



LIJSL

GAME SCHEDULER

INSTRUCTIONS

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PROCEDURE FOR ENTERING DATA INTO GAME SCHEDULER

1. GO TO www.lijsoccer.com

Go to the menu on the top of the home page, mouse over **Competition**, then click on **Coaches Enter Scores**:



2. LOG IN

Enter your user name and password:

Login

Username:

Password:

[Change](#) [I forgot...](#)

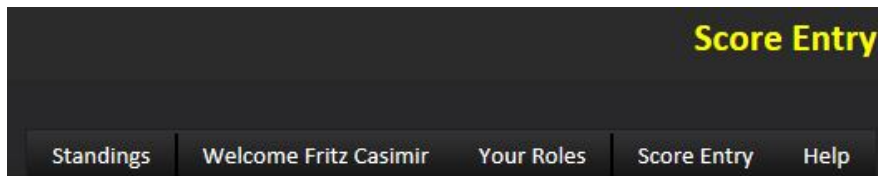
If you have an existing account, use the same user name and password.

If you do not have an existing account, use your coach's pass number for your user name and **soccer** as your password. The system will then prompt you to change your password. Please write down what you enter for future use. If you

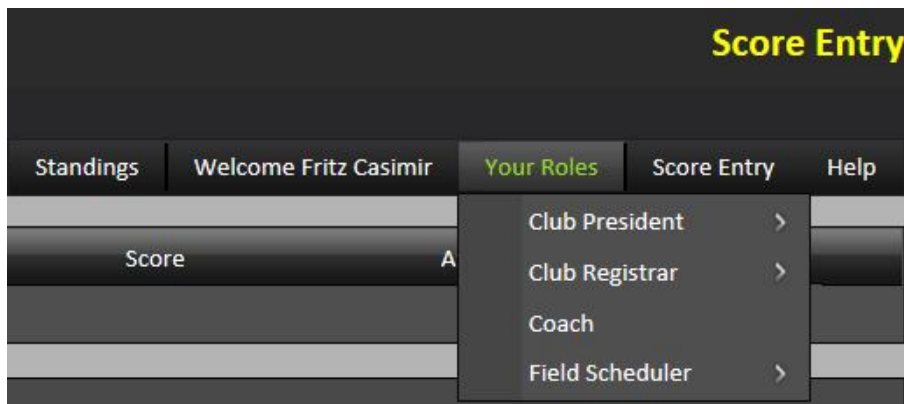


do not hold a coach's pass or do not know your number, call the office at 631-648-9020 for your login.

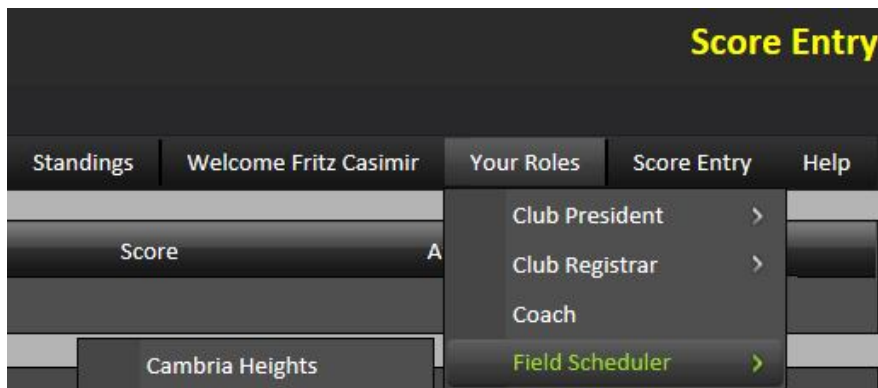
The menu bar appears along the top right of your screen:



Position your mouse over **Your Roles**, and you will notice **Your Roles** changes color to green, then displays a drop-down menu of your user roles:

