



# Fusion Team Manager Training

August 27, 2025

# Introductions

- ▶ Deb Burica

- ▶ Team Manager Liaison
- ▶ Former Fusion/TFE parent and team manager

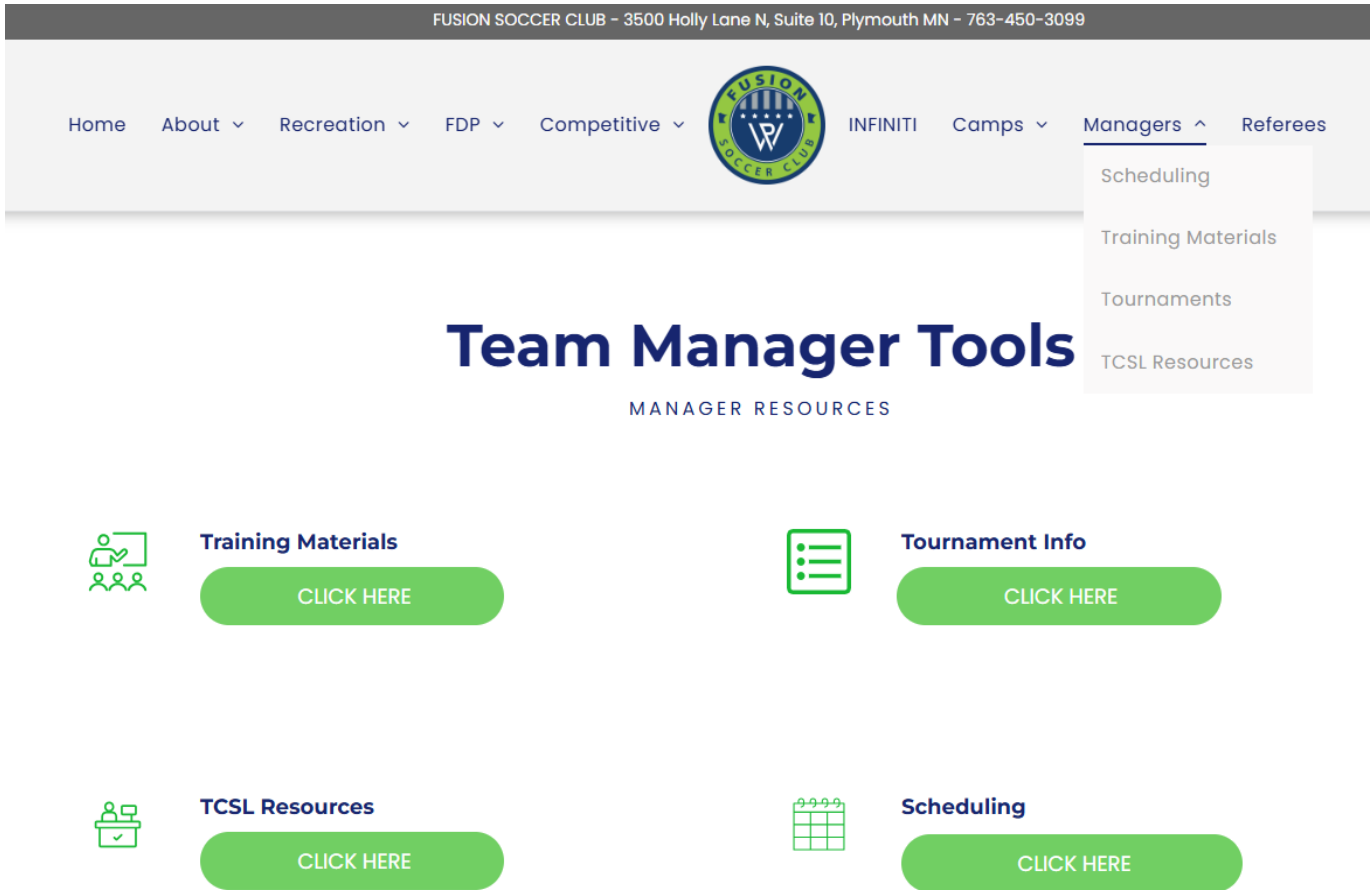
- ▶ Shauna Mignone

- ▶ Registrar
- ▶ Current Fusion parent and team manager

# Agenda

- ▶ Manager Responsibilities August-October
- ▶ Rescheduling Games
- ▶ TCSL and NPL Key Dates
- ▶ PlayMetrics
- ▶ Match Cards/Club Pass Players
- ▶ Parent Support of Referees

The Fusion website is the place to go to the find answers to most of your questions!



