



UPDATING GAME INFORMATION IN STACK

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.

Adding Users Link: <https://usys-assets.ae-admin.com/assets/956/15/ASL%20Scheduler%20-%20Add%20Team%20Managers.pdf>

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

U.S. SOCCER CONNECT

1. Click on the "Leagues" tab

2. Select league to schedule home games

3. Click to open scheduler

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

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

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

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

5. Select Time for Game

4. Select Location for Game

Lock Date is the last date you can submit changes.

6. Submit your changes to the League

Collaborative Scheduling

Open Collaborative Scheduling

LEAGUE INVOICE: \$1,500.00

LEAGUE SUMMARY

LEAGUE CONTACT: registrar@noemail.com

LEAGUE COST: \$500

TEAM STATISTICS

Team Name	Gender	Category	Fee Balance	Current Status
Team One (FPSC)	Male	U-12		Confirmed
Team Two (FPSC)	Male	U-12		Confirmed
Team Three (FPSC)	Male	U-12		Confirmed

Collaborative Scheduling

No Time No Location
 Home Game Away Game
 Game ID:

Date Range: to
 Time Range: to

Date	Time	Home Club	Visitor Club	Club	Location	Age	Gender	Game ID	Lock Date	League
		Team Two (FPSC)	Team Green (ESC)			U-12	Male	4598741		
		Team Blue (ESC)	Team Three (FPSC)		Field B	U-12	Male	4598742		
03/03/2018	8:00 AM	Team One (FPSC)	Team Yellow (ESC)			U-12	Male	4598743		
<input checked="" type="checkbox"/>	03/10/2018	8:00	AM	Team Green (ESC)	Team Blue (ESC)	Field B	U-12	Male	4598744	
<input checked="" type="checkbox"/>	03/10/2018	10:00	AM	Team Yellow (ESC)	Team Two (FPSC)	Field A	U-12	Male	4598745	
	8:00	AM	Team Blue (ESC)	Team Yellow (ESC)	Choose loca	U-12	Male	4598747		
	8:00 AM	Team Three (ESC)	Team Green (ESC)			U-12	Male	4598748		
	8:00	AM	Team Three (FPSC)	Team Three (FPSC)	Choose loca	U-12	Male	4598750		
03/24/2018	8:00 AM	Team Two (FPSC)	Team Blue (ESC)			U-12	Male	4598751		
		Team One (FPSC)	Team One (FPSC)		Field B	U-12	Male	4598752		

Submit 1 Scheduled Game