

SETTING PREFERRED DIVISION FOR INDIVIDUAL TEAMS VIA CLUB ACCOUNT

1. Log in to your organization's Got Soccer account.
2. Click on "Club" tab.
3. In the navy blue toolbar, click on "Teams"
4. Click on team name to be updated.
5. Click on "Event Registration" tab.
6. Click on upcoming GCFYSL Fall/Spring 20__ Season.
7. Select division in the "Preferred Division" dropdown menu.
8. Click Save.

SETTING PLAY EXCEPTIONS FOR INDIVIDUAL TEAMS VIA CLUB ACCOUNT

1. Log in to your organization's Got Soccer account.
2. Click on "Club" tab.
3. On the navy blue toolbar, click on "Teams"
4. Click on team name to be updated.
5. Click on "Event Registration" tab.
6. Click on upcoming GCFYSL Fall/Spring 20__ Season.
7. Click on "Exception Requests" tab.
8. Use calendar to black out days entirely.
9. Away only requests emailed to GCF scheduler.
10. Click Save.

SETTING PLAY EXCEPTIONS FOR INDIVIDUAL TEAMS VIA TEAM ACCOUNT

1. Log in to your **team's** Got Soccer account.
2. On the gray toolbar, click on "My Events"
3. Click on season to be updated.
4. Click on "Requests" tab.
5. Use calendar to black out days entirely.
6. Away only requests emailed to GCF scheduler.
7. Click Save.

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