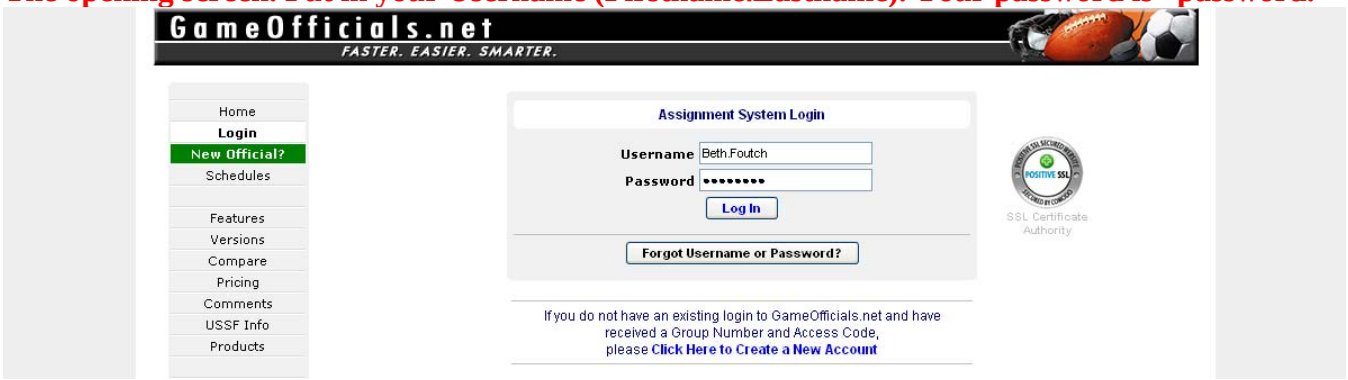
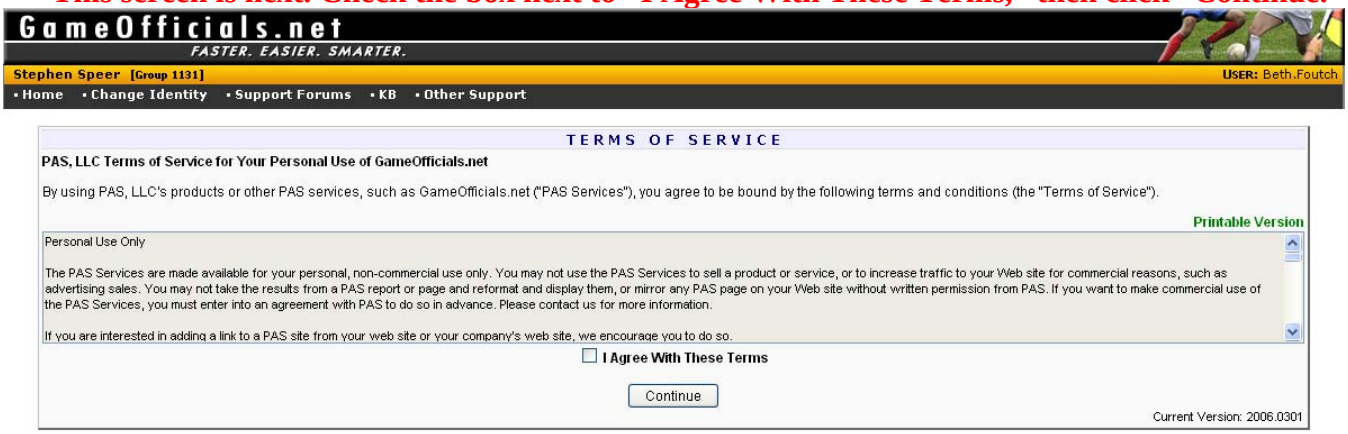
https://www.gameofficials.net/login.cfm

