

Scheduling Games in StackSports (this applies to D1 & D2 teams)

1. You will need to sign into your team StackSports page. The admin/club/team link to this signing is on the USC website Manager page, here it is:

https://login.stackports.com/login?client_id=5ac2ac1d6d9d3b028a146c97&redirect_uri=https://www.secure-sam.com/usc.alsoccerlive.org/sam/virtual_login.php

2. If this is the first time you have signed into your team account, go to the email that you received from StackSports when USC setup your team as a user and follow the directions to sign in with the temporary password assigned or change to a password of your choosing. Save this team user login. **This is the login that you will use for the season for game cards, rosters, etc.** If you need help accessing your account contact Katy Bothwell at usc05boys@gmail.com or Meredith Miller at USC09boys@gmail.com 256-655-1999 (Katy)

3. Once you login your screen should look like this with your team name highlighted. You should only have access to the team you are the manager for:

The screenshot shows the U.S. Soccer Connect interface. The top navigation bar includes 'EVENTS', 'LEAGUES', 'LOCATIONS', and 'STATE FEES'. The current page is 'USC 05 BOYS PREMIER SETTINGS'. The 'Setting & Information' section contains the following details:

- Name: USC 05 Boys Premier
- Display Name: USC 05 Boys Premier
- Gender: Male
- Age Group: 14U (with an 'Edit Age Settings' link)
- From Birthdate: 01/01/2005
- Season: 2018-2019
- Folder Path: 2018-2019 Season > Division 1 > D1 Coach
- Team #: 000 002

The 'Association Reporting Options' section includes:

- Final Roster Date: Wed 07/31/2019
- Program Type: Division 1
- Gender: Male
- Age Group: U14
- Team Approval Status: Approved
- Team Connect Code: 000-31W-JFF

4. Next, click on the tab that says "LEAGUES". Choose the correct league D1 or D2, It will then look like this:

The screenshot shows the U.S. Soccer Connect interface with the 'LEAGUES' tab selected. The current page is 'DIVISION 1 FALL 2018 ASL'. The 'COLLABORATIVE SCHEDULING' section is highlighted in red, indicating it is active. The 'LEAGUE SUMMARY' section contains the following details:

- League Contact: Lynn Bertovic (lyn@alsoccer.org)
- League Host: Alabama Soccer Association
- Division: 1
- Eligible Age Groups / Genders: 13U-19U Boys & Girls
- Invited Clubs: View 58 Invited Clubs
- Restrictions: Rosters required. Guest players not allowed.
- League Cost: \$175

The 'TEAM STATUS' section shows a table of teams:

Team Name	Gender	Category	Fee Balance	Current Status
USC 00 Boys Premier	Male	Boys 19U	\$0.00	Approved
USC 01 Boys Elite	Male	Boys 18U	\$0.00	Approved

5. When the Collaborative Scheduling is turned on or made 'Live' by the State, then the grayed out area will be red or blue or black and you will be able to click it to see the teams you are

matched against, and whether you are home or away. You should be able to see team contacts as well or use the team contacts provided by the State, the opponents website or reach out to us to get contacts for your opponents if you are having trouble.

6. Click on your scheduling icon to see your match ups. Once you see your schedule you will be able to see the dates of the matches which will be listed incorrectly like January and beyond 2019 for Fall 2018. Those dates were chosen so that you would know those are not actual dates.

7. For D1& D2, ages U13 and ABOVE You will contact your opponent and agree on your dates with your opponent listed and make the change on your **HOME** games only.

For D1 & D2, ages U12, your scheduling will happen via the conference call setup by the State.

Then once you have an agreed upon date with your opponents (either from contacting teams directly for the older ages or from the conference call for the U12s) you will be responsible for entering the agreed upon date into the Scheduling system, again. You do this for **ONLY** your HOME games!

All games must be posted in STACKS by the scheduling deadline in order for ASA to get the games to the field assignors. Please **DO NOT** enter the field names or times of the matches in the system. Those will be completed by your clubs. If you enter them, they will be deleted. If you need assistance in finding your schedule on your account, please contact STACK SPORTS support @866-726-4131.

As a reminder, for ages U13 and ABOVE, I would contact your opponent by phone (numbers are listed on the attachment) and not rely on email as the individual could be at work, out of town or on vacation and not be checking emails. This happens each year and puts your scheduling behind.

8. When you contact your opponents whether via phone, email or on the U12 conference call be sure that you already have the dates notated that you cannot play because of a tournament or if Merrimack is closed, coach conflict etc. be sure to notate the days of the Fall/Spring breaks for your players school systems to try and work around dates you might be missing players. ***It is always easier to proactively ask for a date for your HOME games (and even your AWAY games) that to be the one only answering other manager's requests!*** If your coach wishes, if you have two away games in similar locations, some coaches like to try and do those games on the same day or weekend. For example, play Montgomery in the later morning and then play Auburn in the later afternoon if you have Away games with Montgomery team and Auburn team. If you are not familiar with what your coach prefers as far as game schedules, have a conversation beforehand.

8. I can attach a screenshot of what the schedule inputted correctly looks like once we get to see it!