## How to schedule your games

For home games please use the following steps.

- First contact the other team using gotsoccer. See subsequent pages of this document for that detail.
- Once you have gotten three game times that work for you and the other team please email Russell Putnam (<a href="mailto:russell@georgetownsoccer.org">russell@georgetownsoccer.org</a>) the field coordinator to get your confirmation.
- The email should have game time slots options from the below slots:
- Saturday
  - o For U9/12 teams 9:00, 10:30, 12:00, 1:30, 3:00
  - o For U13-18 teams 9:00, 11:00, 1:00, 3:00
- Sunday
  - o For U9/12 teams 12:00, 1:30, 3:00
  - o For U13-18 teams 12:00, 2:00, 4:00
- When sending the email please ensure it has the following information.
  - o Only 1 game request per email and only for games that you are the home team.
  - Subject: Game field time request for team: XXX (example 04G White or 07B Timbers)
  - o Game Number: XXX
  - Current Date: mm/dd/yyyy
  - Changed to date: (if requesting a date change)
  - o First time slot: XXX
  - Second time slot: XXX
  - o Third time slot: XXX

Go to www.gotsoccer.com

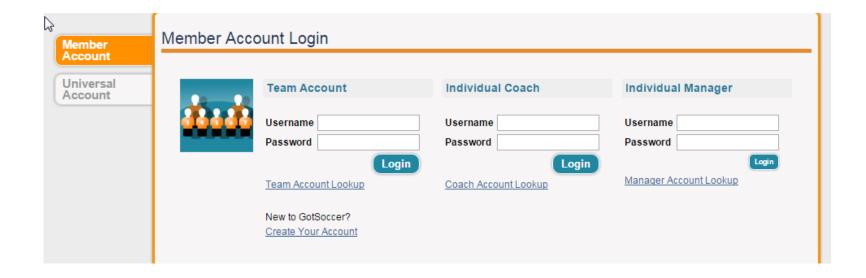
Click on User Login in the upper right hand corner.

Then click on Member Account,

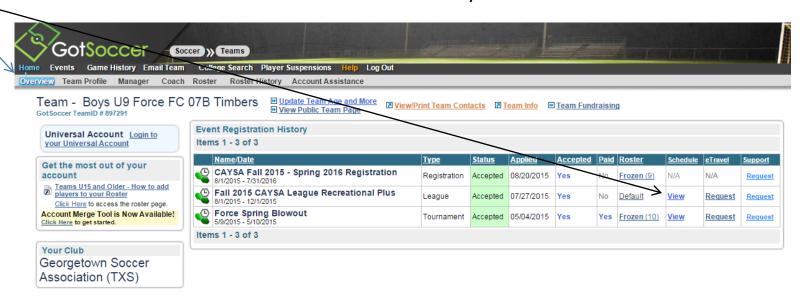
Then Click on Teams & Team Officials



In the team account fields enter the username and password give to you by your club admin or registrar



- Make sure once you login you are on the Home Overview page.
- Then Click on View under the Schedule column for the event your team is in.



- Click on the chat button to start the conversation with the other team.
- In the message box type your message and then click send.

