

Instructions for entering fields in GOTSPORT:

The screenshot shows a web browser window displaying the GotSport.com website. The browser's address bar shows the URL: <http://www.gotsport.com/asp/directors/club/facility.asp?FacilityID=13374>. The website's navigation menu includes: Home, Club, Referees, Training, League, Tournament, Management, Coaches, Team Officials, Teams, Players, Programs, Log Out, and Help. The current page is titled "Facilities" and has tabs for "Facility Info", "Availability", "Valid Event Types", and "Map & Directions". The "Facility Info" tab is active, showing a form for entering facility details. The form is divided into two main sections: "Facility Information" and "Facility Address".

Facility Information

Last Updated: 2/28/2009 9:26:56 AM

Type:

Location/Name:

Number (Letters ok):

Size: X W

Condition:

Lighted Facility

Geographic Location

Latitude:

Longitude:

Facility Address

Please use standardized mailing address to allow automated mapping.

Address:

City:

State:

ZipCode:

Country:

Phone:

Phone (2):

Mobile Phone:

Fax:

Buttons: Save, Cancel, Copy, Delete

Required input screen 1

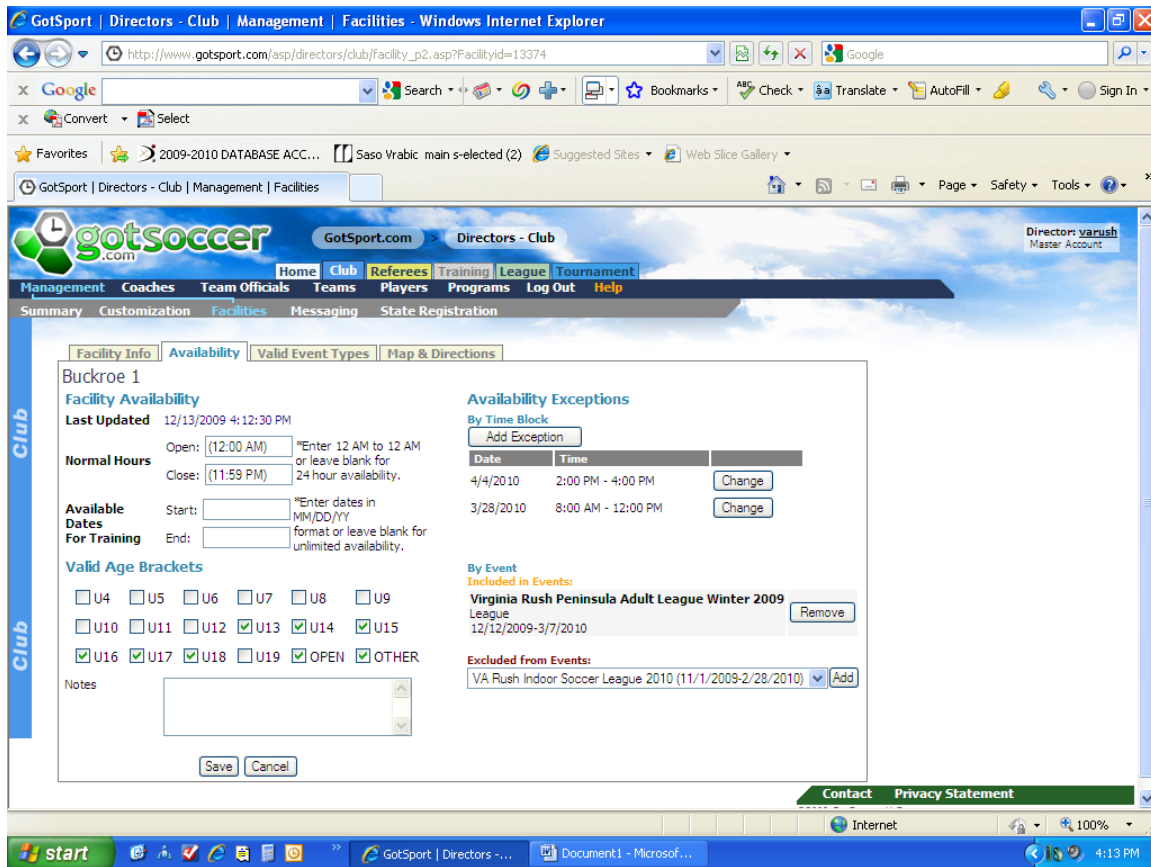
Location Name,

Field Number,

Size,

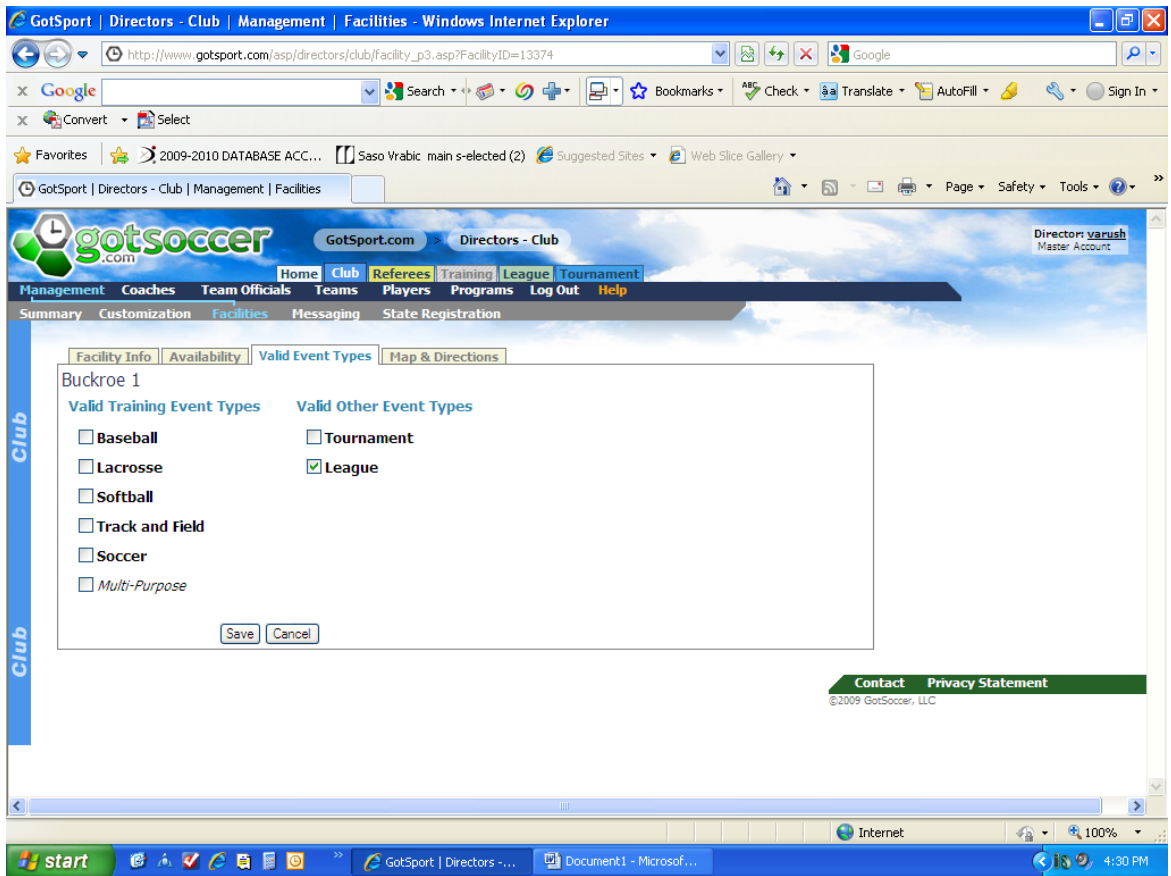
Physical address for mapping directions.

