

New - Coach Cancellation Request

- Coach can click the “Cancel Request” button
- Must enter the valid reason and be within minimum time requirements
- This will send the request to MAYS Town Rep
- Town Rep either Approves or Declines
- If Approves it goes to MAYS
- If MAYS Approve it the game is cancelled
- Notices will go out and the game will start the rescheduling process
- Email to Coach if Not Approved
- Tracking in MAYS and Smgr Rescheduling Module

Game Cancellation Cont.

ROSTER MANAGEMENT (Admin Access)			
Roster Management Settings		Approval Notices	
NEW CHANGE TEAM	CHANGE TEAM	MANAGE ROSTER	EMAILING
SCHEDULE/SCORES	TEAM INFO REPORT	CHANGE PASSWORD	DRAFT REPORT
ROSTER EXPORTS	ADD/EDIT PRACTICES	EMAIL ENTIRE LEAGUE	CANCEL REQUEST

A page requiring the reason pops up for the Coach to fill out. Instructions and rules Are displayed on the page so the coach knows what is required to Cancel.

Date	Time	Duration	Home	Away	Location	Type	Game#
12/19/2014	10:00 PM	1½ Hrs	TestA	TestA	WakeSA-temp	Season Game	945602

To Heather McSween(heathermcsween@msn.com)

Subject Game Cancellation Request:#945602 Friday 12/19/2014 10:00 PM WakeSA - TestA vs WakeSA - TestB 90 Min @ WakeSA temp

Reason

Send

Cancel

Instructions For Game Cancellation Request

If you are requesting to cancel a game please make sure you read the following rules and adhere to them. Once you process your request it will go to the Age Director for review and approval. If the cancelled and the home coach will get an email to start the rescheduling process.

Provide a full description of the reason for the cancellation including:  How many are on your roster,  How many will be missing,  Provide a flyer / link to the event

Game Selection page for cancellation request – Click the Select button

Date	Time	Duration	Home	Away	Location	Type	Game#	
4/18/2015	1:00 PM	1¼ Hrs	Tantasq-Cameron-D1	Cameron-D1	Tantasq-Lewis Field - U10	Season Game	967732	Select
4/25/2015	1:00 PM	1¼ Hrs	Spencer-U10B-D1-SPENCER-Lascom	U10B-D1-SPENCER-Lascom	Spencer-Upper 4H Field	Season Game	967733	Select
5/2/2015	1:00 PM	1¼ Hrs	BU10 D1 - Potvin	ShrewYS-BU10 D1 - Potvin	WBROOK-U10 at West Brookfield	Season Game	967737	Select

Enter reason for cancellation request and click send.

From rescheduling@sportsmanager.us

To Clifford Cloutier(president@maysl.com)

Reply
To

Subject Game Cancellation Request:#967733 Saturday 4/25/2015 1:00 PM Spencer - U10B-D1-SPENCER-Lascom vs WBROOK - BU10 D1 - Potvin 75 Min @ Spencer Upper 4H Field

