

Reschedule Game

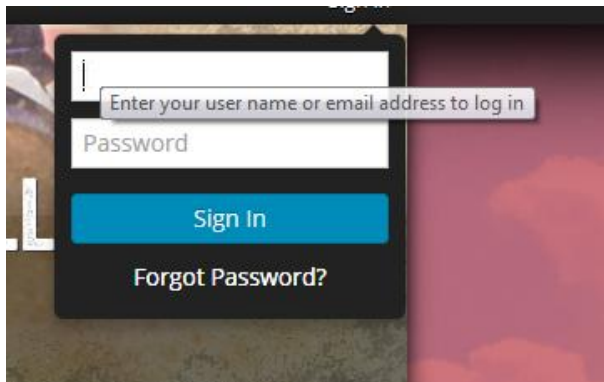
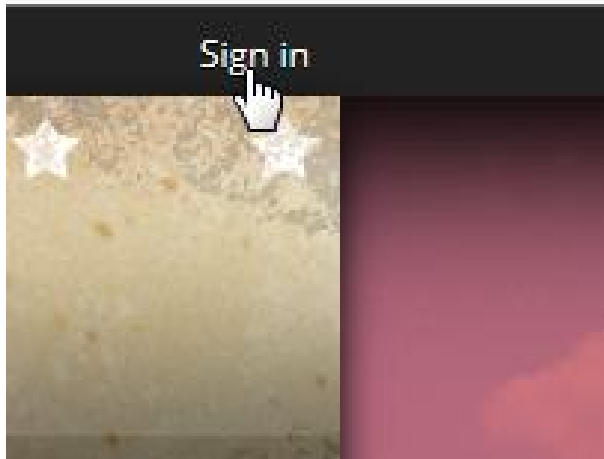
You must have the proper authorization on the website in order to enter scores.

If you wish to obtain authorization please click on the mail envelope in the upper right hand corner of the Home page and request access.

Please note that this does not notify umpires, this must be done separately!

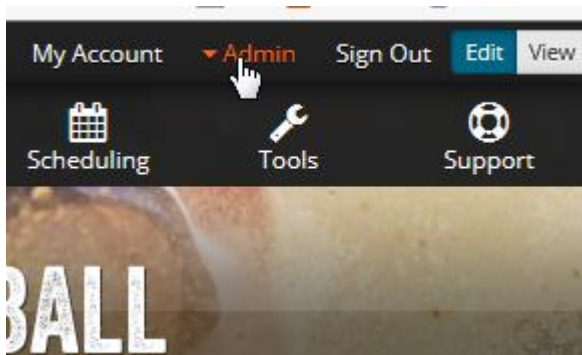
Step 1:

Sign into the site



Step 2:

Go to the Admin section



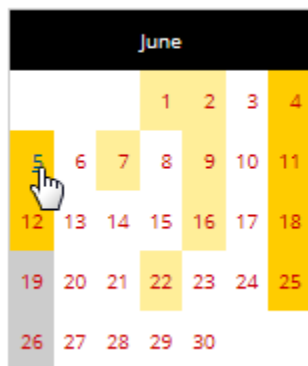
Step 3:

Under the Scheduling Section select Master Calendar





Step 4:

Scroll to the date when the game that you want to change is currently scheduled.



Step 5:


Scroll to the game that you wish to schedule and click on the edit button



<input type="checkbox"/>		Quassy 1	9:00a	11:00a	>Minors>	TBD	Game	TBD	Playoffs - Minors	KS	
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Step 6:


Change what you wish to change, the home team goes on top the away team goes below. If the team is not a Southbury team use the pull down to see if the team is already a saved outside opponent. If not already listed put the team in Define Opponent, please attempt to keep the format of the team names.

Last edit **04/09/2016 8:29 AM** by **KS**


Date TBD for min. to 


Location  


Category  



Status  ID

Arbiter ID

Season  Link to tournament bracket

Teams 



Outside Opponent   Define Other

Step 7:

Scroll to the bottom of the screen, decide whether to notify anyone then click submit.

Send Notifications Now?

This will send email and text notifications immediately to all members affected.

- Notify Team Managers
- Notify Team members and parents
- Notify Officials