

Steps to Enter Venues, Schedules & Rosters

Go to our website www.gicaasports.com. Look over to the far right and click log-in. Then select "schools", enter in username and password given to you by the league office.

Once you are in, do the following things:

Venues

Once you are in look at the menu on the left and select "add/edit venues". Then scroll all the way down to the bottom of this page, fill in the blanks for each question. On the venue name, I would put example: "**ABC School Soccer Home**" or something like that so people will know immediately that it's yours. Once you hit enter, go and find the venue in the list and look over on the far right where it says "tie to a sport". Click on that and select your teams. If using it for both boys and girls, I think you have to do it twice.

Schedules

Look at the menu on the left and select "add/edit schedules". Then you will select your sport. Then you simply fill in the blanks for each game answering all the questions. You will also select your venue from the list here on each home game. On the away games, each school should have their venue listed as well and you can select whichever one you need.

Rosters

Once you're done with schedules, look over at the menu to the left again and pick add/edit rosters, then choose your sport, then enter each player and their information in, one by one. Once you have completed that, click finish roster at the top and print, check and sign off on them and you may either scan and email, snail mail or fax the rosters to [470-253-7638](tel:470-253-7638).