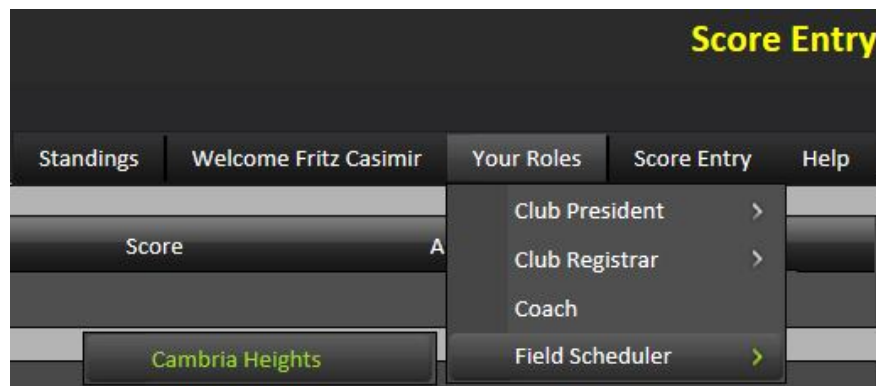


Position your mouse over **Field Scheduler**, and you will see that **Field Scheduler** changes color to green, then displays your Club Name:



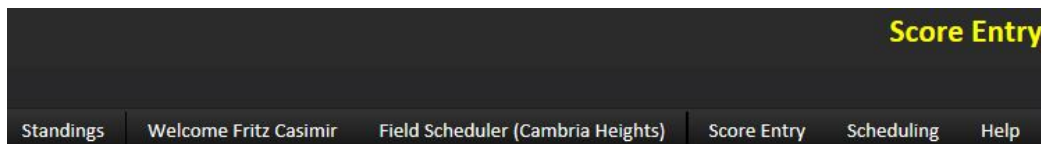


Position your mouse on the **Club Name** (**Cambria Heights** in screen shot below), the Club Name will change to a green color, then click on your Club Name:

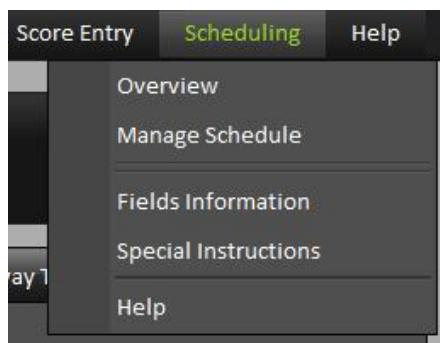


3. SCHEDULING MENU

After you log in as Field Scheduler, the menu bar appears, and now includes Scheduling:



Position your mouse on **Scheduling** and the **Scheduling** Menu will appear:





4. OVERVIEW

Select Overview from the Scheduling Menu. This screen displays the Fields for your Club, and Special Instructions.

5. FIELD INFORMATION

You MUST enter information on all of your fields BEFORE you schedule your games. Above the Field information, you will see Click here to complete the information on the following fields.










After you click on **Click here to complete the information for the following fields.**, all of your Club's field information will be displayed, where you can enter/edit Field data:

Row Id	Code	Name	Field Size	Sat. Time From	Sat. Time To	Sun. Time From	Sun. Time To	Active
Club: Cambria Heights; Fields: 1								
506	1	MountBpk	Small					<input checked="" type="checkbox"/>
[new]			Small					<input type="checkbox"/>

You will enter all Field data for your Club as follows:

- **Code** – leave the Code for the field as is (unless the Code has changed, then you can edit the Code).



