

CLUB ADMINISTRATOR RESOURCES

Scheduling Tasks in GotSport for NPL & TCSL Seasonal Leagues

(Includes ECNL RL Club Scheduling)

There are several scheduling tasks that club administrators, field assignors and referee assignors will need to participate in. TCSL highly recommends that these individuals be [set up as Club Admin level Users](#) with their [role and title designated](#) in GotSport so they receive league communications and can access needed modules.

Scheduling tasks include:

- Creating venues and pitches within GotSport for your club
- Initial club home-match scheduling (called Self-Scheduling in GotSport)
- Team-to-team rescheduling with help of managers and/or coaches
- Viewing club and team schedules at the admin level
- Exporting club home match schedule for referee assignors if needed

CREATING VENUES AND PITCHES should be completed before the initial assigning of home games each season.

[How to Create a Venue and Add Pitches](#)

CLUB SELF-SCHEDULING is used to assign fields and times to home matches once the initial schedule is released to clubs by TCSL.

[How Club Self-Scheduling Works](#)

TEAM-TO-TEAM RESCHEDULING occurs once the full schedule is released to teams. Once the team-to-team rescheduling deadline has passed, only requests related to weather, field availability or certain other unavoidable circumstances (such as team transmission of COVID-19) will be entertained by the league.

[How to Chat with Opponents and make a Rescheduling Request to TCSL](#)

NOTE: Club Administrators can now directly access team chat WITHOUT being assigned to a team.

[VIDEO: How to Access Team Chat as a Club Administrator](#)

VIEWING TEAM SCHEDULES AT THE ADMINISTRATOR LEVEL can be accomplished two ways: from Club Management : Teams or from Scheduling : As Participant. The video clips below walk you through how to access each. (narrated versions coming soon!)

[How to View an Individual Team Schedule from Club Management : Teams](#)

[How to View Club Schedule or Team Schedule from Scheduling : As Participant](#)

EXPORTING CLUB HOME SCHEDULE FOR FIELD OR REFEREE ASSIGNORS IF NEEDED can be easily accomplished from the “Tools” tab on your main club Dashboard.

[VIDEO: How to Export a Club-Wide Schedule from GotSport as an Administrator](#)

REQUESTING A CERTIFICATE OF INSURANCE FROM US CLUB SOCCER FOR FIELD RENTAL

[US Club Soccer insurance webpage](#)

[Link to COI request form](#)