs. Galaxy SC Elite 64 10G' and '1101 19U Girls Midwest Bracket A Chicago Inter Elite 64 04/05G vs. Galaxy SC Elite 64 04/05G'. A red arrow points from the calendar date to the first match.

4. When looking at the list of games in the Unassigned Matches list, there are two options:

Option 1: Drag the game to the correct time slot to schedule the game.

Option 2: On the Right of the unassigned match, you will select Edit.

The screenshot displays a sports management interface. At the top, there's a calendar for "Sep 4, 2022 (EDT)" and a monthly view for "Sep 2022". Below the calendar is a grid of venues and fields. A red arrow points from a match in the "Unassigned Matches" list to a specific time slot on the calendar. The "Unassigned Matches" list has a plus icon on the left and an "Edit" button on the right of each row.

Venues	8am	9am	10am	11am	12pm	1pm
▼ Fields				#161 13U Girls Midwest (Bracket)		
Brent Hassert Park -Field 1						
Brent Hassert Park -Field 2						
Brent Hassert Park -Field 3						
Brent Hassert Park -Field 4						
Brent Hassert Park -Field 5						
Brent Hassert Park -Field 6						
Brent Hassert Park -Field 7						
Chicago Inter Complex-Field						
Chicago Inter Complex-Field						
Chicago Inter Complex-Field						
Chicago Inter Complex-Field						

Unassigned Matches

+	1101	19U Girls Midwest	Bracket A	Chicago Inter Elite 64 04/05G	vs.	Galaxy SC Elite 64 04/05G	Edit
	333	14U Girls Midwest	Bracket A	Chicago Inter Elite 64 09G	vs.	Galaxy SC Elite 64 09G	Edit

5. This will make a window pop up and you will type in the **Venue**, **Field**, **Status**, **Start Time**, and **End Time**.

The screenshot shows a dialog box titled "Edit Match" with the following fields:

- Venue:
- Field:
- Status:
- Start Time:
- End Time:

There is a "Save" button at the bottom of the dialog box.

Please note: Only Elite 64 staff can change the game date. Both teams must approve the change and notify your league manager to have the date change made.

6. Once you hit **Save**, the game will appear on the calendar below.

The screenshot displays a scheduling interface for a game on September 4, 2022 (EDT). The interface is divided into two main sections: a venue/field selection table on the left and a calendar view on the right.

Left Section: Venue/Field Selection Table

Venues	8am	9am	10am	11am	12pm	1pm
▼ Fields						
Brent Hassert Park -Field 1				#161 13U Girls Midwest (Bracket)		
Brent Hassert Park -Field 2						
Brent Hassert Park -Field 3						
Brent Hassert Park -Field 4						
Brent Hassert Park -Field 5						
Brent Hassert Park -Field 6						
Brent Hassert Park -Field 7						
Chicago Inter Complex-Fiekl						
Chicago Inter Complex-Fiekl						
Chicago Inter Complex-Fiekl						
Chicago Inter Complex-Fiekl						

Right Section: Calendar View (Sep 2022)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

You can follow this same process for each Elite 64 game that you need to assign to a **venue, field, and game time**.

Please take note:

- It is the **responsibility of the home club** to enter the correct game details (venue, field, time) for games that the club is hosting.
- If your game is being played at a neutral venue, it is still the **responsibility of the "home" club** (as listed on the schedule) to enter the correct game details (venue, field, time) for that venue. You will need to coordinate with the host club to confirm the details.
- After game details are confirmed, any changes made to game details must be agreed upon by both clubs, and the clubs must notify the referee assignor.
- Once again, **only Elite 64 staff can change the game date**. Both teams must approve the change and notify your league manager to have the date change made.