

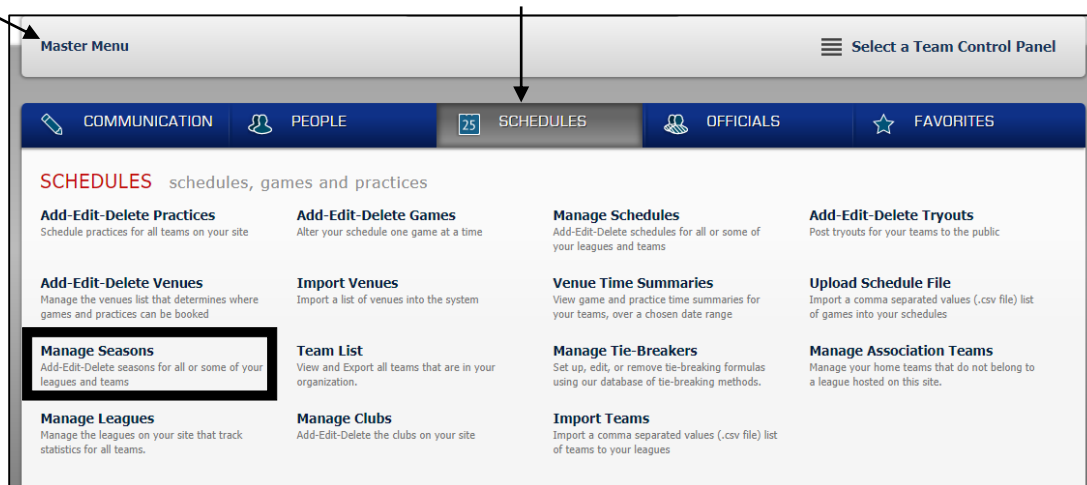
## Managing Seasons

This user guide explains how to add, edit and delete seasons. This tool will be useful when you create your team registration forms. A team registration form needs an active season before it can be published.

1. Go to [wpc.goalline.ca](http://wpc.goalline.ca) and select your PSO site from the dropdown menu. Then login using the “Admin Login.”



2. Go to “Master Menu,” then the “Schedules” tab, and then click “Manage Seasons.”



3. Enter the season name (e.g. “2018-2019”).

Season Name

4. Select the date range of the league’s season (e.g. September 1, 2018 to August 31, 2019).

Note: Keep in mind that features may be disabled when outside of the date range of the active season. Features that are disabled include, but are not limited to, adding players, adding games, adding teams and scoring games.

Date Range [?]

5. Select all the leagues that this season should be added to.

Add this season to the following leagues:	
<input type="checkbox"/> Check/Uncheck All	<b>Active Season</b>
<input type="checkbox"/> 14U Boys' NCL / LCC garçons 14U	2018-19
<input type="checkbox"/> 14U Girls' NCL / LCC garçons 14U	2018-19
<input type="checkbox"/> 16U Boys' NCL / LCC garçons 16U	2018-19
<input type="checkbox"/> 16U Girls' NCL / LCC filles 16U	2018-19
<input type="checkbox"/> 19U Men NCL / LCC hommes 19U	2018-19
<input type="checkbox"/> 19U Women NCL / LCC femmes 19U	2018-19
<input type="checkbox"/> MLWP Women / LMWP femmes	2018-19
<input type="checkbox"/> MLWP Men / LMWP hommes	2018-19

6. Choose whether you would like to keep the previous active seasons' team rosters for the new season (optional).

7. Select whether you would like to remove the previous active seasons' teams from the system (optional).

<b>Optional</b>
<input type="checkbox"/> Keep the previous active seasons' team rosters for the new season
<input type="checkbox"/> Remove the previous active seasons' teams from the system

8. Click "Create Seasons."

Create Season(s)
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### Editing and Deleting Existing Seasons

Seasons can be edited or deleted at the top right-hand side of the page. If a season needs to be updated, click "Edit." If a season is listed that should not be there, click "Delete."

League/Season Name [?]	Edit	Delete
<b>16U Boys' NCL / LCC garçons 16U</b>		
2018-19 - 1 Schedules (Sep 1, 2018 - May 31, 2019)	Edit	Delete
<b>16U Girls' NCL / LCC filles 16U</b>		
2018-19 - 1 Schedules (Sep 1, 2018 - May 31, 2019)	Edit	Delete