

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.

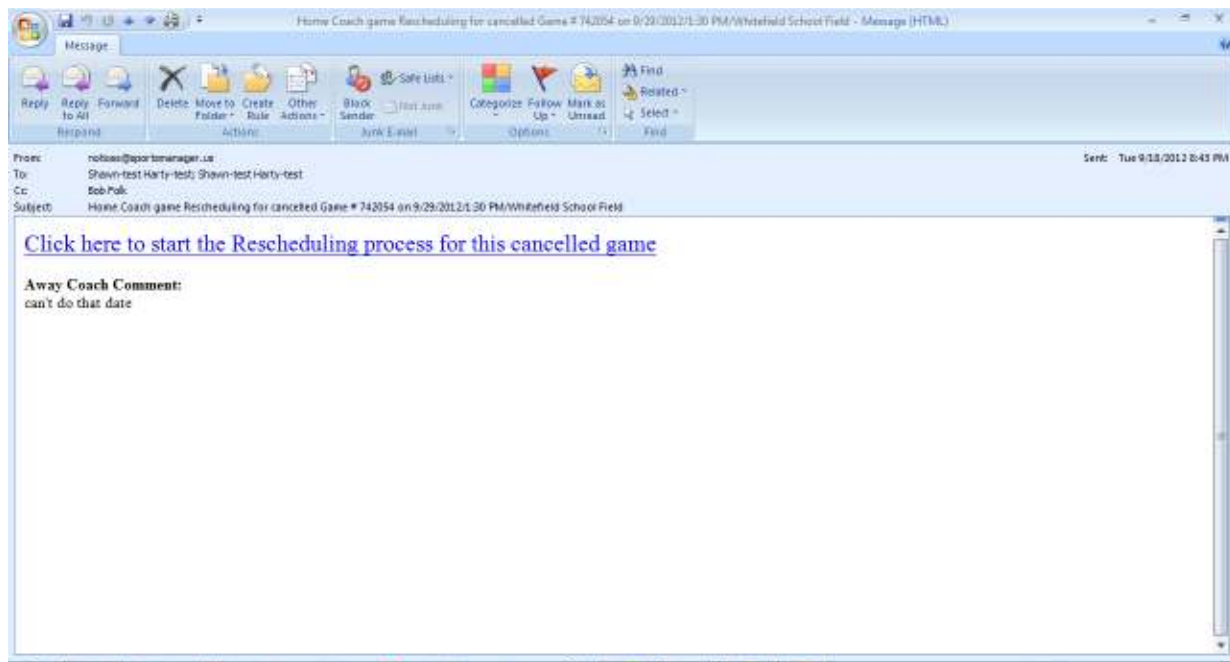
Valid reasons to reschedule include:

- 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.



Home Coach Rescheduling Option [Rescheduling Rules](#)

Rescheduling Cancelled Game: #742053 Fall Soccer-U12 Boys Travel Wilm-Test #1 Team vs Wilm-Test #2 Team on 9/12/2012 5:00 PM 90 Min @ Whitefield School Field

Home Coach: Wilm Shawn-test Harty-test Email Address: bobfolk@comcast.net Cell: Work: Home:
 Away Coach: Wilm Shawn-test Harty-test Email Address: bobfolk@comcast.net Cell: Work: Home:

Instructions: Check with your club officials for available dates and fields before proceeding. We recommend that you contact your opponent to see if you can agree to a date. Pick 3 dates for the Away coach to choose from. Once you click submit these dates will be sent to the Away coach. Once a date is selected the game will be rescheduled and you will receive a notice. If the Away coach cannot agree to a date and picks the "None" option then this process will start over and you will be asked to pick 3 more dates.

☐ Thu 9/20/2012	5:00 pm	Whitefield School Field
☐ Thu 9/20/2012	6:00 pm	Wilm. U12 Field #4
☐ Fri 9/21/2012	5:00 pm	Whitefield School Field

Game: #742314 Season Game 3:00 PM Area: Whitefield School Field Test #1 Team vs Test #2 Team

☐ Fri 9/21/2012	5:00 pm	Wilm. U12 Field #4
☐ Sat 9/22/2012	5:00 pm	Whitefield School Field

Game: #732634 Season Game 9:00 AM Area: Whitefield School Field GU12-1 vs GU12-1
 Game: #732256 Season Game 10:30 AM Area: Whitefield School Field BU12-3 vs BU12-4
 Game: #732242 Season Game 12:00 PM Area: Whitefield School Field BU12-1 vs BU12-1

☐ Sat 9/22/2012	5:00 pm	Wilm. U12 Field #4
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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.

