

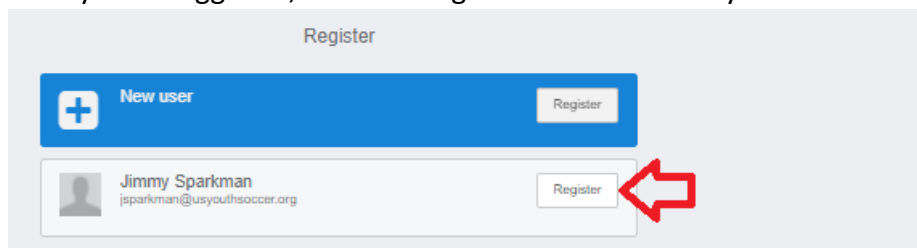
## Handling a Schedule Update Walkthrough

*(all information is subject to change 4/4/2022)*



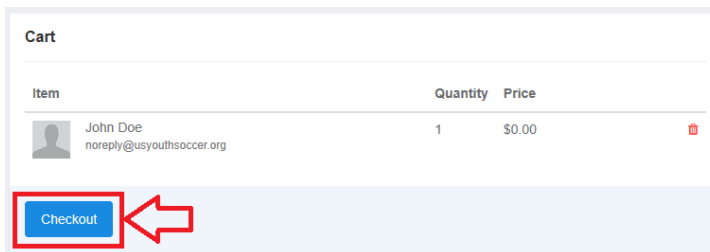
This guide contains the steps that teams and clubs must follow in order to get the schedule updated. If you have any questions after going through this process, please email Kelly Jenkins (kjenkins@usyouthsoccer.org).

1. First, make sure that both teams are in agreement to the schedule update. **Both teams must be in agreement on the new game details before the online schedule can be updated.**
  - a. If the game is being removed from a date/time/location that was agreed upon at the scheduling meetings, approval must be granted by the original host club as they would need to approve any games being removed as they would have already reserved fields and referees based upon the original schedule.
2. A host club should be designated between the two teams. The host club is responsible for reserving the fields and contacting the referee assignor to get officials for the game.
3. Once a host club has been designated, that host club must first reserve the fields for the game to be played and contact the appropriate referee assignor and make sure referees will be assigned to the game.
  - a. There is a guide and checklist available on the Conference website to assist teams and clubs in hosting opponents for Conference games. The documents are located under the Club Hosted Weekends & One Offs drop-down.
4. After the fields have been reserved and the referee assignor has been contacted, a schedule update form should be submitted to the Conference.
  - a. Prior to submitting a schedule update form, the venue must first be created and shared with the Conference in GotSport. To see a list of venues already created and shared, please visit the public schedule and standings page and click on Fields in the top-right corner. If the venue doesn't appear in the list, it has not been created and shared in GotSport. This must be done prior to submitting the schedule update form. Please have the host club follow the walkthrough on the Conference website titled "[Walkthrough - Clubs Building and Sharing Fields in GotSport](#)" before you proceed with submitting the schedule update form.
5. To submit a schedule update form, click on the [Scores, Schedules & Standings](#) drop-down on the Conference website and click on the Schedule Update Link.
6. If you are not currently logged into GotSport, you will be prompted to login to your GotSport account. Once you've logged in, click the Register button next to your name.

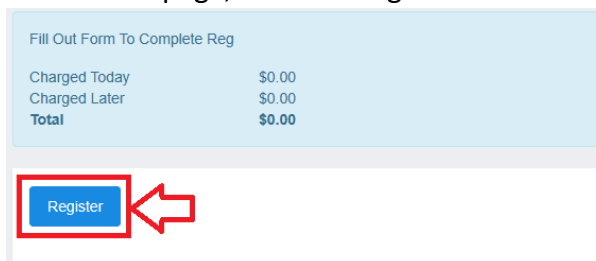


7. The first step is the Profile Information. Please verify all the information listed is accurate. Once it appears to be correct, click Save at the bottom of the page.

8. The next step is the Registration Form. This is where you will enter all the game information and the new schedule information. Below is the information we need from you in order to process the update form. If the information is remaining the same, please re-enter the information for verification instead of typing in "Same" or "No change."
  - a. Conference Division
  - b. Game Number (this should be taken directly from the public schedule)
  - c. Team A Name (this should be taken directly from the home team listed the public schedule)
  - d. Team B Name (this should be taken directly from the away team listed the public schedule)
  - e. Updated Host Club (this should be the host club designated in Step 2 of this walkthrough)
    - i. **If this host club is being changed from what is currently on file on the public schedule, please make sure the original host club has granted approval for this schedule update.**
  - f. Updated Match Complex Name
  - g. Updated Match Field Number/Name
  - h. Updated Match Date
  - i. Updated Match Time
  - j. Match City and State
  - k. Required check box acknowledging the role of the host club
  - l. Reschedule Notes
  - m. Required check box acknowledging that both teams have agreed upon the details of the schedule update
  - n. Required check box verifying that all match details have been approved by the original host club, as well as the new host club.
  - o. Required check box verifying that the venue has been created and shared in GotSport, which is outlined in Step 4.a.
  - p. Required check box acknowledging that the host club must contact the referee assignor ASAP to get officials assigned to the game.
9. Once all information has been entered, click Save at the bottom of the page.
10. Click Checkout on the Cart page to continue the submission process.
  - a. NOTE: Do not click Register Someone Else. We require only one form be completed per checkout.



11. On the next page, click the Register button to officially submit your Update form.



12. After clicking Register, you will be taken to a confirmation screen and you will receive a confirmation email shortly. You have successfully submitted the schedule update form. If you have additional update forms to submit, please click on the form link again and pick up from Step 6.