# Manager To Do List August-October

- ❑ Check your team's game schedule on August 26<sup>th</sup> in GotSport (We will let you know when schedules are released.)
- ❑ Send your coach a screenshot on August 26 of the game schedule to check for conflicts **\*HIGH PRIORITY!\***
- ❑ Reschedule any games if needed. The reschedule window is Aug. 26-Sept. 2
- ❑ Add the first weekend game(s) to PlayMetrics by August 28th so families know. You can let them know there is a chance things could change.
- ❑ Add the rest of the season's schedule after September 2nd.
- ❑ Print match cards before each game

# What Is A Reschedule?

- ▶ A game that TCSL has scheduled that doesn't work (i.e. conflict) for either:
  - Your coach -coach can't make it and you don't have an assistant coach
  - Your team - team has a tournament or has just played in one
  - Many players - a significant number of players can't make it due to school/family commitment, e.g. many players go to the same school and all have a band concert the same night, or many families are out of town, etc.
- ▶ Games should not be rescheduled because a few players are missing. Coaches should find Club Pass players from other Fusion teams to fill in.
- ▶ Either the Home or Away team can request a reschedule.
- ▶ During the Reschedule window, teams are obligated to reschedule if asked.
- ▶ After September 2nd, teams can decline to reschedule a game if an opponent asks.
- ▶ Connect with Deb and Shauna if your team is in this situation.

# Reschedule Process

"How to" guides are found on the Fusion website under TCSL resources

- Short Version and Long version with screen shots

## TCSL Reschedule Resources

How to reschedule a game - short & long version

Short Version

Long Version

They also can be found on the TCSL website (except it's missing the Fusion Reschedule Form)



<https://support.tcslsoccer.com/hc/en-us>

### TEAM MANAGEMENT

Gameday Procedures, Reschedule Processes, US  
Club Soccer Requirements, Helpful Resources

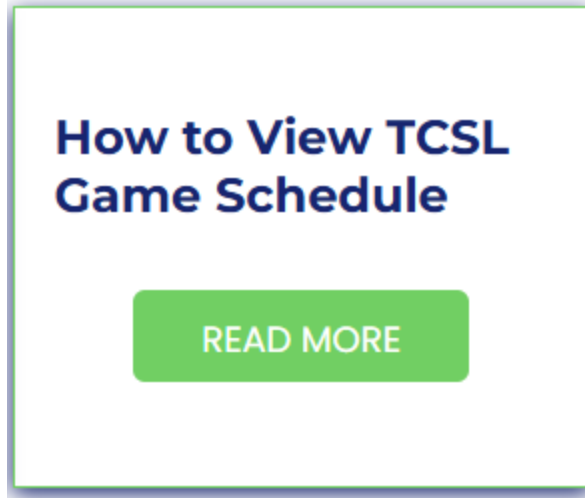
# Game Reschedules

Game schedules will be released on Tuesday, August 26th!

- ❑ Log into GotSport to see your schedule.
- ❑ Send it to your coach (take a picture, screenshot)
- ❑ Ask your coach if he/she has any personal conflicts or team conflicts
- ❑ If so, ask your coach for 2-4 dates that would work for a reschedule.  
(It can be any day of the week or weekend)
- ❑ Contact the other team through the GotSport chat to find a new date
- ❑ If home game, submit reschedule form. When confirmed by Chris Hunt, notify other team in GotSport chat, and submit request to TCSL through GotSport.
- ❑ If away game, the other team will submit to TCSL and you will accept it in GotSport
- ❑ If you send a chat to an opponent and don't hear back in 1-2 days, let Deb and Shauna know so we can help



# 1. Log into GotSport to see your Game Schedule.

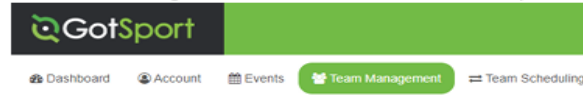


Select TCSL Fall 2025

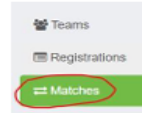
## How to View your Game Schedule in GotSport