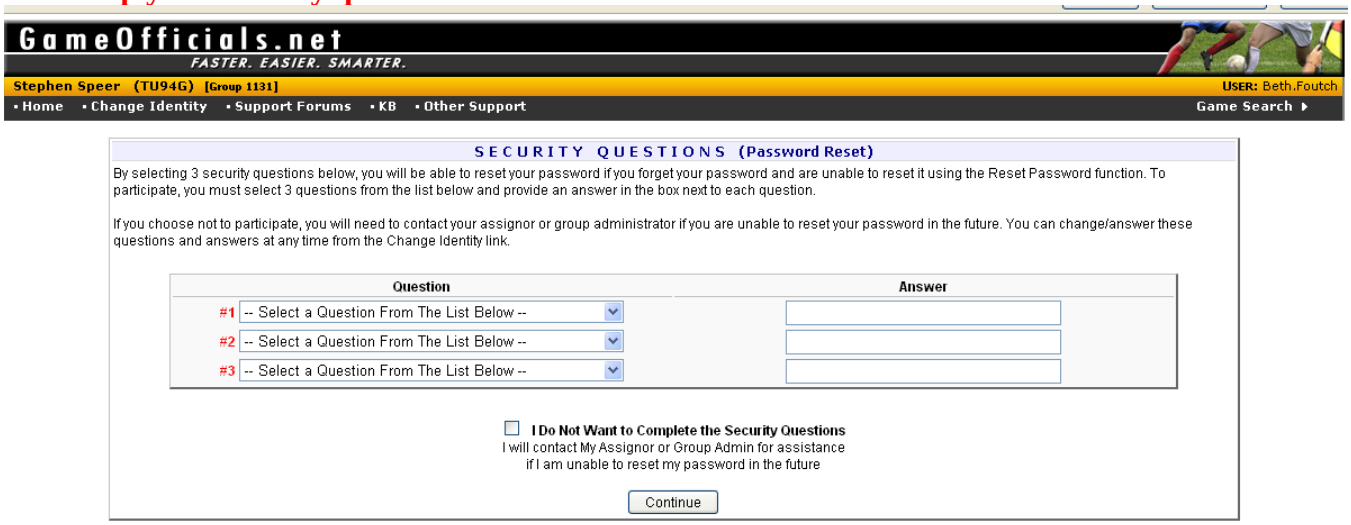
The opening screen. Put in your Username (Firstname.Lastname). Your password is "password."



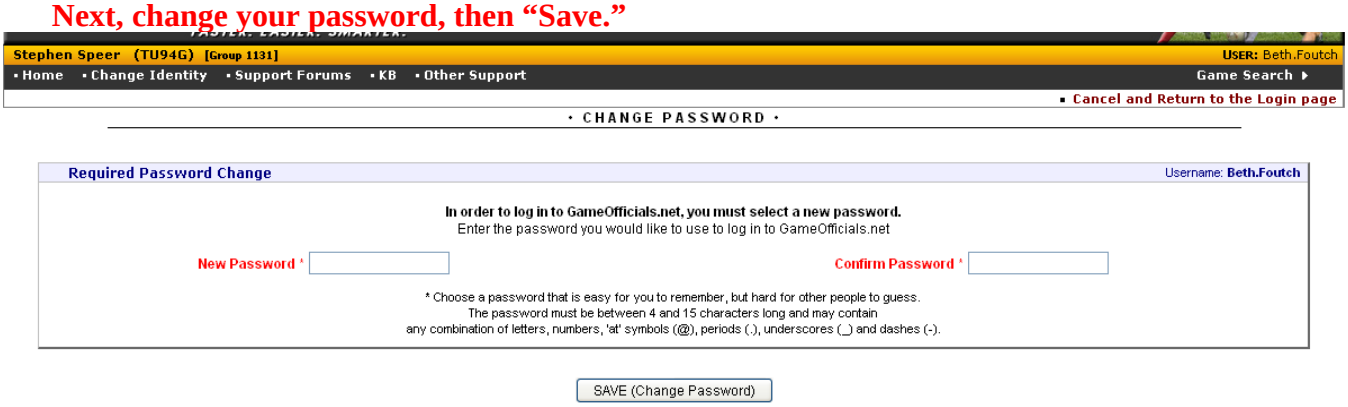
This screen is next. Check the box next to "I Agree With These Terms," then click "Continue."



Set up your security questions. Click "Continue."