Reason

Send

Cancel

The request is shown in the queue on the MAYSL site as waiting for approval

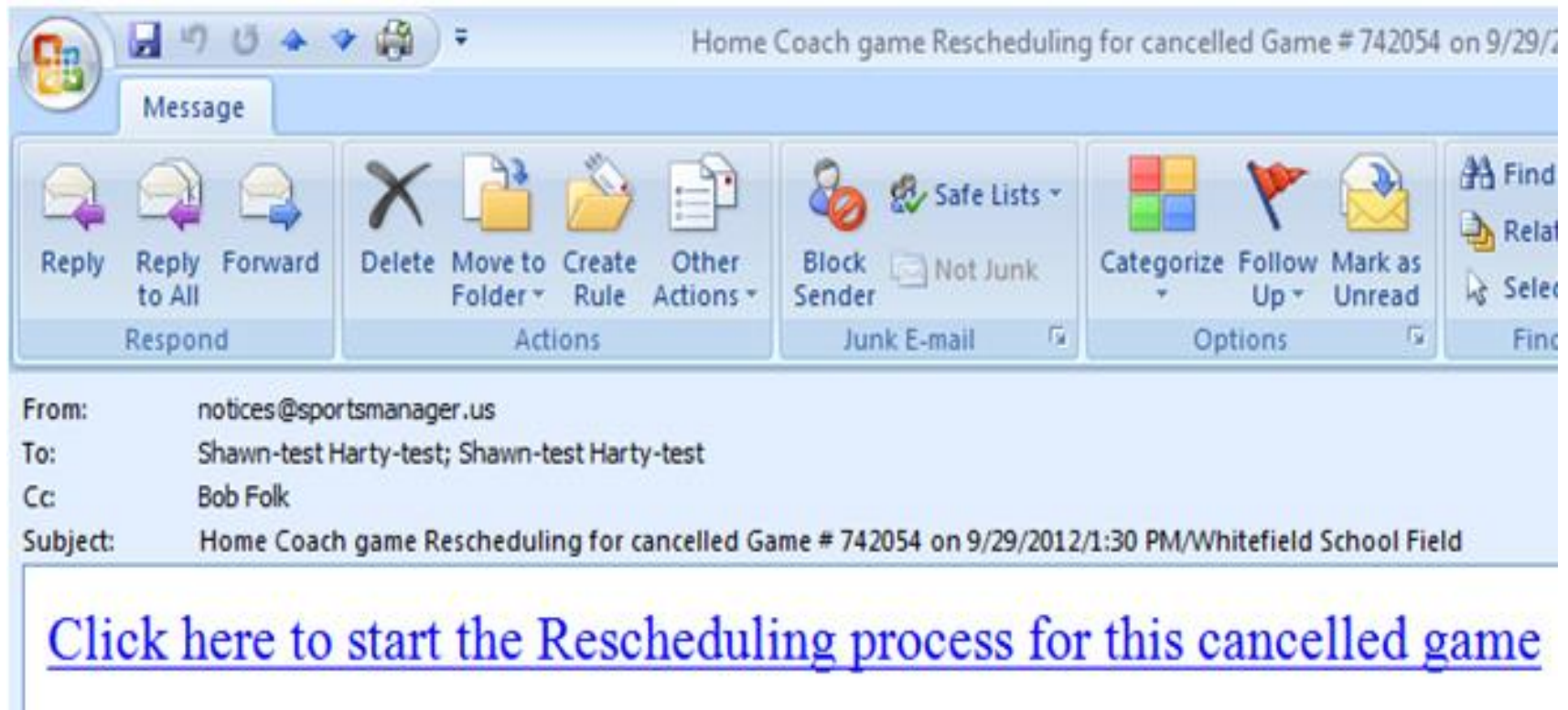
RESCHEDULING						
Setup Statistics Score Discrepancies Game Cancellation Request						
ALL ORGANIZATIONS ▼ 2015 ▼ Spring Soccer ▼ All League ▼ All Divisions ▼						
1 Request 1 Completed 0 waiting for TC 0 TC Responded 1 waiting for Age director						
Game #	Date	Time	League-Div	Home Team	Away Team	Request
967733	4/25/2015	1:00 PM	U10B-1A	Spencer-1A-U10B-D1-SPENCER-Lascom	WBROOK-1A-BU10 D1 - Potvin	1

Rescheduling Summary

Here is the SM Schedule Change process (in its simplest form):

1. Home Coach gives the 3 options
2. Away Coach picks 1 of the options...causing
3. Schedule change / referee request / notices sent
4. League can reply to all to give approval to changes

Rescheduling Home Coach Email



Rescheduling Home Coach Options

Home Coach Rescheduling Option [Rescheduling R](#)

Rescheduling Cancelled Game: **#840939 Spring Soccer-U10 Boys Travel Medford-BU10-5 vs Chelmsf-BU10-3 on 4/22/2014**

Home Coach: Medford Robert Corcoran Email Address: corcoranfamily1@yahoo.com Cell: 781-999-3461 Work: 781-999-3461 Ho

Away Coach: Chelmsf Steve Smith Email Address: cassteve@comcast.net Cell: Work: Ho

Home Coach Instructions: Check with your club officials for available dates and fields before proceeding. We recommend that you contact your club officials 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. 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. Game Assigner needs at least 2 days notice of a rescheduled game's date. Important: Enter the reason the game was cancelled in the comment area. Please use a PC or MAC with a standard browser.