- **Name** – leave Name for the field as is (unless the Name has changed, then you can edit the Name).
- **Field Size** – choose the appropriate field size from the drop-down listing (small, large, or both)
- **Sat Time From** – enter the time that you can start using this field on Saturdays. You can either select the time from the date picker () or manually enter any time (ie: 10:15 am).
- **Sat Time To** – enter the time that you must exit this field on Saturdays. You can either select the time from the date picker () or manually enter any time (ie: 6:45 pm).
- **Sun Time From** – enter the time that you can start using this field on Sundays. You can either select the time from the date picker () or manually enter any time (ie: 10:15 am).
- **Sun Time To** – enter the time that you must exit this field on Sundays. You can either select the time from the date picker () or manually enter any time (ie: 6:45 pm).
- **Active** – If this field is being used to play games this season, leave the check in the checkbox . If this field is NOT being used this season, click in this checkbox to remove the check mark and this field will NOT be displayed in the list of fields when scheduling games.
- **Save**  - after you have entered or edited any data for a field, you must click on  which is located at the far right of the field information to save the data entered/edited for this field. **Note that each field must be saved separately.**
- **Delete**  - If you will no longer be using this field, you can delete it by clicking on .
- **ADD a new field** – if you wish to add a new field, go to the last line that starts with and enter the appropriate data for this field, and click on  to save the data.

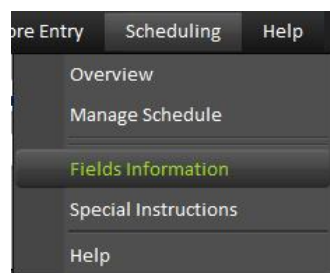


After you update your fields, your data will look like this:

Row Id	Code	Name	Field Size	Sat. Time From	Sat. Time To	Sun. Time From	Sun. Time To	Active
506	1	MountBpk	Small	9:00 AM	5:00 PM	11:00 AM	4:00 PM	<input checked="" type="checkbox"/>
[new]			Small					<input type="checkbox"/>

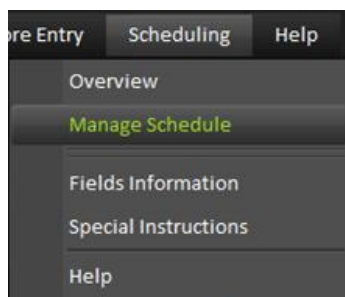
***** It is IMPORTANT to enter the time availability for each Field, otherwise the Field will NOT be displayed in the drop-down listing of Fields when you are entering Game Times and Fields for your games.**

Note that you can also enter/edit/access your Field information via the Scheduling Menu:



6. MANAGE SCHEDULE

Now you are ready to enter Game Times and Fields for your Club's games.



Mouse over **Manage Schedule**, and when **Manage Schedule** changes color to green (as shown above), click on **Manage Schedule**. Depending on how many games you are scheduling, it may take a few minutes to load the all of your games to the screen. Then the following screen will appear:

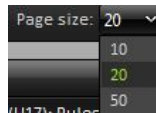


Enter Game Times and Fields

The section on the right side of your screen displays the first 20 games of your schedule.

You can change the number of games to view on your screen by scrolling to the bottom

of the games, and changing the Page Size



Game Id	Field	Division	Tournament	Game Date	Game Time	Minutes Allotted	Home Team	Away Team
Club: Cambria Heights; Games: 15								
16436		M-1993-Major	LI Cup	3/20/2011	TBD	2	Cambria Heights Eagles	East Islip Bulldogs
16435		F-1991-Major	LI Cup	3/20/2011	TBD	2	Cambria Heights Panthers	Hauppauge Wolverines
10090		M-1991-1	League	3/27/2011	TBD	2	Cambria Heights Tigers	Auburndale Bayside Strikers
10086		F-1991-3	League	3/27/2011	TBD	2	Cambria Heights Panthers	Hicksville Rising Stars
10083		M-1993-1	League	4/3/2011	TBD	2	Cambria Heights Eagles	Auburndale Scorpions
10087		F-1991-3	League	4/17/2011	TBD	2	Cambria Heights Panthers	Stony Brook Fusion
10091		M-1991-1	League	4/17/2011	TBD	2	Cambria Heights Tigers	HBC Hawks
10082	SP2	M-1993-1	League	5/1/2011	2:30 PM	0	Cambria Heights Eagles	East Islip Barcelona
10088		F-1991-3	League	5/8/2011	TBD	2	Cambria Heights Panthers	Garden City Park Lady Liberty
10084		M-1993-1	League	5/15/2011	TBD	2	Cambria Heights Eagles	West Babylon United
10093		M-1991-1	League	5/15/2011	TBD	2	Cambria Heights Tigers	Hempstead EOC Wolves
10081		M-1993-1	League	5/22/2011	TBD	2	Cambria Heights Eagles	NHP Bengals
10092		M-1991-1	League	6/5/2011	TBD	2	Cambria Heights Tigers	Syosset Red Storm
10085		M-1993-1	League	6/12/2011	TBD	2	Cambria Heights Eagles	Port Washington Predators
10089		F-1991-3	League	6/12/2011	TBD	2	Cambria Heights Panthers	Massapequa Blast