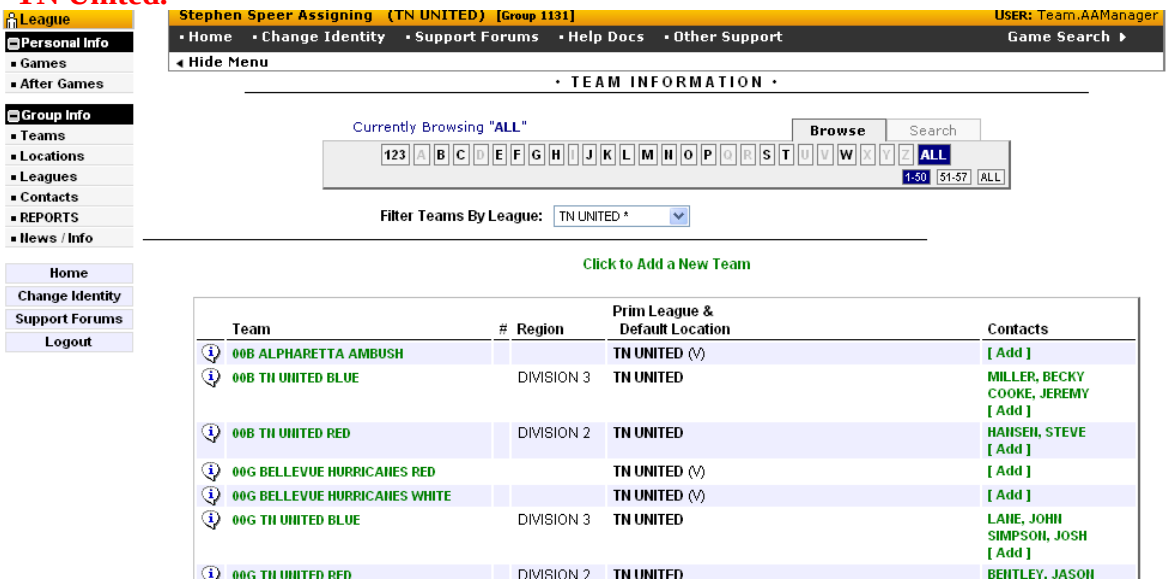


Next, change your password, then "Save."



Now you're in. One would think that GameOfficials would automatically send an email about changes to a game to whoever entered the game. It does not. In order to receive emails about game changes, you must enter Contacts for your team.

Under "Group Info" on the left of your screen, click on "Teams" which will take you to the "TEAM INFORMATION" page. At the top of the page, see "Filter Teams By League:" and select "TN United."

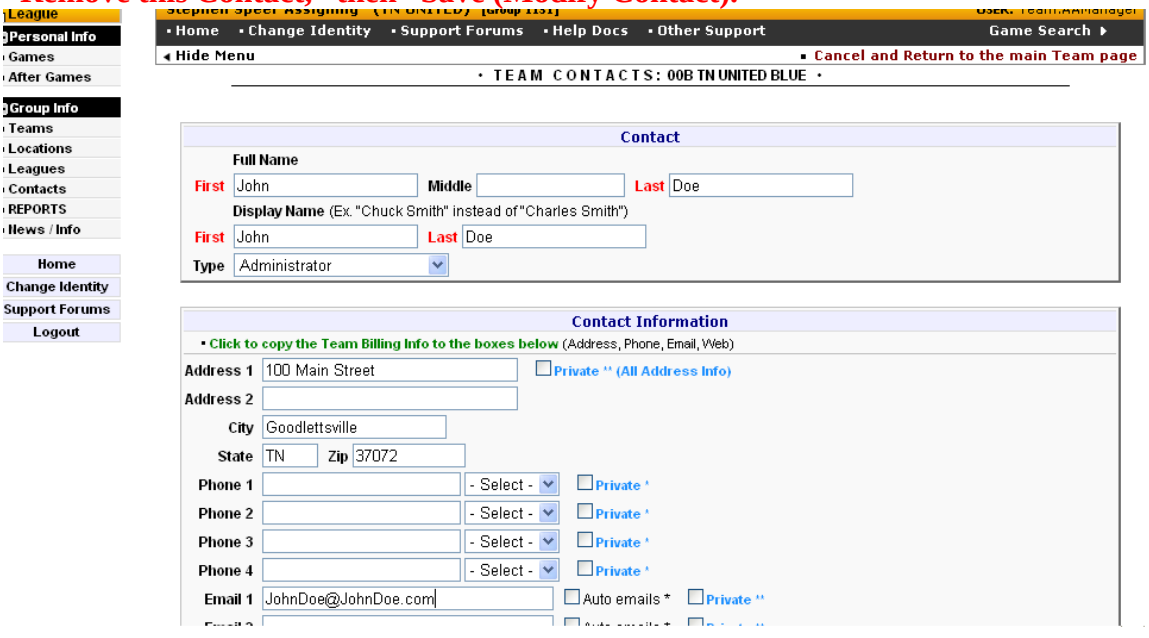


Find your team. In the right column, click on "[Add]" and add the contacts for your team. The only information that is absolutely necessary is "First" and "Last" names, "Type" and "Email 1." Make sure you check the "Auto Emails" box beside the email address(es).

