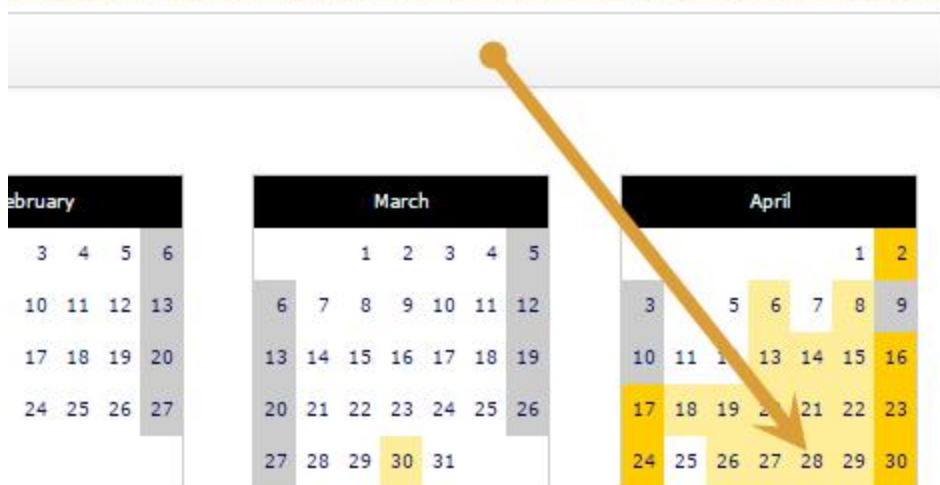
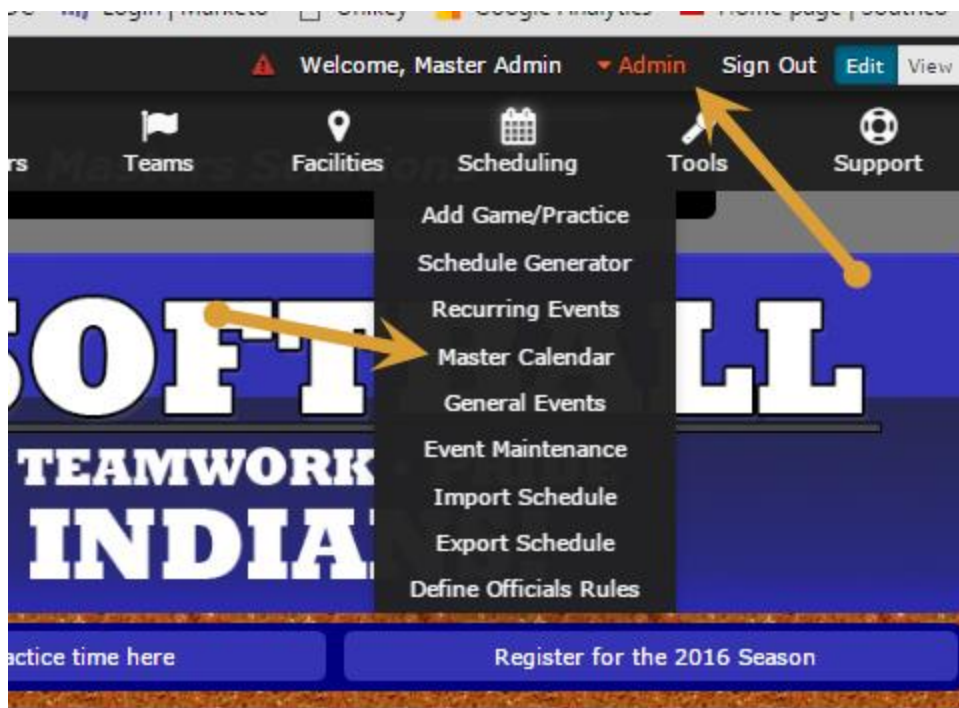


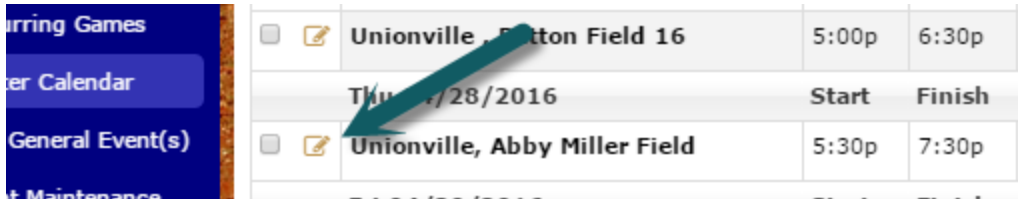
How to cancel / reschedule a game.

- 1) Log into the website.
- 2) Click “Admin” in the upper left of the screen.
- 3) The click “Scheduling” and then click “Master Calendar”
- 4) Click on the day that the original game was scheduled on and find the game.



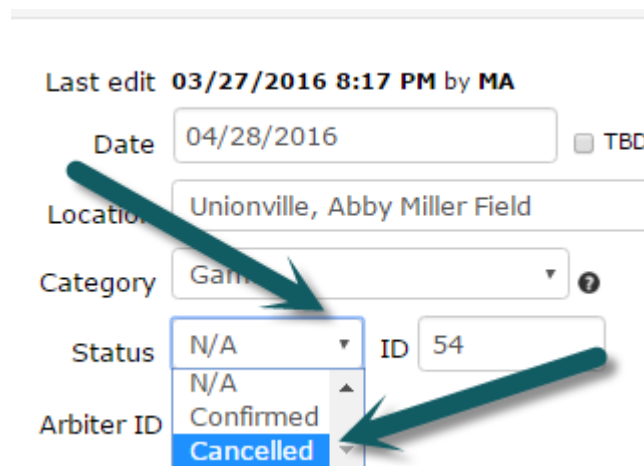
How to cancel is below in steps 6 & 7. To RESCHEDULE a game go to step 8..

5) Find the game you want to cancel in the list and click the “Edit” icon.



			Start	Finish
<input type="checkbox"/>		Unionville, Cotton Field 16	5:00p	6:30p
Thursday, 04/28/2016			Start	Finish
<input type="checkbox"/>		Unionville, Abby Miller Field	5:30p	7:30p

6) Select the Status drop-down list and select “Cancelled” to Cancel a game.



Last edit 03/27/2016 8:17 PM by MA

Date TBD

Location

Category

Status ID

Arbiter ID


7) Click Submit at the bottom of the page and the notice will go out to the teams.

IMPORTANT: 10U, 12U, & 14U Coaches – If there is short notice - Make sure the umps have been notified by calling 1-610-543-3969.

To RESCHEDULE a game.

8) Find the game you want to reschedule in the list and click the “Edit” icon.

04/18/2016 . . 04/24/2016 ▾


Mon 04/18/2016		Start	Finish	Ofcl	Division	Team	Type	Opponent	
<input type="checkbox"/>		Unionville, Abby Miller Field	6:00p	8:00p	-	>8U Softball<	Diamonds	Game	Birt Dawgs



9) Change the info that needs changing, that is DATE, and possibly TIME, and FIELD.


Games / Practices

Use this page to schedule events such as games, practices and scrimmages. These events are scheduled for a specific time location and can be canceled in the future.

Last edit 04/28/2016 2:29 PM by MA

Date TBD for min. to 

Location  

Category 

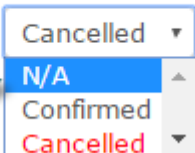
Status ID

10) IMPORTANT: Also change the STATUS from Cancelled to N/A.

Category

Status ID

Arbiter ID



11) Click Submit at the bottom of the page and the notice will go out to the teams.