Notice that all Scheduling Rules, Special Requests and Special Instructions that pertain to your schedule appear below the listing of games:

Scheduling Rules, Requests and Instructions

- Age Group Rules (U17); Rules: 4
 - Games are allotted 110 minutes.
 - Games do require three referees.
 - Games must be played on a large field.
 - Games requiring three referees should be played back-to-back on the same field.
- Age Group Rules (U19); Rules: 4
 - Games are allotted 110 minutes.
 - Games do require three referees.
 - Games must be played on a large field.
 - Games requiring three referees should be played back-to-back on the same field.
- Field Rules (SP2-SP2); Rules: 1
 - Field is available on Sundays from day's start to day's end.
- Home Special Requests (Cambria Heights Eagles); Rules: 1
 - Requested not to play before 2:30PM on Sundays.

In order to enter Game Time and Field information for a game, you must click on the Game ID, and the following screen will appear:

Edit Game 10085

Home Team: Cambria Heights Eagles
Away Team: Port Washington Predators

Game Date: 6/12/2011
Game Time: 12:00 AM
Field:
Extra time for Refs?

◆ Scheduling

- Game does not have a field.
- Game does not have a time.

◆ Home Special Requests (Cambria Heights Eagles)

- Requested not to play before 2:30PM on Sundays.


◆ Age Group Rules (U17)

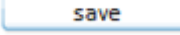
- Games are allotted 110 minutes.
- Games do require three referees.
- Games must be played on a large field.
- Games requiring three referees should be played back-to-back on the same field.



You must enter a **Game Time**, and select a **Field** where the game will be played. Note that any Special Requests, Special Instructions and Age Group Rules to be considered will appear at the bottom of your screen.






Notice any game exceptions will be displayed in **red**.

If **Extra time for Refs** to travel is needed, then you must place a check in this box. Note that if this box is checked, a referee icon will be displayed () after the Game Time on your schedule.

Once you have entered your Game Time and Field, click on  to save the data you entered.

Note that you will not be able to edit any games scheduled to be played at Soccer Park fields.

Exceptions

27458		1	M-1991-1	League	5/15/2011	4:35 PM		1	110	Cambria Heights Tigers	Hempstead EOC Wolves	
Field Rules (1: MountBpk) Game is not scheduled within the allowable times for Sundays (10:00 AM-6:00 PM).												
27446		1	M-1993-1	League	5/22/2011	11:00 AM			1	110	Cambria Heights Eagles	NHP Bengals
Home Special Requests (Cambria Heights Eagles) Requested not to play before 2:30PM on Sundays.												

After you save the Game Time and Field that you entered for your game, if there are any exceptions generated due to the data you entered, the exception(s) will be displayed directly below each game if **Expand exceptions for all games** is checked.

You can also see how many exceptions apply to a game, as there will be a red flag displayed to the right of the time, showing the number of exceptions for that game, if any.

