MICHIGAN STATE
YOUTH SOCCER ASSOCIATION

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Junior State Cup Preliminary Games General Information

Preliminary games are self-scheduled by the participating teams. Please contact the coach or manager of your opposing team(s) to set up your preliminary game schedule and obtain directions to the fields. The Home Team is always the first team listed. Game dates and times must be mutually agreed upon by both coaches. If both coaches cannot agree on game date(s), time(s), and location(s) for their preliminary games, MSYSA will schedule the game(s). If this occurs, the game(s) must be played as scheduled by MSYSA. It is the responsibility of the Home Team to report the preliminary game logistics (who, what, where, when, and back-up field if applicable). **THIS MUST BE DONE BY FEBRUARY 22, 2013**. Failure to do so may result in forfeiture and subsequent fines. There will be NO CHANGES of any kind after the February 22nd deadline (excluding weather-related changes).

Reporting State Cup Preliminary Game Logistics

1. Log into your Team Account (www.gotsoccer.com)
2. On the front page, click on "2013 MSYSA Junior State Cup" under League Scheduling Tasks
3. On the right, you will see an Event Calendar. Click on the day that shows a red number (this red number indicates your unscheduled home games).
4. Place your cursor over the silver icon in front of the unscheduled game you wish to schedule
5. Click and drag the silver icon over to the date on the Event Calendar that your game will be played
6. The screen will refresh after a couple seconds and at the top you will see your club's field schedule for that particular day
7. Click and drag the silver icon of the unscheduled game to the field and time that your game will be played. Once this is done, MSYSA will be able to view the game logistics through the tournament admin panel in GotSoccer. You can also confirm that it worked by looking at your schedule on the MSYSA website.
8. **NOTE: You may only use fields approved by the MSYSA Junior State Cup Committee (list posted on the MSYSA Junior State Cup page). If you schedule a game on a field that has not been approved, MSYSA will delete the scheduled game**. If you wish to play a field that is not listed in your team's account, please contact your CLUB directly.

Special Notes / Helpful Hints:

- Scroll your cursor over the field name to see the complete field name and field number
- Each time slot is 60 minutes long and is divided into quarters. You have the option of scheduling your game for on the hour, 15 minutes after the hour, 30 minutes after the hour, and 45 minutes after the hour. If you want to schedule your game for on the hour (i.e. 6:00pm), click and drag the game to the 1st quarter of the time slot. If you wish to schedule your game for 15 minutes after the hour (i.e. 6:15pm), click and drag the game to the 2nd quarter of the time slot. If you want to schedule your game for 30 minutes after the hour (i.e. 6:30pm), click and drag the game to the 3rd quarter of the time slot. Lastly, if you wish to schedule your game for 45 minutes after the hour (i.e. 6:45pm), click and drag the game to the 4th quarter of the time slot.