Note: the earliest reschedule date allowed is 4/1/2014 because the Minimum Days required prior to rescheduling = 2 days.

Send

Date	Time	Field	Possible Conflicts
☐ Tue 4/1/2014	06:00 PM	Victory Park 1 (U10)	
☐ Wed 4/2/2014	06:00 PM	Victory Park 1 (U10)	
☐ Thu 4/3/2014	06:00 PM	Victory Park 1 (U10)	
☐ Fri 4/4/2014	06:00 PM	Victory Park 1 (U10)	

Rescheduling Away Coach Email



Rescheduling Away Coach Choice

Away Coach Rescheduling Option [Rescheduling Rules](#)

Rescheduling Cancelled Game: #840939 Spring Soccer-U10 Boys Travel Medford-BU10-5 vs Chelmsf-BU10-3 on 4/22/2014 12:01 #

Home Coach: Medford Robert Corcoran Email Address: corcoranfamily1@yahoo.com Cell: 781-999-3461 Work: 781-999-3461 Home: 781-999-3461

Away Coach: Chelmsf Steve Smith Email Address: cassteve@comcast.net Cell: Work: Home: 617-999-3461

Away Coach Instructions: The following dates have been selected by the Home Coach for rescheduling the cancelled game. Pick 1 date and click submit for 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 process the rescheduling because of the large screen needed to see the dates and the additional confirmation windows that will be displayed.

Home Coach Comments
We can pick a afternoon on Sunday if that is better.

Bob C

☐ Sun - 4/20/2014 8:00 AM @ Victory Park 1 (U10)

☐ Sun - 4/27/2014 8:00 AM @ Victory Park 1 (U10)

☐ Sun - 5/4/2014 8:00 AM @ Victory Park 1 (U10)

☐ None

Submit

Final Approval Notice of Game Chg

From: notices@sportsmanager.us [mailto:notices@sportsmanager.us]

Sent: Wednesday, October 02, 2013 11:05 AM

To: coach_harper@verizon.net; jjtharpfam@verizon.net

Cc: coach_harper@verizon.net; pdwiese@verizon.net; mark.mazza@vce.com; davidref123813@msn.com; reschedule@middlesexso
brett.jaffe@comcast.net; referees@rusc.org; pmillett44@gmail.com; registrar@rusc.org

Subject: APPROVED - Game #813372 has been rescheduled to: Monday 10/21/2013 5:00 PM Reading-GU14-4 vs. Woburn-Innitou @ RMHS Turf 2

Approved By: Brett Jaffe No Comments

Game #813372 has been rescheduled to: Monday 10/21/2013 5:00 PM Reading-GU14-4 vs. Woburn-Innitou @ Reading-RMHS Turf 2

Original Game Info for # 813372 was: Saturday 10/12/2013 1:30 PM Reading-GU14-4 vs. Woburn-Innitou @ Reading-Symonds Field (11v11)

Away Coach Comments on 10/2/2013: Team advised of date/time and no objections recieved after 24 hours

Home Coach Comments on 10/1/2013: Mark, This is a Light field, do any of these times work?

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

Reading Home Coach	Thomas Harper	coach_harper@verizon.net	jjtharpfam@verizon.net	Home:781-944-1432	Cell:781-640-6702	Work:7249
Reading Home Asst. Coach	Peter Wiese	pdwiese@verizon.net	dwiese69@gmail.com	Home:781-779-1449	Cell:978-500-2800	
Woburn Away Coach	Mark Mazza	mark.mazza@vce.com	cheri.mazza@yahoo.com	Home:781-365-0876	Cell:339-927-1656	Work:617-954