



## Entering Schedule Requests (Blackout Dates) for the Season

If you did not enter what weekends you are unavailable during registration (blackout days), be sure to add them prior to the deadline. **A maximum of 4 dates will be accommodated.**

Requests are not guaranteed to be honored and will not be accepted if submitted after the league's cutoff date.

The following holidays are automatically free of games and do not require a blackout: Easter weekend, Mother's Day Sunday, Labor Day weekend, Columbus Day weekend, Thanksgiving weekend.

### How to Enter Blackout Dates at the Team Level

1. In GotSport, go to **Team Management**. (You must have a team role.)
2. Choose your team and click **Team Registrations**. Find the correct **GCFYSL** season and click the link.
3. Click **Scheduling Requests**.
4. Navigate to the date and click it. Above the calendar, click the **New Blackout** button.
5. Check that the correct date is filled. Click **Create Schedule Param**.  
"Blackout" will now appear on the Calendar.

### How to Enter Blackout Dates at the Admin Level

1. In GotSport under **Club Management**, click **Team Registrations**.
2. In the Event field enter *GCFYSL* to start a search and choose the correct season. Click **Search**.
3. Click the team that you wish to add blackout dates.
4. Click **Scheduling Requests**.
5. Navigate to the date and click it. Above the calendar, click the **New Blackout** button.
6. Check that the correct date is filled. Click **Create Schedule Param**.  
"Blackout" will now appear on the Calendar.

### Removing Schedule Requests at the Team and Club Level

1. Navigate back to the date and click on the box.
2. Scroll to the top of the page and click the red **Remove** button and **OK**.  
The Blackout is removed.