Save and go to AVAILBILITY TAB

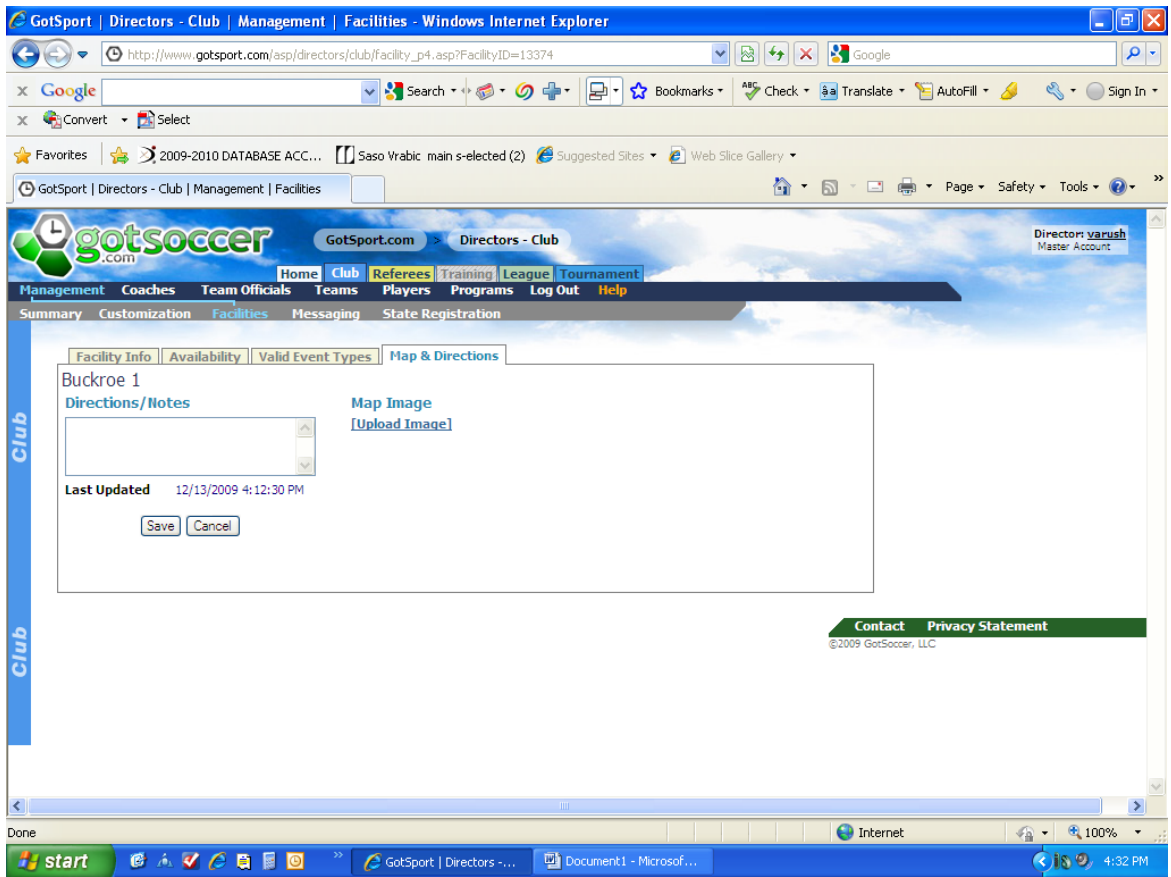


Field Screen 2 Availability:

1. Normal Hours. –
 - a. leave default of (12:00 am) Open (11:59 pm) Close if the field is open all day each league date
 - b. Enter time available if hours are set and field is shared. Ex. Field is available from 2:00 pm to 6:00 pm each league date enter 2:00 pm open and 6:00 pm close.
2. Availability Exceptions by Time Block:
 - a. Enter “Availability Exceptions by Time Block if a field is available all days, but 2. Enter the Exception by Date and Block of time not available.
 - b. Field not available both days of the weekend. Ex. Field is available Saturdays only enter Sundays as Availability Exceptions by Time Block.
3. Available Dates for Training:
 - a. Start is the first league date.
 - b. End is the date AFTER the last league date. Entering the date of the last game date closes the field on the last game date.
 - c. Available Dates for Training may be left blank.
 - d. A field that is available only 1 weekend, Availability for Training should be entered as Start – Date available and End the day after the field is available.
4. By Event: Be sure the upcoming league is showing.
5. Click Applicable Age Groups for the field.
6. Notes: Enter extra info ex. Lights, open Sundays, open Saturdays only, geographic team play if applicable
7. Save and go to Valid Event Type Tab..



Click League and Save
Go to Maps and Directions



Map image **DO NOT UPLOAD A MAP IMAGE. THIS ACTION REMOVES THE ABILITY OF THE TEAMS TO ACCESS FIELD ADDRESS AND GOOGLE MAP DIRECTIONS ON THE LEAGUE SCHEDULE SITE.**