



## Entering Games on the CCU Website

1. After you are logged in, go to your team's **Schedule** page.
2. Click **Options, Add Event**
3. Enter the **Date**
4. Enter the **Start** time. This is the MYSA schedule time for the game to begin
5. Enter the number of minutes for the event (see time schedule below). The End time will automatically fill in.
6. **Location**, this is for home fields only. Select the home field. If the field is not listed, do not select a random field. **AWAY** fields are entered in the Event **Note** field.
7. **Category**, select **Game**
8. **Season**, verify the correct season is selected
9. **Teams**, select your team
10. **Outside Opponent**, select the GENERIC team title. For example, for EPSC U12 C1, select EPSCXX
11. **Event Note** – use this field to enter in the away field and any additional notes for your team.
12. **Send Notifications Now?** – Check Team members and parents if you want an email notification sent that the event was added/edited.

The screenshot shows a web form titled "General Event" for scheduling a game. The form is divided into several sections. The top section contains fields for "Date" (02/25/2018), "TBD" (checked), "1:00p", "for 60 min. to 2:00p". Below this is the "Location" dropdown menu set to "Victoria, Indoor - Victoria FldHse" with a "+ New Location" button. The "Category" dropdown is set to "Game". The "Status" dropdown is set to "N/A" and "ID" is set to "optional". The "Arbitrator ID" field is also set to "optional". The next section contains "Season" (2018 Summer Competitive) and "Teams" (Select). There is a "Link to tournament bracket" checkbox. The "Outside Opponent" dropdown is set to "Other" with a "Define Other" button. Below this is an "Event Note" text area. The final section is titled "Send Notifications Now?" and includes a sub-header "This will send email and text notifications immediately to all members affected." and three checkboxes: "Notify Team Managers" (unchecked), "Notify Team members and parents" (checked), and "Notify Officials" (unchecked). At the bottom of the form are "Submit" and "Cancel" buttons.

### Note the Following:

1. **Home games should be scheduled to the exact fields listed.**
2. Enter the **EXACT game time listed from MYSA** on the calendar. If you want your team to show up early, put that in the notes section. Games are scheduled back-to-back, so including your warm-up time will cause conflicts when other teams try to schedule their games.
3. **If you are playing another CCU team, leave the Outside Opponent field BLANK.** Do not select the CCU team from the drop-down. Doing so will cause your information to copy over to their calendar as well.
4. Tell your families that the schedule is **TENTATIVE** until the reschedule period is over. The schedule may, and probably will change during MYSA's open reschedule period.

### How long do I allow for a game when scheduling?

Use the following guidelines when entering game start/end times:

- U9/10 – play 2-25 min. halves. Schedule 60 min. games
- U11/12 – play 2-30 min. halves. Schedule 75 min. games
- U13/14 – play 2-35 min. halves. Schedule 90 min. games
- U15/15 – play 2-40 min. halves. Schedule 90 min. games
- U17/18/19 – play 2-45 min. halves. Schedule 100 min. games