Under "Type": List the Team Manager as "Administrator." List the Coach as "Coach." List the Assistant Coach(s) as "Assistant Coach." List Parents or others as "Other." Don't forget to "Save (Modify Contact)."

There is no limit to the number of contacts, so you could add all of your parents if you'd like GameOfficials to send each of them an email whenever changes are made to your games which would save you the trouble of doing it.

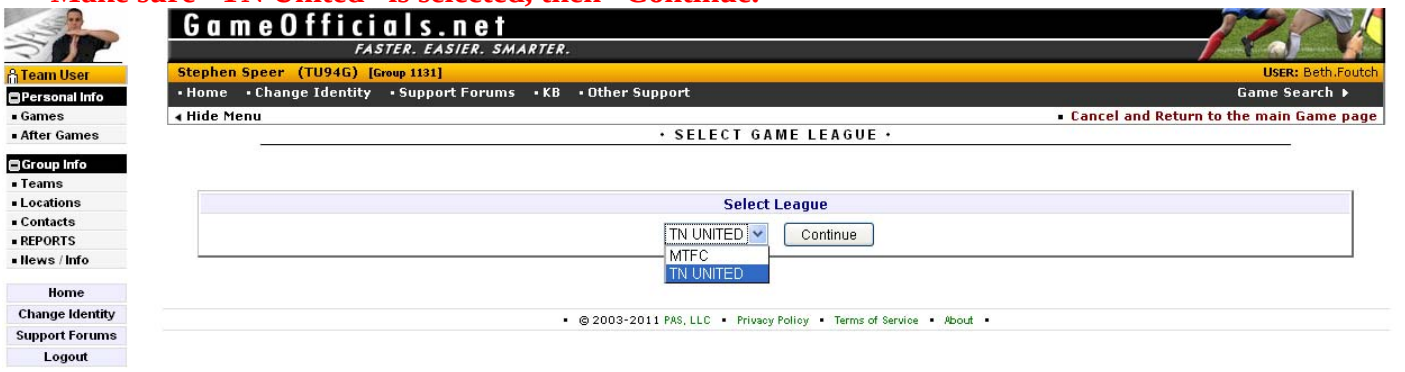
If you need to remove a contact, go to the "TEAM INFORMATION" page, find your team, click on the name you need to remove and, at the bottom of the page, check the box next to "Remove this Contact," then "Save (Modify Contact)."



On the left under “Team User” and “Personal Info,” click on “Games.”

You may see a few games. Click on “Click to Add a New Game.”

Make sure “TN United” is selected, then “Continue.”



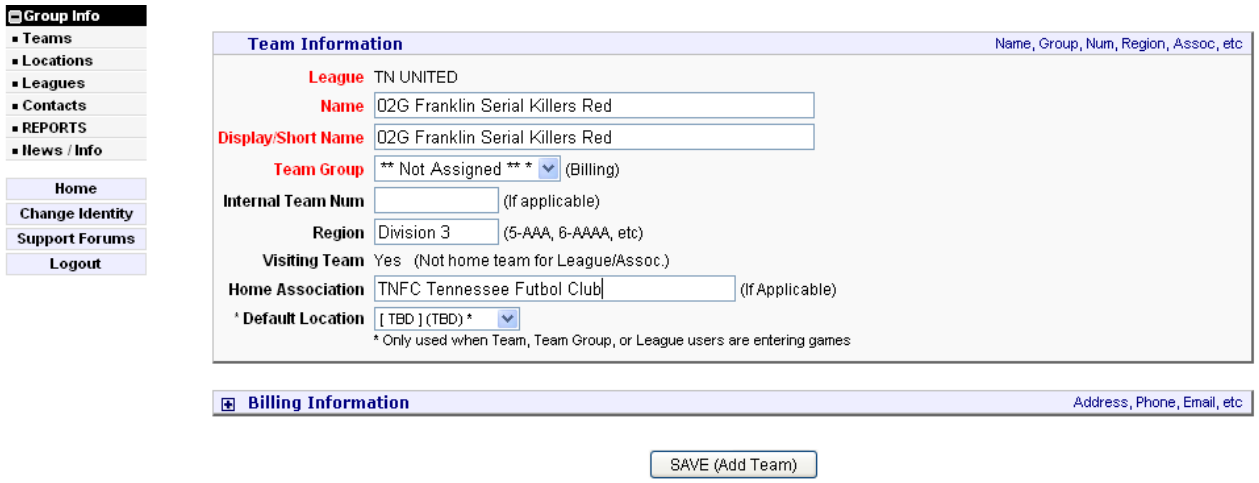
Read the white type in the long blue box. Check the drop-down box for your "Away Team." The name should start with the year of the team (e.g. 02G), but it may be alphabetized under the name of the town they represent. If it's present, select it and skip my next instruction/screen picture. If it's not there, click on the green "Add New Team." Do NOT list as [TBD].

