Adding Users to Update the Schedule
The Stack system is set-up to only allow the Club Administrator to access and update the schedule. Club Administrators can add users though to update the schedule.

Coaches and Managers: Please ask your Club Admin to add you as a user to update the schedule.

Club Administrator: Instructions on how to add users and what permissions to give them are in the link below and can be found on the OSSL website. You will only want to give new users access to their team. Highlight the team name in the tree structure before updating the new user info.


Updating Game Locations
Coaches and Managers, given access by the Club Administrator, can update the game location once the Club Administrator has entered locations in the system. Each location will only need to be added one time. Locations will carry over from season to season.

Club Administrator: To enter game locations, click the Locations tab located in the upper left hand corner next to the League tab. If the location has multiple fields, please include the field name when you enter the field number. For example, if you enter The OSSL Complex, you will click the multiple fields selection and name the field The OSSL Complex- Field 1.

Updating Game Dates and Times
Coaches and Managers, given access by the Club Administrator, can update the date and the time. After your Club Administrator has added you as a user with permission to update the schedule, you will log in to your club’s site and add “/sam” to the end of your club’s URL. Your site login will look like: club.osysalive.com/sam. “Club” will be your club name.

Please be sure to filter the list by the Age and Gender first before making any changes.

Follow the instructions on the next page to update game information.
Collaborative Scheduling Guide for a Club

1. In Blue - Clubs may follow numbered steps to complete the scheduling of games.
2. In Grey – Features that provide additional functionality

1. Click on the “Leagues” tab
2. Select league to schedule home games
3. Click to open scheduler
4. Select location for game
5. Select time for game
6. Submit your changes to the League

Apply filters to manage your view of games. Filter for home, away, team, age group, gender, locations, date range and more.

Use checkboxes to select all or specific games to change in bulk.

Use Email icons to contact opposing coach or club and/or league.

Lock Date is the last date you can submit changes.

Option to change game date is allowed – confer with your opponent.

Apply filters to manage your view of games. Filter for home, away, team, age group, gender, locations, date range and more.