Login into [GotSport](#)

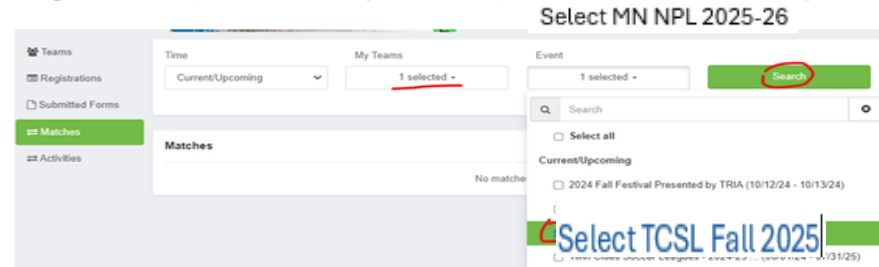
1. Click Team Management in the menu bar across the top



2. Click Matches



3. Select your team under My Teams and filter by Event: [Select TCSL Fall 2025](#) for your game schedule, then click Search (for NPL teams, se



4. Your team's game schedule will display:

Time

Current/Upcoming

My Teams



1 selected

Event

1 selected

Search














Matches

Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status
819	Minnesota NPL 2023-24	Sun 03/10/2024	11:15am CDT	STMA High School - Turf / Dome	 Legacy FC 2007 LFC Boys Premier	 Fusion Soccer Club Boys 07 Select 1	17U Boys Premier	Scheduled

## 2. Send a picture of the schedule to your coach.

### Matches

[Add to Calendar](#)

#	Event	Date Time	Venue	Home Team	Away Team	Division	Status
4	Players College Showcase 2025 - Boys	03/07/2025 2:30PM – 4:00PM CST	Heritage Park (# 4)	 Nevada Rush Nevada Rush B2010 Select	 Fusion Soccer Club Boys 10 Academy	U15 Boys - Rio	...
2576	TCSL Winter League 2024-25	03/07/2025 6:15PM – 7:45PM CST	Providence Academy (Providence Academy Dome (full))	 Fusion Soccer Club Girls 07/06 Select 1	 Salvo SC Salvo SC 08G Navy	17U-19U Girls	Scheduled 
9	Players College Showcase 2025 - Boys	03/07/2025 7:00PM – 8:30PM CST	Heritage Park (# 6)	 Fusion Soccer Club Boys 10 Academy	 Sand and Surf SC 10B EA2	U15 Boys - Rio	...
837	Minnesota NPL 2024-25	03/07/2025 8:00PM – 9:40PM CST	Providence Academy (Providence Academy Dome (full))	 Fusion Soccer Club Boys 06/07 Select 1	 Minnesota Rush MN Rush 2007B Select	2007/06 19U Boys Super	Scheduled 
633	Minnesota NPL 2024-25	03/07/2025 8:40PM – 10:10PM CST	Irish Sports Dome (Turf 11v11)	 Lakeville Soccer Club 2009 Girls Select 1	 Fusion Soccer Club Girls 09 Academy	2009 16U Girls Super	Scheduled 








### 3. Reschedule Info from your Coach

- ▶ Your coach should give you any dates that need to be rescheduled
- ▶ Your coach should give you 2-4 dates that would work for a reschedule
- ▶ Games can be rescheduled for any day of the week or weekend
- ▶ Please ask your coach to get back to you within 24 hours with the information so you can get started on reschedules
- ▶ If no reschedules are needed for your team, great!
- ▶ Keep an eye on GotSport chats (you will get an email) in case other teams are reaching out to you. Please respond quickly to them.

## 4. Use GotSport chat to start reschedule process with the other team.

### Matches

[Add to Calendar](#)

#	Event	Date Time	Venue	Home Team	Away Team	Division	Status
4	Players College Showcase 2025 - Boys	03/07/2025 2:30PM – 4:00PM CST	Heritage Park (# 4)	 Nevada Rush Nevada Rush B2010 Select	 Fusion Soccer Club Boys 10 Academy	U15 Boys - Rio	
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# 5. Gotsport Chat

Communicate with the other team to find a couple of dates that will work.

