



Michigan State Youth Soccer Association

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. **All preliminary games must be played March 17 – May 6, 2018. There will be no exceptions!** 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 (or Home Club) to schedule their preliminary games in GotSoccer. Date, time, and location (facility AND field number!) must be included. Scheduling in GotSoccer **MUST BE DONE BY 4:30PM ON FEBRUARY 23, 2018**. Failure to do so may result in forfeiture and subsequent fines. Although the club may wish to report game logistics in GotSoccer on behalf of their teams, ultimately, it is the team's responsibility to ensure this gets done and it will be the TEAM who gets sanctioned if it is not done on time.

There will be NO CHANGES to the schedule after the February 23rd deadline (excluding weather-related changes and lighting-related time changes).

Time change requests due to lighting concerns (early sun sets, no outdoor lights, etc) may be entertained, but all requests will be subject to a \$50 fee – even for moving the game back by only 15 minutes. Please use the form posted on the State Cup page at www.michiganyouthsoccer.org to submit the time change request and to pay the fees.

Scheduling Games in GotSoccer (from the Team Account):

1. Log into your Team Account (www.gotsoccer.com)
2. On the front page, click on "2018 MSYSA Spring 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. **If you wish to play on a field that is not listed in your team's account, please contact your CLUB directly.**
8. 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. You can confirm that it was done properly by looking at your schedule on the MSYSA website.
9. **NOTE: There is a list of fields that may NOT be used for State Cup games posted on the State Cup page of the MSYSA website. If you schedule a game on a field that has appears on this list, MSYSA will delete the scheduled game.**