

Hi Coach,

The Middlesex Youth Soccer League has implemented some automation through Sportsmanager to supplement the Rescheduling process.

Valid reasons for rescheduling are listed in the MYSL Admin Rules handbook. As a reminder; all reschedules must receive Age Director approval.

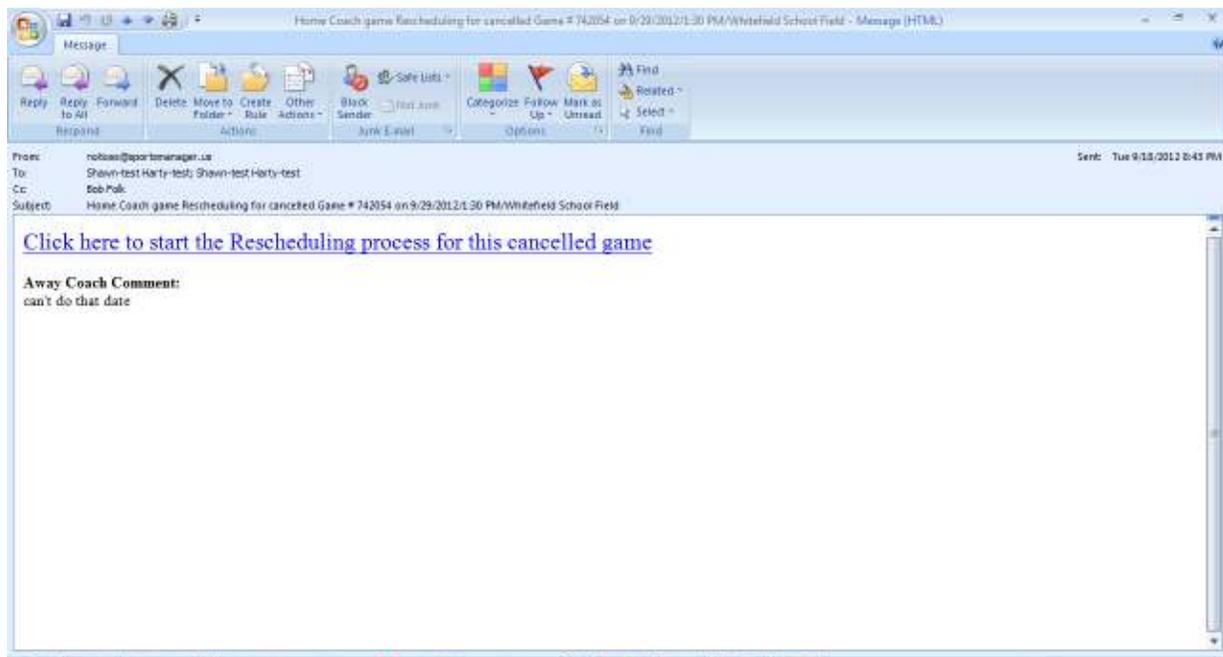
Valid reasons to reschedule include:

- Fields closed due to field conditions caused by weather
- a game scheduled on the Memorial Day holiday
- or a game that your age director approved to be rescheduled for a valid reason.

The starting point for the automated process is a game marked as **Cancelled** in Sports Manager.

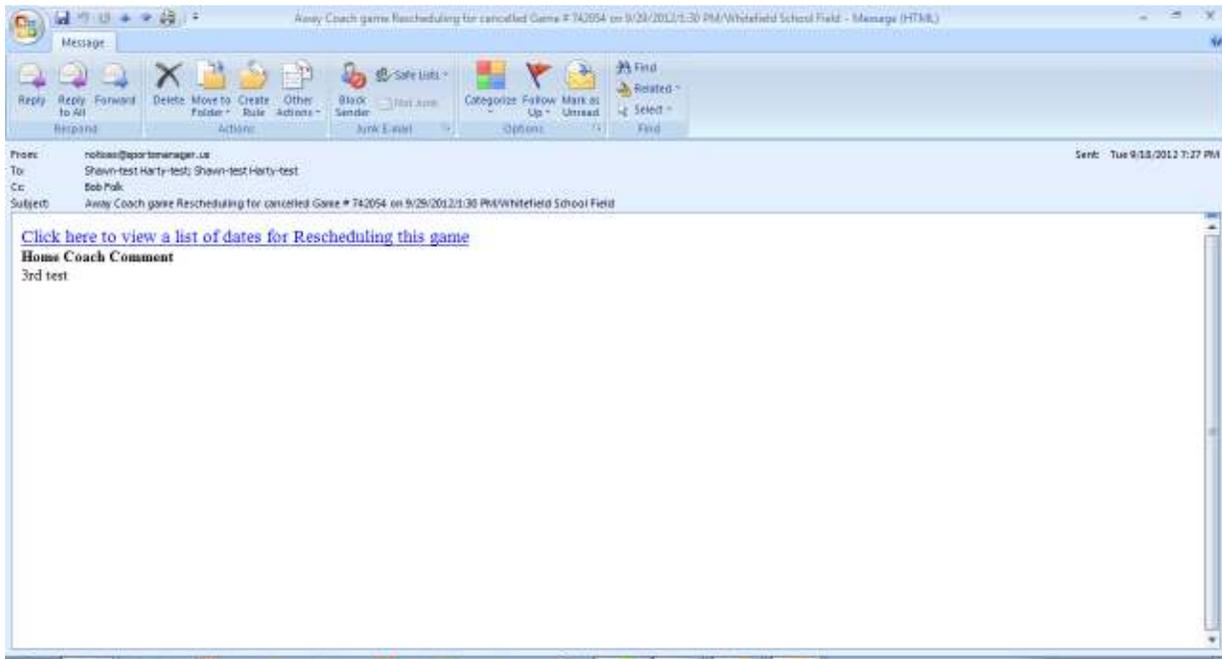
Before you start the automated process make sure you follow the guidelines set up by your home club. We urge you to contact your opponent and see if you can agree to a date that works for both of you. The change is the procedure once you agree to a new date and have reserved the field.