Note that some games may generate an exception that will not be applicable once subsequent games are scheduled. For example, single game exception rules, such as:

This is the only game played on this date and field. Schedule on the same field as other game(s) on this date will appear when the first game of the day is being scheduled, but may no longer be an exception when subsequent games are scheduled for that day. Due to these type of exceptions, it is imperative that you validate your schedule (see #9 for validation instructions) BEFORE submitting your schedule to LIJSL.



Data Search / Filter

The section on the left side of your screen gives you a variety of options to search/filter your games by:

AND + ×

Apply

Show future games only

Date from: ⌵

Date to: ⌵

Time from: 🕒

Time to: 🕒

Club:

Group by club

Exceptions:

Yes

No

All

Expand exceptions for all games

Order by:

Field/Date/Time

Date/Time

Exceptions/Date/Time

Date/Team Age

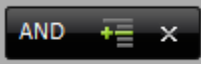



Disable paging (not recommended for large queries):

No


Yes

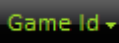
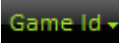


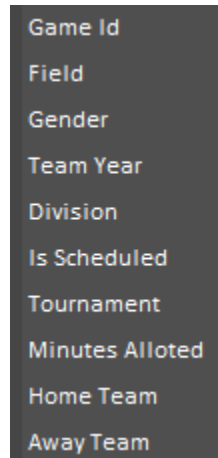
Search by Game Id, Field, Gender, Team Year, Division, Tournament (League or LI Cup), Home Team or Away Team, etc.

 = In order to search for specific data by Game Id, Field, Gender, Team Year, Division, only games that have been scheduled, Tournament (League or LI Cup), Minutes Allotted, Home Team or Away Team, you will position your mouse over the center section (), a tooltip will be displayed . Click on  and the following will appear:



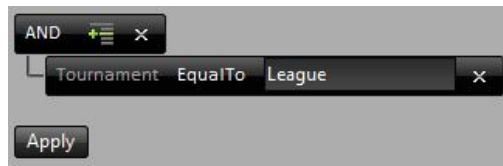
If you wish to search for a specific Game Id, enter the Game Id, then click on .


If you do not wish to search for Game Id, but wish to search for something else, mouse over Game Id, and you will notice Game Id changes to green with an arrow next to it . Click on  and a listing will appear to choose from:





The data you are searching for must be entered *exactly* how it appears in the listing of games to the right of your screen. For example, if you choose **Tournament**, you must enter **League** if you wish to only see league games, then click **Apply** :



Note that you can continue to click on  to add more specific data to search by. In the example below, I am searching for games for M – 1991 – 1 :




After I clicked on **Apply**, only games meeting this criteria were displayed:


Game Id	Field	Division	Tournament	Game Date	Game Time	Minutes Allotted	Home Team	Away Team
Club: Cambria Heights; Games: 4								
27455	1	M-1991-1	League	3/27/2011	11:00 AM	1	Cambria Heights Tigers	Auburndale Bayside Strikers
Age Group Rules (U19) Game is not played not back-to-back and on the same field with other three-referee games.								
27456	1	M-1991-1	League	4/17/2011	12:30 PM	1	Cambria Heights Tigers	HBC Hawks
Age Group Rules (U19) Game overlaps another game's play time.								
27458	1	M-1991-1	League	5/15/2011	4:35 PM	1	Cambria Heights Tigers	Hempstead EOC Wolves
Field Rules (1: MountBPK) Game is not scheduled within the allowable times for Sundays (10:00 AM-6:00 PM).								
27457		M-1991-1	League	TBD	TBD	3	Cambria Heights Tigers	Syosset Red Storm
Scheduling Game does not have a date.								





Search by Game Dates/Times


Show future games only

Date from: 

Date to: 

Time from: 

Time to: 

Enter data above to search for games scheduled for specific date(s) and time(s). Remember to click on  to activate the search.

Search by Exceptions

Exceptions:

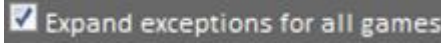
Yes

No

All

Expand exceptions for all games

You can view/print your games, including exceptions, excluding exceptions, and show or not show all exceptions for your games by selecting the desired choices above.