The screenshot displays the Gotsport web application interface. The top navigation bar is green with the Gotsport logo and several menu items: Dashboard, Account, Reporting, Team Management (highlighted), Team Scheduling, Program Registrations, and Forms. On the left sidebar, there are links for Teams, Registrations, Matches (highlighted), and Tickets. The main content area is divided into two sections. The top section, titled 'Match', shows a table with match details. The bottom section, titled 'Comments', contains a 'New Message' button (highlighted with a red box), a 'From' field with a team selection dropdown (showing '07 Girls Academy'), a 'To' field with a team selection dropdown (showing '07/14/2007 Girls Blue GAs'), a large text input area (highlighted with a red box), and 'Save' and 'Cancel' buttons (with a red arrow pointing to the 'Save' button). A 'Help' button is located in the bottom right corner.

Event	Date	Time	Venue	Home Team	Away Team	Division	Status
Girls Academy	Sun 12/13/2020	00T		07 Girls Academy	07/14/2007 Girls Blue GAs	Northwest (N4)	Scheduled Final Match Match State

# Game Reschedule Form for Home Games

It can be found under manager resources on the Fusion website.



## Game Reschedule Form

After choosing 2 alternative game dates with your opponent, if your game is a Home game, submit your reschedule request to the Fusion field assignor using the form below.

Fusion Reschedule Form

### Game Reschedule Request Form 2025-26

Please read before rescheduling.

PLEASE NOTE THE TCSL RESCHEDULE DEADLINE. ALLOW THE FUSION SCHEDULER TIME TO MEET THE DEADLINE BY SUBMITTING YOUR REQUEST AT LEAST 1 FULL DAY PRIOR TO THE TCSL DEADLINE.

- TCSL does NOT reschedule games.
- All rescheduling must go through the Fusion Scheduler. There are no exceptions.
- Before you reschedule, reevaluate the need. DO YOU REALLY NEED TO RESCHEDULE?
- SUMMER RESCHEDULES: Please note that games may be rescheduled to your non-playing night and/or weekends.
- FALL RESCHEDULES: Please note that games may be reschedule to a weeknight.
- WINTER RESCHEDULES: Please note that games may NOT be rescheduled to a weeknight.

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

\* Required

Home or Away

1. I am rescheduling a: \*

☐ Home Game

☐ Away Game

## 6. Finishing up a Reschedule

- ▶ Away Games: Wait for request via email and then accept
- ▶ Home games:
  - After submitting reschedule form, Chris Hunt will email you within 24 hours with your new date if available. Confirm with the other team that it works.
  - Submit new information to TCSL using Request Change in GotSport under the 3 dots

the opponent has agreed to the new date/time.\*\*

The screenshot shows the 'My Teams' page in GotSport. The 'Event' is set to 'Minnesota NPL 2021-22'. A table of matches is displayed with columns: Number, Event, Date, Time, Venue, Home Team, Away Team, Division, and Status. Match 371 is highlighted, and a dropdown menu is open showing options: Print Match Card, Match Stats, Home Bulk Match Stats, Away Bulk Match Stats, Home Match Day Roster, and Request Change (which is highlighted in yellow).

Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status
380	Minnesota NPL 2021-22	Fri 09/17/2021	07:00pm CDT	Plymouth Creek Playfields - B	Fusion Soccer Club Boys 08 Select 1	Wave SC 08 Boys Kolawole	NPL	Scheduled
373	Minnesota NPL 2021-22	Sun 09/19/2021	04:30pm CDT	Strovs Michaud Park - Michaud - 09	Lakewood Soccer Club 2008 Boys - Select 1	Fusion Soccer Club Boys 08 Select 1	N	Scheduled
381	Minnesota NPL 2021-22	Fri 09/25/2021	03:00pm CDT	Wayzata High School - Turf 1	Fusion Soccer Club Boys 08 Select 1	EFSC 08 Boys NPL	N	Scheduled
371	Minnesota NPL 2021-22	Sun 09/26/2021	03:00pm CDT	Wayzata High School - Turf 1	Fusion Soccer Club Boys 08 Select 1	St. Paul Blackhawks 08 Boys Red	NPL	Scheduled
382	Minnesota NPL 2021-22	Sun 09/27/2021	12:00pm CDT	Lewis Park - Lewis	Edina SC 2008	Fusion Soccer Club Boys 08 Select 1	NPL	Scheduled

The 'Request Change' modal form is shown. It includes the following fields:

- Venue: Plymouth Creek Playfields
- Field: 82
- Date: 07/06/2023
- Time: 07:30 PM
- Notes: (empty text area)

A red circle highlights the 'Save' button at the bottom left of the modal.

