

# Submitting Your Teams For GCF Scheduling

\*The initial schedule cannot be completed until ALL teams in a division have been submitted. One club not submitting their teams will hold up the schedule for everyone.

The team submission process can be done in one of two ways.

1. Clubs can submit their teams one at a time and set any variables (blackout days, etc.) during the initial submission.
2. Clubs can batch submit their teams all at once. If you choose the batch submit option, the variables can be set after submission by navigating to individual team accounts. (recommended for clubs with more than a few teams)

## INSTRUCTIONS FOR INDIVIDUAL TEAM SUBMISSIONS

1. Log in to your organization's Got Soccer account.
2. Click on "Home" tab.
3. In navy blue toolbar click on "Events"
4. If GCF is not listed in the events on this page, search for GCF.
5. Click on GCFYSL Fall or Spring 20\_\_ Season.
6. In the dropdown menu titled Team Application, select your team and click "Apply".
7. Log in to your team's account.
8. Select appropriate group.
9. Select any blackout dates.
10. Submit roster.
11. Enter contact information.
12. Submit Application.

## INSTRUCTIONS FOR MULTIPLE TEAM SUBMISSIONS

1. Log in to your organization's Got Soccer account.
2. Click on "Club" tab.
3. In navy blue toolbar click on "Teams"
4. In the (Select an League/Event) drop down menu, select GCFYSL Fall or Spring 20\_\_ Season.
5. Select teams to be submitted.
6. In the green toolbar, select "Affiliate or Associate Member" in the Fee Group dropdown menu.
7. Click on "Enter Selected Teams"
8. Click "OK"

Variables (blackout days, etc.) for individual teams can be set by the club by navigating to a team's page and selecting "GCFYSL Fall or Spring 20\_\_ Season" in the in the team's "Event Registration" tab.

If you have any questions regarding this process, feel free to contact Mike Sroka at 1stVP@gcfsoccer.com