



Club to Club Rescheduling

Below are the steps to initiate a reschedule request as a Registrar and how to accept a request.

Requesting a Reschedule

- Log in to the system with your Registrar access
- Click on the Scheduling tab
- Assign Game Schedule
- Search for the game you want to reschedule
- Click Reschedule Game

Saturday, September 17, 2022							
484851	6	3	A7 vs A1	12P - 1P Demo Venue - 1	Icons- GU14 CS01-01CG14-0002 (Soccer Connect Demo)	Little Dragons - GU12	Girls Under 12 Bracket <i>last modified at: Aug 9 2022 3:58PM by Bustamante, Diana</i>
This game has been rescheduled.					Reschedule Game	Reason: _____	

Enter Reschedule Information

Game Reschedule

Current Game Information			
Game #:	484851	Type:	Bracket
Flight:	Girls Under 12	Desc:	A7 vs A1
Home:	Icons- GU14	Away:	Little Dragons - GU12
Original Schedule			
Date:	9/17/2022	Time:	12:00 PM
Venue:	Demo Venue	Field No:	1
New Requested Reschedule			
Date:	<input type="text" value="9/17/2022"/>	Time:	<input type="text" value="12:00"/> <input type="button" value="AM"/> <input type="button" value="PM"/>
Venue:	<input type="text" value="Demo Venue"/>	Field No:	<input type="text" value="1"/>
Reason:	<input type="text" value="Self Schedule"/>		
Comments:	<input type="text"/>		
<input type="button" value="Send Request"/> <input type="button" value="Message Only"/> <input type="button" value="Close"/>			

Fill out the New Requested Reschedule information

- Select Date- Select new date

- Time- Select new time
- Venue- Select new venue if different
- Field no- Select field no
- Reason- Enter a reason for the reschedule request
- Comments- This is not a required field however, you can provide more context
- Once that information is filled, please enter Send Request

Accepting Requests

As the away team registrar you will need to accept the request on behalf of the team.

Accepting a Request as the Away team Registrar

To accept the request you will log into the system

Click on Scheduling

Assign Game Schedule

In the filters, under Games select: Reschedule in Progress and click Search

*If you have the game number, you can search for that as well.

Tournament/Gaming schedule

To update a schedule, only input the field to be changed, other fields will keep unchanged. After Schedule locked date, any schedule changes must go through Rescheduling process By clicking Reschedule Game button. For tournament admins to score a game, just click on GameNum of the played game. **If you make a schedule change, please check the email check box and email button. The schedule change email template will notify your opponent, referee assignor, and assigned referees of this change to the schedule.**

Select Tournament/Gaming: Report:

Only Show Fields Having Field Availability Data setup for this tournament.

Flight: Round: Venues: Fields:

Date of scheduled game: Game: GameNum:

Display your league's own HOME GAMES only Display your league's own AWAY GAMES only

When the game comes up, click on the View Rescheduling button on your away team

Saturday, August 20, 2022						
484834	2	2	A6 vs A7 <input type="checkbox"/> swap team	10A - 11A Demo Venue - 1 <input type="button" value="Unschedule"/>	Heatwave Demo - GU12 <input type="button" value="View Rescheduling"/>	Icons- GU14 CS01-01CG14-0002 (Soccer Connect Demo) <input type="button" value="View Rescheduling"/>
Reschedule in progress. Reason: <input type="text"/>						
Re-Assign Game: Date: <input type="text"/> Starting Time(hh:mm): <input type="text"/> AM <input type="text"/> Field: <input type="text"/> Reason: <input type="text"/>						
<input type="checkbox"/> Email / SMS copy to Dates below copy to Times below copy to Fields below						
Saturday, September 24, 2022						
484840	3	4	A7 vs A8 <input type="checkbox"/> swap team	8A - 9A Demo Venue - 1 <input type="button" value="Unschedule"/>	Icons- GU14 CS01-01CG14-0002 (Soccer Connect Demo) <input type="button" value="View Rescheduling"/>	Soccer Connec - GU12 <input type="button" value="View Rescheduling"/>
This game has been rescheduled. Reason: <input type="text"/>						
Re-Assign Game: Date: <input type="text"/> Starting Time(hh:mm): <input type="text"/> AM <input type="text"/> Field: <input type="text"/> Reason: <input type="text"/>						
<input type="checkbox"/> Email / SMS copy to Dates below copy to Times below copy to Fields below						
Games (4) <input type="button" value="Browse field usage"/> <input type="button" value="Save"/> <input type="button" value="Email"/> <input type="button" value="SMS"/>						

In the pop up that comes up you will be able to:

- Accept- As soon as the request is accepted, the system will automatically change the game information
- Decline & Reset- This will decline the request and leave the game as is
- Reject & Deadlock- This will reject the request and not allow any reschedule requests for this game.
- Send Alternate Request- You will be able to suggest a new time, field and day, the request will then appear for the Home Registrar
- Message Only- This is used by coaches to send messages to each other, since coaches will not be a part of this process, please do not use.
- Close- This will close the window without making any changes, the request will still be pending.

Game Reschedule

Current Game Information			
Game #:	484834	Type:	Bracket
Flight:	Girls Under 12	Desc:	A6 vs A7
Home:	Heatwave Demo - GU12	Away:	Icons- GU14
Original Schedule			
Date:	8/13/2022	Time:	10:00 AM
Venue:	Demo Venue	Field No:	1
Requested Schedule Change by Diana Bustamante, For Heatwave Demo - GU12(8/9/2022 3:36 PM)			
Date:	8/20/2022	Time:	10:00 AM
Venue:	Demo Venue	Field No:	1
Reason:	Self Schedule		
Reschedule Request Accepted by Sc Demo, For Icons- GU14(8/9/2022 3:51 PM)			
Date:	8/20/2022	Time:	10:00 AM
Venue:	Demo Venue	Field No:	1
Reason:			
Requested Schedule Change by Diana Bustamante, For Heatwave Demo - GU12(8/15/2022 1:46 PM)			
Date:	8/27/2022	Time:	10:00 AM
Venue:	Demo Venue	Field No:	1
Reason:	Self Schedule		

Accept the Request to approve the reschedule

Utilizing the Game dropdown

Only show fields having Field Availability Data Setup for this tournament.

Flight: --All Flights-- Round: All Venue: All Field: All

Date of scheduled game: [] - [] Game: Reschedule in progress

GameNum: [] Search

Games (4) Browse field usage Save

GameNum	Rank	Relative Field	Game	Time Field	Home T (Leagu	Legend	Flight
Saturday, August 13, 2022							
484831	1	3	A5 vs A6	9A - 10A Demo Venue - 1	CS01-01		Demo - GU12 Girls Under 12 Bracket <i>last modified at:</i>

Game dropdown menu options:

- Reschedule in progress
- All Games
- Scheduled Games
- Un-Scheduled Games
- Reschedule complete
- Reschedule in progress
- Reschedule deadlocked
- Reschedule Accept, Not complete
- Game on closed field
- Contested Games

- **Scheduled Games**- See all games that are scheduled on a date, some games may still be needing a time and a field
- **Un-Scheduled Games**- See all games that are not scheduled on a date
- **Reschedule Complete** - See all games that have been rescheduled using the "Team to Team Scheduling" feature
- **Reschedule in Progress**- See all games that have a reschedule initiated however, is still missing the acceptance



- **Reschedule deadlock-** See all games that have been rejected and deadlocked, these games will need to be unlocked by the League/Tournament Administrator
- **Reschedule Accept, Not Complete-** See all games which the reschedule has been accepted however, the change has not been made in the system