# 7. After Sept.2 Add Games to PlayMetrics



## CALENDAR

CALENDAR interface showing a calendar for September 2022. The calendar view is set to 'JUMP TO: Thu, Sep 15, 2022'. The calendar shows events for the 15th and 19th of September.

Events listed:

- Thu 15** (Today): B04 Premier Gold Practice, 3:00 PM - 4:00 PM, Location: Bryan Park 1, Field Map. 4 people attending.
- Thu 15** (Today): B04 Premier Gold Team Manager Meeting, 6:00 PM - 6:30 PM, Location: 1500 Perimeter Park Dr, Morrisville, NC 27560, USA. 0 people attending.
- Sat 17**: B04 Premier Gold vs B04 FC Thunder, Arrive 10:00 am, Location: Cedar Falls Park Field 1. 0 people attending.
- Mon 19**: B04 Premier Gold Practice, 6:10 PM - 7:10 PM, Location: Bryan Park 1, Field Map. 0 people attending.

Event management sidebar with a red arrow pointing to the 'Add Event' button. The sidebar includes:

- MY TEAMS**: 1 B - Sharks (Team Manager), B04 Premier Gold (Team Manager).
- EVENT TYPES**: Practice (checked), Game (checked), Other (checked).
- Buttons**: Add Practice (admin only), Add Game, Add Other Event.

## New Game

Add Game

### Game Info

#### Team

B04 Premier Gold

#### Opponent

B04 FC Thunder

Club Opponent

Home Away

#### Game Type (optional)

League

#### Uniform (optional)

Gold/White/White

Include game in record

#### Date and Time

Date is TBD



# PlayMetrics Communication

## Understanding PlayMetrics Communication Tools

PlayMetrics communication tools allow users to efficiently disseminate important information throughout the club. You are able to send individual and group messages via email and chat, push out alerts to teams, and customize your notification preferences. All PlayMetrics users have access to communication tools, including player contacts, directors, coaches, team managers, and administrators.

The following communication tools are available to you in PlayMetrics:

- Messages
- Chat
- Alerts (Team Staff Role and Above)
- Notifications

# TCSL and NPL Key Dates

- ▶ August 26 - TCSL schedules \*should\* be published
- ▶ **August 26-Sept. 2 - Reschedule window**
- ▶ September 5-7 Games start this weekend
- ▶ October 3-5 TCSL league games end
- ▶ October 11-12- TCSL U9-U10 Fall Festival-Boys on Oct.11, Girls on Oct.12)
- ▶ October 24-26- Final Weekend for NPL League Games
- ▶ November- Winter League Starts

# Match Cards and Club Pass Players

Before each game, managers will need to set a roster and print a match card. This needs to be given to your coach before each game. Anyone can give it to the coach (you, your player, another parent, etc.)

Try to print a day or two before the game and reach out to Shauna and Deb if you need help.

## Team Manager Tools

MANAGER RESOURCES

**How to Set Roster  
and Print Match  
Card**

[READ MORE](#)

**How to Add a  
Club Pass Player**

[READ MORE](#)

# Parent Support of Players and Referees

- ▶ **Empathy:** Officiating is a hard job, but an important one. Be empathetic as most referees are within their first 3 years of experience.
- ▶ **Performance:** Referees are coached on how to apply the laws of the game, maintain safety, and manage stress and challenging situations, but they will make mistakes. Resist the urge to comment on their performance or coach them. There are youth and adult referees who are new to this role.
- ▶ Fusion will be sending out information to families before the season starts about different TCSL and US Soccer referee policies.
- ▶ As a manager, your role is not to police the sideline but please let your coach or Fusion know if there is a parent who is forgetting that this is youth sports! We want to make this a positive experience for everyone on the field.



Thank you for volunteering to  
manage your child's team!