BPYSL Group Self-Scheduling Guidelines

- **Scheduling will be done via email, text, calls, or GotSport Chat amongst the teams in each bracket/division.**

- **We will send an email notifying teams that brackets are Final and teams can begin scheduling**

SCHEDULING STEPS:
1. Emails will be sent with links to all of the documents needed for scheduling which will include-
   - o **Link to Team Contact information**
   - o **Link to the BPYSL Contracted Fields and their Availability**
     - ▪ These contracted field google forms are being updated by ALL teams- DO NOT OVERWRITE SOMEONE ELSE'S ENTRY. We can check history to see who had the field first.
       - ▪ Teams are to complete the last 4 columns- Age/Gender,Division/Bracket,Team 1(home), and Team2(away)
     - ▪ Teams may use their own fields at their own expense as long as they have permission to play there by the field coordinator. BPYSL will still assign referees to the games.
2. BPYSL has predetermined match-ups for each team. You are required to schedule with each of the teams that have been matched with your team.
   a. Each Bracket will play 6, 7, or 8 games (all teams in the bracket must play the same number of games). If we schedule your team with more games than the whole bracket would like to play (ie- we schedule 8 but your group wants to play 7), please let us know asap and we will remove the 8th game for each team.
   b. This is a travel league- do not tell your opponents you cannot travel! Even though it lists Home and Away, BPYSL does not really have home/away since we rent fields at neutral locations for teams to use.
      i. Fields listed on the Field Availability Sheet are those that BPYSL contracts with. You are welcome to use a club field for your use if you have permission (BPYSL does not cover costs for use of Club fields) if both teams agree.
3. PLEASE RESPOND to other teams when they contact you! Even if you need to let them know you cannot schedule for a few more days.
4. Each team is responsible for UPDATING the online schedule with their <mark>Home</mark> games.
5. **HOW TO ACCESS AND EDIT YOUR GAMES IN GOTSPORT:**
   a. **If you are a Team Admin or Coach-**
      i. Go to the top menu and click on Team Scheduling
      ii. Click on the 24 Fall BPYSL Application
      iii. Locate your games by the default date BPYSL entered for each age group-
         1. Click in the Date field and enter the date listed below that was setup for your age group and hit Search
         2. U11 teams- Match dates will be listed on 12/11/24
         3. U12 teams- Match dates will be listed on 12/12/24
         4. U13 teams- Match dates will be listed on 12/13/24

     5. U14 teams- Match dates will be listed on 12/14/24
     6. U15 teams- Match dates will be listed on 12/15/24

    iv. Scroll down and locate your games and click edit to update the game details.
       1. Be sure that you are using the proper game start times (end times are not required)
       2. ALL BPYSL Contracted fields start with BPYSL
       3. If you are using your own complex, your club must have the complex setup for your club in the Venues section in order for it to be available for you to select.
       4. For Game Status- please update to SCHEDULED
       5. Click Save
    v. Repeat for each of your Home Games

b. If you are a Club Admin-
    i. Go to the left menu and click on Team Scheduling>As Participant
    ii. Click on the 24 Fall BPYSL Application
    iii. Locate your games by the default date BPYSL entered for each age group-
       1. Click on the Date and enter the date listed below that was setup for your age group and hit Search
       2. U11 teams- Match dates will be listed on 12/11/24
       3. U12 teams- Match dates will be listed on 12/12/24
       4. U13 teams- Match dates will be listed on 12/13/24
       5. U14 teams- Match dates will be listed on 12/14/24
       6. U15 teams- Match dates will be listed on 12/15/24

    iv. Locate your games listed as HOME games and click edit to update the game details.
       1. Be sure that you are using the proper game start times (end times are not required)
       2. ALL BPYSL Contracted fields start with BPYSL
       3. If you are using your own complex, your club must have the complex setup for your club in the Venues section AND select the option to allow BPYSL to have access for it to be available for you to select.
       4. For Game Status- please update to SCHEDULED
       5. Click Save
    v. Repeat for each of your Home Games (if there is a game that your opponent wants to host, you will need to edit the game and choose the option to Swap Home/Away and click Save. This will move the game to their list to edit).

6. ALL SCHEDULING DOCUMENTS CAN BE FOUND ON OUR WEBSITE- OSA Buckeye Premier Website
7. If you're having issues with scheduling in your group, please check the FAQ section and if you still need assistance email us at bpysl@ohio-soccer.org or call our office at 614-591-3181.

SCHEDULING TIPS

- Be sure you know your team's tournament schedule, school breaks, dances, school trips, etc. prior to scheduling.
- The Fields that are available to schedule are listed on the scheduling sheet posted on the website.
- Teams may use their own fields (designated on the sheet as 'Club field') as long as they have permission to play there (BPYSL will not cover any costs for use of these fields). The opponent must also agree to play at the location.
- If you do not know the field number, please select TBD
- BPYSL does NOT have the traditional Home and Away teams since it is a travel league and most of the field locations are neutral (Home/Away should only be used for uniform color and score reporting).
- BPYSL has contracted with certain facilities for use for Buckeye games. These fields do not require any additional fees for use. Contracted fields will be indicated on the Fields information sheet.

   ***Teams may use their own Club Fields if the opposing team agrees, team has permission to use, and understands that BPSYL does not cover costs to use Club fields.

Game Times can be scheduled at the following standard times*

Be sure to use the game times listed on the field availability

Standard Game Times:

   Saturday/Sunday
            9:00am
            10:45am
            12:30pm
            2:15pm
            4:00pm
            5:45pm

   Monday-Friday (Grass Only as we do NOT have Turf during the week due to school activities)
            6:00pm or later (teams can adjust as needed as daylight savings changes).