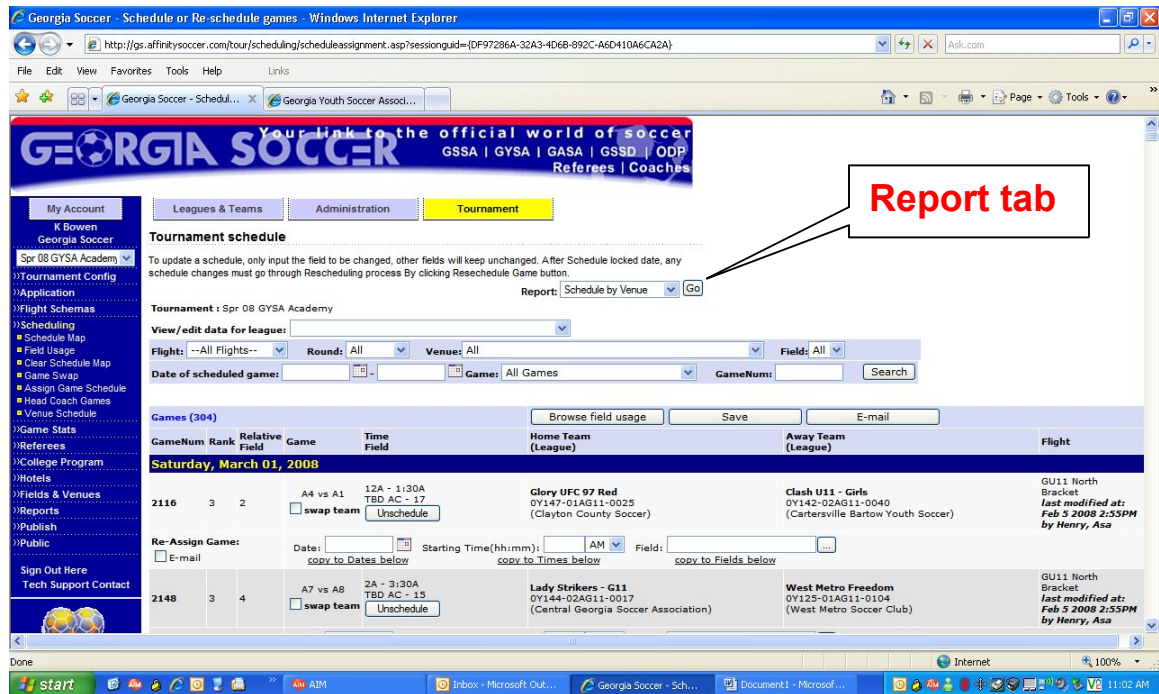


## Instructions on Finding Special Scheduling request by Team

League Registrars and Field Assignors –

To locate special scheduling request for the scheduling system, please follow these instructions.

After logging into the system and accessing either the Academy, Athena, Classic and or RILS season and populating the schedule, please notice the report tab / drop down box that is located just above and to the right of the page



The screenshot shows the Georgia Soccer website interface. At the top, there's a navigation bar with 'Leagues & Teams', 'Administration', and 'Tournament' tabs. The 'Tournament' tab is active. Below the navigation bar, there's a 'Tournament schedule' section with a 'Report' dropdown menu set to 'Schedule by Venue' and a 'Go' button. A red callout box labeled 'Report tab' points to this dropdown menu. Below the report section, there's a table of games for Saturday, March 01, 2008. The table has columns for GameNum, Rank, Relative Field, Game, Time, Home Team (League), Away Team (League), and Flight. Two games are listed: Game 2116 (A4 vs A1, 12A - 1:30A, TBD AC - 17) and Game 2148 (A7 vs A8, 2A - 3:30A, TBD AC - 15).

GameNum	Rank	Relative Field	Game	Time	Home Team (League)	Away Team (League)	Flight
<b>Saturday, March 01, 2008</b>							
2116	3	2	A4 vs A1 <input type="checkbox"/> swap team Unschedule	12A - 1:30A TBD AC - 17	Glory UFC 97 Red 0Y147-01AG11-0025 (Clayton County Soccer)	Clash U11 - Girls 0Y142-02AG11-0040 (Cartersville Bartow Youth Soccer)	GU11 North Bracket last modified at: Feb 5 2008 2:55PM by Henry, Asa
Re-Assign Game: <input type="checkbox"/> E-mail    Date: <input type="text"/> <input type="text"/> <input type="text"/> Starting Time(hh:mm): <input type="text"/> <input type="text"/> AM <input type="text"/> Field: <input type="text"/>							
2148	3	4	A7 vs A8 <input type="checkbox"/> swap team Unschedule	2A - 3:30A TBD AC - 15	Lady Strikers - G11 0Y144-02AG11-0017 (Central Georgia Soccer Association)	West Metro Freedom 0Y125-01AG11-0104 (West Metro Soccer Club)	GU11 North Bracket last modified at: Feb 5 2008 2:55PM by Henry, Asa

Select the "Accepted Applications" report from the drop down box and click the Go tab – the following report will open

Application Status :	Final Acceptance	Final Acceptance	U-10 Boys			
Team Name	Last Name	First Name	Home Phone	Email	Pvy_Status	
DC Force 98 0Y190-04AB10-0062	Foley	Jason	(770) 942-7050	jfoley09@hotmail.com	Unpaid	
7799 Highway 166, Douglasville, GA - 301356349						
Application Number: 3959536						
Blackout Dates: 03/23/2008						
Comments: None						
DC Force 98 Blue 0Y190-04AB10-0069	Foley	Jason	(770) 942-7050	jfoley09@hotmail.com	Unpaid	
7799 Highway 166, Douglasville, GA - 301356349						
Application Number: 3959537						
Blackout Dates: None						
Comments: None						
Hall County Stars Black 0Y170-01AB10-0033	Riley	Kevin		kevin@boyscleaning.com	Unpaid	
123 Soccer Road, Gainesville, GA - 30506						
Application Number: 3989566						
Blackout Dates: 03/23/2008						
Comments: None						
Kennesaw FC 97-98 - PUMAS 0Y185-02AB10-0102	Luna	Javier	(770) 819-7882	luna@lunaprint.com	Unpaid	
612 Riverside Pkwy, Austell, GA - 301687808						
Application Number: 3961412						
Blackout Dates: 04/05/2008, 04/06/2008						
Comments: None						
U-10 Rapids 0Y201-01AB10-1521	LaBarbera	Jeff	(706) 886-5533 (878) 986-3793	N/A	Unpaid	
9313 Easy St # A, Toccoa, GA - 30577-9009						
Application Number: 3982295						
Blackout Dates: 03/23/2008						
Comments: None						

**Unfortunately, the report will contain the entire team listing for all teams / all age groups declared for the spring season. Fortunately, the teams are separated by age group and gender. You can print out just the pages of the report that deal with the particular age group gender you are scheduling or you can print the entire report – your choice.**

The black out date information will have already been addressed by the Age Group Coordinators in the creation of the schedules.

Field assignors should review and where possible, accommodate additional requests such as kick off times, etc...

Should you have problems or questions, please contact our offices at 770-452-0505.

Thank you,  
Kim Bowen'  
Director of Programs  
GA Soccer

