# Clubs Building and Sharing Fields

(all information is subject to change 7/20/2020)

This guide can be used when building venues and fields and sharing them with an event so they can schedule games on the field. **The user MUST have access to the club account in GotSport.** Please refer to the walkthrough on the website on how to gain access if you don't have access already. If you have any questions after going through this process, please email Jimmy Sparkman (jsparkman@usyouthsoccer.org).

If you do not own the venue and the venue is used by more than your organization, do not create the venue. Please contact your state to create the venue as they must create venues shared by multiple clubs.

1. Click here to access the GotSport login page.
2. Click on Venues in the left menu.
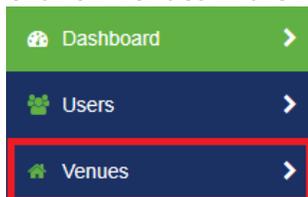
3. If you are building a brand new venue, click New Organization Venue. If you are editing an existing venue, click on the venue name in the list.

4. When building a venue, only the venue name is required. It is encouraged to input as much information as possible on the venue, primarily the Blueprint (aka Field Map), Time Zone, and Address. Click Update Organization Venue when your updates are made.
    a. PLEASE NOTE: You are only building the venue or complex right now. You are not building one venue for each individual field at a complex. You will be able to add fields to the venue in Step 6.
5. Once you have saved your progress, you can now add pitches (aka fields) to the venue. Click on Pitches in the menu bar at the top of the page.
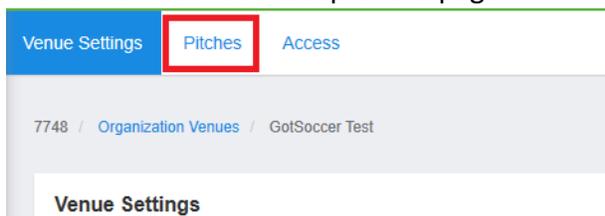
6. On the Pitches page, you will have two options. You can either add a new pitch (aka field) to the venue by click New Pitch in the top-right corner or you can click on the name of an existing pitch to edit. If you are editing an existing pitch, just click on the pitch name and click on Edit Pitch on the next page. Continue to Step 7.

7. Whether you click New Pitch or Edit Pitch, a pop-up will appear where you can enter the pitch information. Please make sure to read the points below when building your pitches. Click Save at the bottom of the pop-up once all the information appears correct and you've read the information below.
   a. Partitioned From: If the field you are building is a part of another field you are building, build the bigger field first. Once you have built the bigger field, you can build the smaller fields that make up the bigger field.
      i. Example- if Field 1 (an 11v11 field) can be split into Fields 1A and 1B (both 7v7 fields), build Field 1 first. After this, you can build Fields 1A and 1B and choose Field 1 as a partition so they are connected and games don't get scheduled on both Field 1 and 1A at the same time.
   b. Name: DO NOT PUT THE VENUE/COMPLEX NAME AS IT WILL AUTOMATICALLY POPULATE. Putting the venue/complex name in this field will cause the system to list the venue twice wherever the field appears.
   c. Name: Don't put the pound symbol (#) before the pitch number.
   d. Name: If the pitch number is a single digit (1-9), place a '0' before the number so the fields can still appear in numerical order.
      i. Example- If it's field 1, type '01' in the name field.
   e. Pitch Types: Choose which size game can be played on the field.
   f. Details: Check off details as they pertain to the field. These will not influence availability.
   g. Sports Type: Soccer is automatically checked off by default. Make sure this remains checked.
8. After you have created the pitches within your venue, you will be able to share this venue with other organizations that use your venues for scheduling. To do this, click on Access in the menu bar at the top of the page.
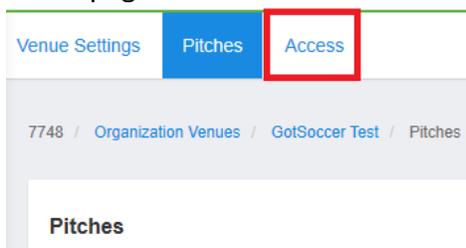
9. In the organization name search bar, type in the organization's name. If you are sharing this to a Conference, type in the Conference name. Click on the organization that appears in the drop-down list and click Share Venue. If this venue is being used for multiple events, be sure to search for and add each organization. Each Conference is separate, so you will need to search for each Conference if you play in multiple Conferences.

10. Once you have click Share Venue, the event will appear in a list below the search field. You can remove the venue from the sharing access at any time by clicking the red trash can next to the organization name. DOING SO WILL REMOVE ALL GAMES THAT HAVE BEEN SCHEDULED ON THE FIELD, SO PLEASE CHECK WITH THE ORGANIZATION ADMIN BEFORE DOING SO. You can check the box under the Full Access column to grant editing access to the organization. This will allow the organization to change the venue information and add/remove pitches. If the box is unchecked, that means the organization can schedule games on the pitches but won't be able to edit the venue information or add/remove pitches.

11. If there are other venues that need to created and/or shared with other organizations, please repeat these steps to get the other venues setup and shared.