Fill in the "Name." Now this is important: *First*, list the the two-character team year and letter, e.g. 02G (for girls) or 99B (for boys). Then list city the team is from or representing – do not list BWSC, list Brentwood… do not list SRFC, list Smyrna… do not list HFC or Harpeth, list Bellevue… do not list TUSC, list TN.

Then comes the team name – Premier… Rapids… Hurricanes… United… (If there is no team name, then – and only then – list the club, e.g. TNFC. You'll have an opportunity to list the club later in "Home Association.").

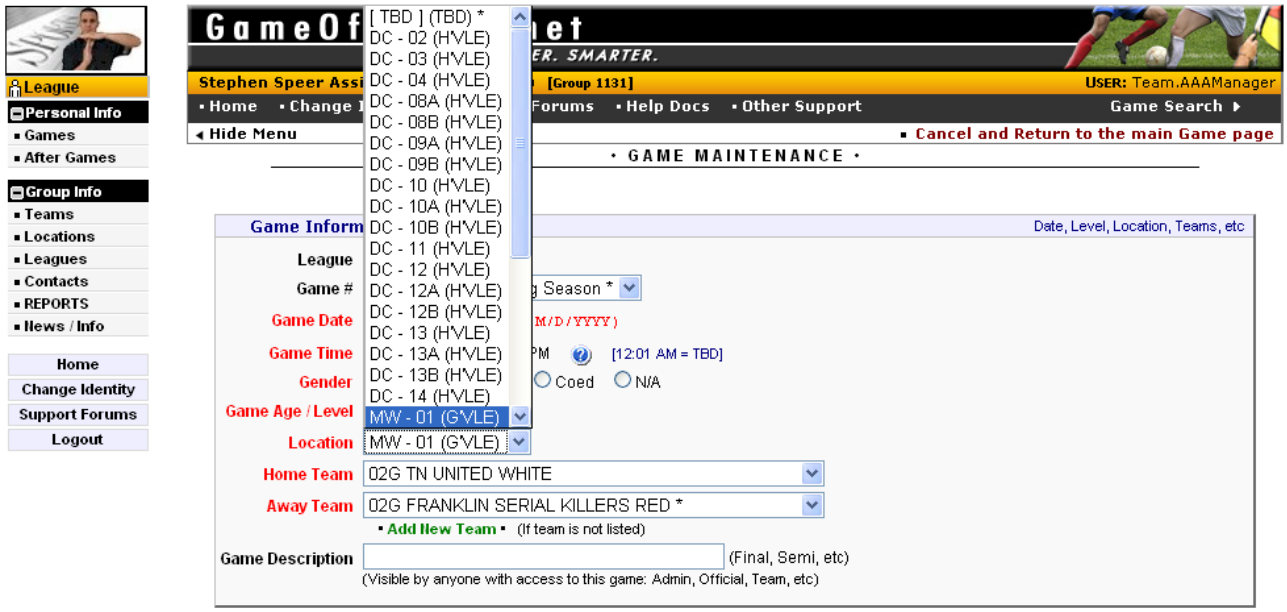
Third comes the team color (if the club has more than one team of that age group/gender). When you leave the "Name" field, the "Display/Short Name" field will automatically copy the text from the "Name" field. This is fine.

In the "Region" box, enter the Division of the team ("Division 1" "Division 2" "Division 3"). The "Home Association" box is where you'll enter "TNFC," "BWSC," "HFC" and so on, if known. There will be no "Default Location" for a visiting team. Click "SAVE (Add Team)."



Now we are back at the "Game Information" screen. Under "Game Type," select "Reg Season" if it's a friendly; select "Other" if it's a State League game.

