

States Building and Sharing Fields

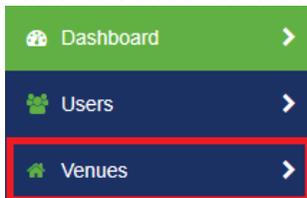
(all information is subject to change 7/20/2020)



This guide can be used when building neutral venues and fields and sharing them with your clubs so they can schedule games on the field. If you have any questions after going through this process, please email Jimmy Sparkman (jsparkman@usyouthsoccer.org).

If the venue is owned by a club, the club will want to create the field. This walkthrough is for venues that are not owned by a club but is used by multiple clubs.

1. [Click here](#) to access the GotSport login page.
2. Click on Venues in the left menu.



3. If you are building a brand new venue, click New Organization Venue. If you are editing an existing venue, click on the venue name in the list.

Organization Venues

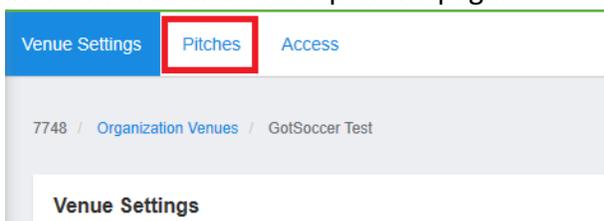
The venues your organization owns



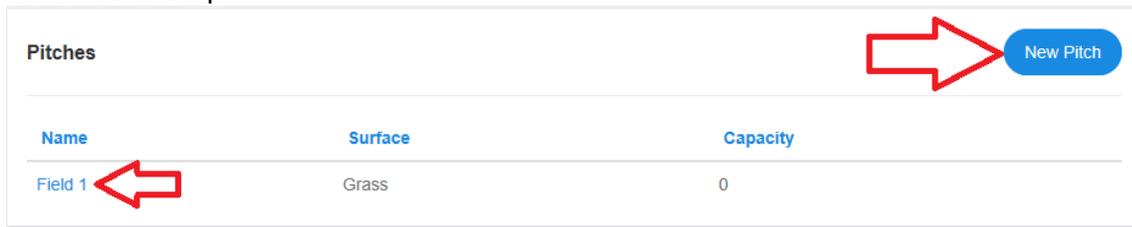
Name	City	State	Country	Pitches	Organizations
 GotSoccer Test			US	1	0



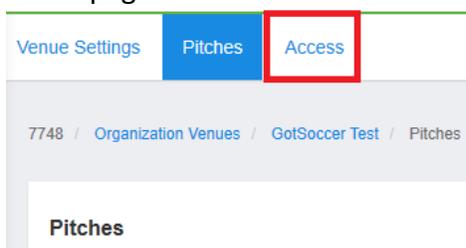
4. When building a venue, only the venue name is required. It is encouraged to input as much information as possible on the venue, primarily the Blueprint (aka Field Map), Time Zone, and Address. Click Update Organization Venue when your updates are made.
 - a. PLEASE NOTE: You are only building the venue or complex right now. You are not building one venue for each individual field at a complex. You will be able to add fields to the venue in Step 6.
5. Once you have saved your progress, you can now add pitches (aka fields) to the venue. Click on Pitches in the menu bar at the top of the page.



6. On the Pitches page, you will have two options. You can either add a new pitch (aka field) to the venue by click New Pitch in the top-right corner or you can click on the name of an existing pitch to edit. If you are editing an existing pitch, just click on the pitch name and click on Edit Pitch on the next page. Continue to Step 7.



7. Whether you click New Pitch or Edit Pitch, a pop-up will appear where you can enter the pitch information. Please make sure to read the points below when building your pitches. Click Save at the bottom of the pop-up once all the information appears correct and you've read the information below.
- Partitioned From: If the field you are building is a part of another field you are building, build the bigger field first. Once you have built the bigger field, you can build the smaller fields that make up the bigger field.
 - Example- if Field 1 (an 11v11 field) can be split into Fields 1A and 1B (both 7v7 fields), build Field 1 first. After this, you can build Fields 1A and 1B and choose Field 1 as a partition so they are connected and games don't get scheduled on both Field 1 and 1A at the same time.
 - Name: DO NOT PUT THE VENUE/COMPLEX NAME AS IT WILL AUTOMATICALLY POPULATE. Putting the venue/complex name in this field will cause the system to list the venue twice wherever the field appears.
 - Name: Don't put the pound symbol (#) before the pitch number.
 - Name: If the pitch number is a single digit (1-9), place a '0' before the number so the fields can still appear in numerical order.
 - Example- If it's field 1, type '01' in the name field.
 - Pitch Types: Choose which size game can be played on the field.
 - Details: Check off details as they pertain to the field. These will not influence availability.
 - Sports Type: Soccer is automatically checked off by default. Make sure this remains checked.
8. After you have created the pitches within your venue, you will be able to share this venue with other organizations that use your venues for scheduling. To do this, click on Access in the menu bar at the top of the page.



9. In the organization name search bar, type in the organization's name. Click on the organization that appears in the drop-down list and click Share Venue. If this venue is used by multiple clubs, be sure to add each club. If the venue is used for Conference, be sure to add the Conference to the access. Each Conference is separate, so you will need to search for each Conference if you play in multiple Conferences.

Organization Access

You've shared this venue with the following organizations. These organizations can schedule on this venue's fields. You can share your venue with an organization by typing the organization's name in the box below and clicking "Share Venue".

midwest	×	Share Venue
 DFC Midwest Premier Academy	<input type="checkbox"/>	Full access
 Midwest City SC	<input type="checkbox"/>	
 Midwest National League Conference	<input type="checkbox"/>	

10. Once you have click Share Venue, the event will appear in a list below the search field. You can remove the venue from the sharing access at any time by clicking the red trash can next to the organization name. **DOING SO WILL REMOVE ALL GAMES THAT HAVE BEEN SCHEDULED ON THE FIELD, SO PLEASE CHECK WITH THE ORGANIZATION ADMIN BEFORE DOING SO.** You can check the box under the Full Access column to grant editing access to the organization. This will allow the organization to change the venue information and add/remove pitches. If the box is unchecked, that means the organization can schedule games on the pitches but won't be able to edit the venue information or add/remove pitches.
11. If there are other venues that need to created and/or shared with other organizations, please repeat these steps to get the other venues setup and shared.