Once the game is cancelled the home coach will receive an email with a link that brings them to a webpage that will allow them to select three dates. Our rules state you must offer your opponent three dates but if you have already agreed to a date you only need to offer the one date.



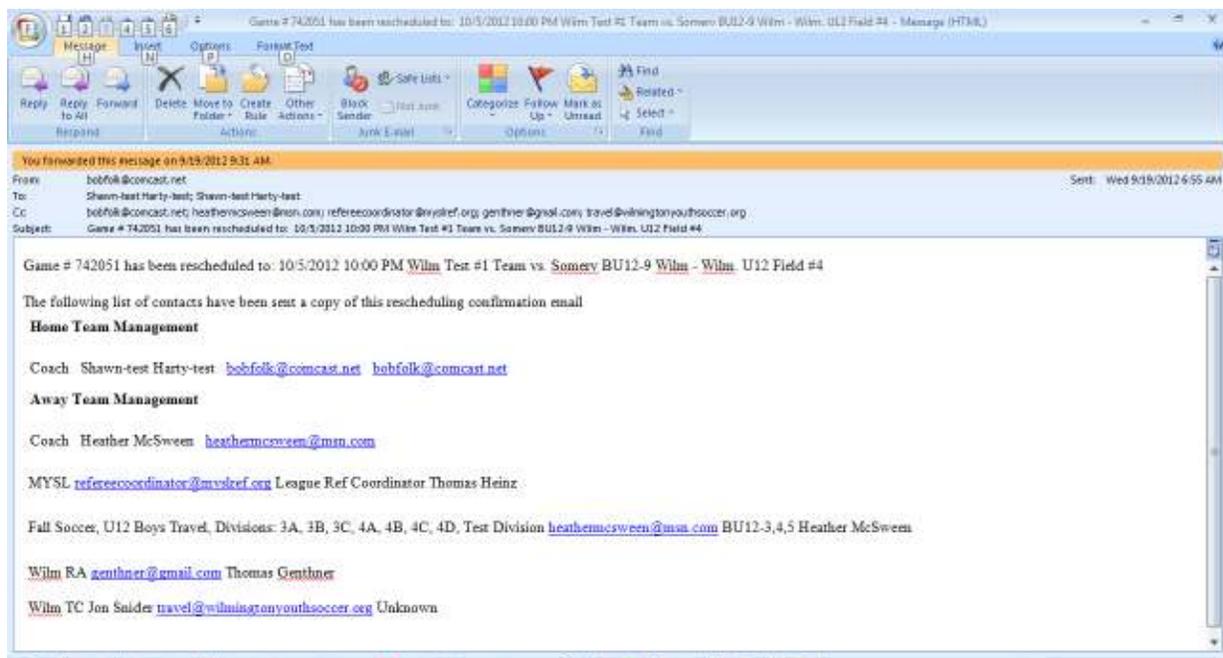


Once the home coach submits the date(s) the away coach will receive a similar email with a link that will bring them to a page to select a date.





When the coach selects and submits the date the schedule will automatically change in Sports Manager. A confirmation email will be sent to both coaches, the age director, the home ref assignor and any others that need to know this game has been rescheduled. Your age director will reply to all to confirm the game.



Please remember that the field isn't reserved until the away coach accepts the date and submits it. If there is a delay between the home coach offering the date and the away coach accepting it, it is possible for someone else to select the field. If someone else agreed to use that field a message will pop up to tell you the field is reserved. That is why you should confirm the field with your home club before you enter the game information.