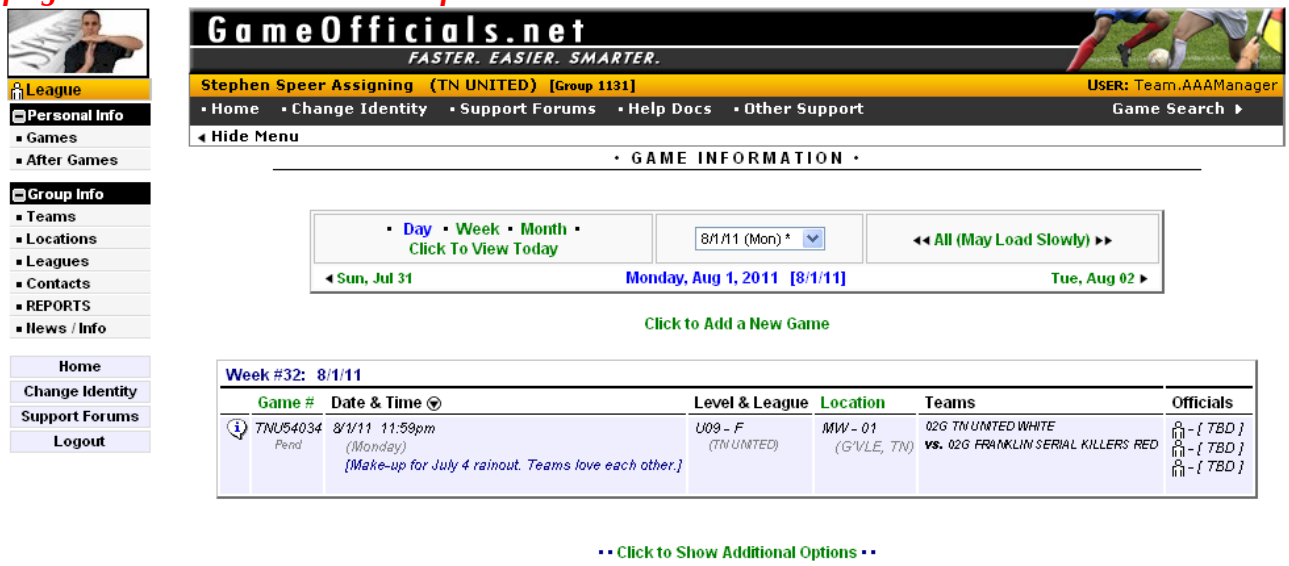
Enter the date, time (click AM or PM), gender and age level. Choose the field you prefer. If that field is already booked, it will not tell you, but I will know and change it when I approve the game.

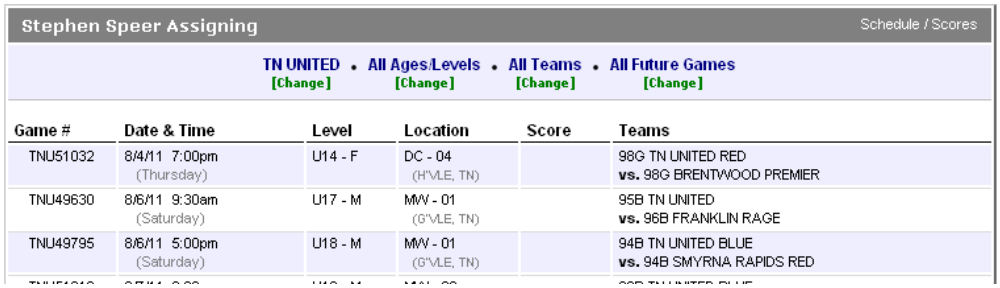


Make sure the "Home Team" is correct (TN United teams should ALWAYS be the home teams in games they play, except for State League games.)

The "Game Description" field is an optional field where you can put any information such as "Make up game for February 16 rainout" or whatever. Click "SAVE (Add Game)."

Here is your game information. If you find a mistake (or you come back later to change something), click on the game number (in this case, TNU 54034) to make those changes *and don't forget to "SAVE" at the bottom of the screen.*



You may check your games on the GameOfficials public schedule at any time by going here: [http://www.gameofficials.net/public/schedules/schedule.cfm?group=1131&iLeagueID=1388&searchLevel=display&strGameLevel=[[[ALL]]]&iTeamID=[[[ALL]]]](http://www.gameofficials.net/public/schedules/schedule.cfm?group=1131&iLeagueID=1388&searchLevel=display&strGameLevel=[[[ALL]]]&iTeamID=[[[ALL]]])

Click on any of the green [Change] links to switch to views of just a single age level, a single team or only future games.