 = a check will display all exceptions to your screen. If you uncheck this box, you will not see the game exceptions displayed on your screen.

Remember to click on  to activate the search.



View Data in specific order

Order by:

- Field/Date/Time
- Date/Time
- Exceptions/Date/Time
- Date/Team Age

You can select the order in which you choose to view/print your games by selecting the desired choice above.

Disable Paging

Disable paging:

- No
- Yes

If **No** is selected, then only the desired amount of games will be displayed to your screen, as per your choice in Page Size (), located at the bottom of the games that are displayed.

You must select **Yes** if you wish to view/print **ALL** games for the Search criteria you have entered.

7. PRINT YOUR SCHEDULE

You can print your schedule as follows:

- Change Disable paging to YES (located on the bottom left side of your Manage Schedule screen)

Disable paging:


- No
- Yes



- Select the order in which you want your schedule to print (located on the left side of your **Manage Schedule** screen):

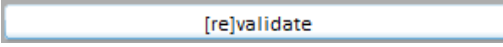
Order by:

- Field/Date/Time
- Date/Time
- Exceptions/Date/Time
- Date/Team Age

- Set your filter conditions (ie: if you only want to see LI Cup games, a specific Division, etc)
- Depending on what version of Internet Explorer you are running, you will click on printer icon  to print the schedule to your printer (this applies to IE8), or for prior versions of IE, you will go to the upper left corner of your screen, choose **File**, then **Print**, etc. When using other internet browsers, such as Firefox, Chrome, etc., print schedule just as you would regularly print something from the internet.

8. VALIDATE YOUR SCHEDULE


You **MUST** validate your schedule before submitting your schedule to LIJSL.

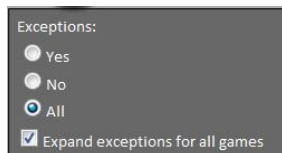
Go to the **Scheduling** Menu and choose **Overview**, and you will see the second button on the upper right of the screen is .

Click on this button to validate your entire schedule.

Note that this button will be grayed out while the validation process is running, and when the validation process is complete, the button will return to its normal color.



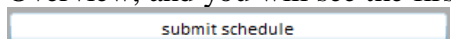
After the validation has completed, go back into **Manage Schedule** (from **Scheduling Menu**), and view your schedule. You have several options in which to view/print your exceptions, by selecting the desired option for Exceptions on the left side of your screen (see below), then click on .

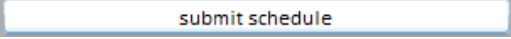


Exceptions:
 Yes
 No
 All
 Expand exceptions for all games

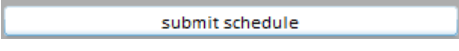
9. SUBMIT YOUR SCHEDULE TO LIJSL

When you have completed and validated your schedule, and are ready to submit your schedule to LIJSL for final approval, go to the Scheduling Menu, choose Overview, and you will see the first button on the upper right of the screen is



Click on  ONLY when you have entered all of your Game Times and Fields, and you have validated your schedule. **DO NOT CLICK ON THIS MORE THAN ONCE.**

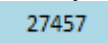
Note that you will NOT be permitted to submit your schedule to LIJSL for approval if you have left any of your Game Times and/or Fields blank.

After you click on , if all of your Game Times and Fields have been entered, LIJSL will receive an email from you, notifying them that your schedule is ready for LIJSL review.

Also note that once you submit your schedule to LIJSL for approval, you will NO longer be able to edit your schedule.

10. LIJSL APPROVES YOUR SCHEDULE

After LIJSL has reviewed your schedule, you will receive an email from LIJSL, stating that they approved your schedule.

If LIJSL made changes to any of your games, you will see the Game Id highlighted in blue, ie: 

Remember, you will not be able to make any changes to your schedule at this point.