



INSTRUCTIONS FOR DECLARING TEAMS AND FIELDS IN GOTSOCCKER

1. The club must be declared first.
 - a. Click **Home** on the main menu bar.
 - b. Click **Events** on the submenu bar, the page will refresh
 - c. Click **Search** under the **Events** on the submenu, the page will refresh
 - d. The page will show an **Upcoming Events** search engine
 - e. Change **State** to VA.
 - f. Change **Event Type** to league – do not enter event name
 - g. Click go
 - h. Click **Virginia Soccer League** – choose the correct league by date. The previous season's league may list first if it is open for my use. Select the league with the dates that end after the upcoming season. Ex. Spring season ending date will be 6/1/year. The page will refresh.
 - i. Click **Apply Now** under the words League Application now open. The page will refresh.
 - j. Click **Apply to Virginia Soccer League**, the page will refresh.
 - k. Click **Join League** to enter the club. – this action enters the club and fields in the club account. – Field information must be updated. See separate document for updating fields.
 - l. Close your Browser.
2. Follow these steps to enter teams in the league.
 - a. Log back into Club's Gotsoccer Account.
 - b. Click **Club** on the main menu bar. The page will refresh.
 - c. Click **Teams** on the submenu bar. The page will refresh and the list of teams will appear.
 - d. The page contains 2 search engines. The top search engine shows page size, photos, filter upcoming events. The 2nd search engine below shows in small print **Enter Teams in an in-house League, Training Program, or other associated event, (select an event)** is a pull down menu which will list the Virginia Soccer League event in which the club was entered following the directions in Number 1. Select the league, then click the **Select** button. The page will refresh and show the list of teams not entered in the Virginia Soccer League.
 - e. Click the check boxes next to the all teams you are declaring for the season.
 - f. Click the **Enter Selected Teams** button. The page will refresh and remove the teams you have just entered from your list. All remaining teams not entered in the league for the upcoming season will continue to appear. Review and be sure you did not miss entering any teams.