Away Coach game Rescheduling for cancelled Game # 742054 on 9/20/2012 1:30 PM/Whitefield School Field - Message (HTML)

From: notiss@sportsmanager.us
 To: Shawn-test Harty-test; Shawn-test Harty-test
 Cc: Bob Folk
 Subject: Away Coach game Rescheduling for cancelled Game # 742054 on 9/20/2012 1:30 PM/Whitefield School Field

Sent: Tue 9/18/2012 7:27 PM

[Click here to view a list of dates for Rescheduling this game](#)

Home Coach Comment
 3rd test

http://www.sportsmanager.us/Rescheduling.asp?AwayCoach=T&O=3255/Game=742

File Edit View Favorites Tools Help

Find: canal Previous Next Options

Away Coach Rescheduling Option [Rescheduling Rules](#)

Rescheduling Cancelled Game: #742053 Fall Soccer-U12 Boys Travel Wilm-Test #1 Team vs Wilm-Test #2 Team on 9/12/2012 5:00 PM 90 Min @ Whitefield School Field

Home Coach: Wilm Shawn-test Harty-test Email Address: bobfolk@comcast.net Cell: Work: Home:
 Away Coach: Wilm Shawn-test Harty-test Email Address: bobfolk@comcast.net Cell: Work: Home:

Instructions: The following dates have been selected by the Home Coach for rescheduling the cancelled game. Pick 1 date and click submit to reschedule the game and send a email confirmation. If you cannot accept any of the dates then pick the "None" option and enter a comment to explain your situation. Then click submit to restart the rescheduling process.

☐ Wed - 9/12/2012 5:00 PM @ Whitefield School Field
☐ None

Submit

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.

Game # 742051 has been rescheduled to: 10/5/2012 10:00 PM Wilm Test #1 Team vs. Somers BU12-9 Wilm - Wilm, U12 Field #4 - Message (HTML)

Message (H) Insert (I) Options (O) Forward (F) Parent Text (P)

Reply (R) Reply to All (A) Forward (F) Delete (D) Move to Folder (M) Create (C) Other Address (O) Block Sender (B) Print (P) Categorize (C) Follow Up (U) Mark as Read (M) Find (F) Related (R) Select (S)

You forwarded this message on 9/19/2012 9:31 AM.

From: bobfolk@comcast.net
 To: Shawn-test Harty-test; Shawn-test Harty-test
 Cc: bobfolk@comcast.net; heathermcswen@msn.com; refereecoordinator@myvolref.org; genthner@gmail.com; travel@wilmingtonyouthsoccer.org
 Subject: Game # 742051 has been rescheduled to: 10/5/2012 10:00 PM Wilm Test #1 Team vs. Somers BU12-9 Wilm - Wilm, U12 Field #4

Sent: Wed 9/19/2012 4:55 AM

Game # 742051 has been rescheduled to: 10/5/2012 10:00 PM Wilm Test #1 Team vs. Somers BU12-9 Wilm - Wilm, U12 Field #4

The following list of contacts have been sent a copy of this rescheduling confirmation email

Home Team Management

Coach Shawn-test Harty-test bobfolk@comcast.net bobfolk@comcast.net

Away Team Management

Coach Heather McSwen heathermcswen@msn.com

MYSL refereecoordinator@myvolref.org League Ref Coordinator Thomas Heinz

Fall Soccer, U12 Boys Travel, Divisions: 3A, 3B, 3C, 4A, 4B, 4C, 4D, Test Division heathermcswen@msn.com BU12-3,4,5 Heather McSwen

Wilm RA genthner@gmail.com Thomas Genthner

Wilm TC Jon Snider navel@wilmingtonyouthsoccer.org Unknown

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.