



## Instructions for Rescheduling a Travel Soccer Game

1. Make sure to contact the opposing coach and agree on the cancellation and agree on a date to make up the game.
2. Go to Sports Manager: <https://www.sportsmanager.us/shrewsburyyouthsoccer.htm>
3. Use your log in information to log in as a coach:

4. Under Roster Management, find the button marked "Cancel Request":

5. On the next page, click the "Select" button next to the game to be rescheduled.
6. A prompt will appear below the game schedule:

7. Be sure to fill out the field explaining the need for the reschedule as this note will go to our MAYS rep and the league for approval - they need to know why the original date did not work for either or both teams.
8. If the reschedule is approved, both coaches will receive an email via Sports Manager which will kick off the reschedule process.
9. Please make sure that you schedule the new game during your practice night, otherwise you will displace/disrupt another teams practice. We all understand not wanting to lose a practice day with your team - it's not fair to expect another team to lose that time with their team either.