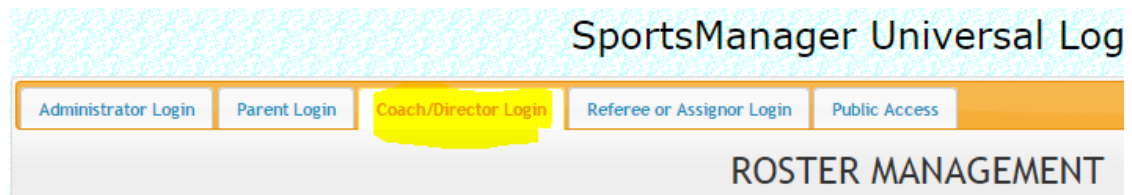


1. Log into the SportsManager site at: <https://www.sportsmanager.us/suttonyouthsoccer.htm>
 - When logging in you must log in use the Coach Login Tab



2. After logging in you will see the screen below. Select the Team radio button

ROSTER MANAGEMENT (League A)

NEW CHANGE TEAM CHANGE TEAM MANAGE ROSTER EM
 SCHEDULE/SCORES TEAM INFO REPORT CHANGE PASSWORD DRAFT
 ROSTER EXPORT EMAIL ENTIRE LEAGUE

Select which positions to use for roster management

☐ League - Spring Soccer-U8 Boys, Spring Soccer-U8 Girls, Fall Soccer-U8 Boys, Fall Soccer-U8 Girls

☒ Team - Spring Soccer-U8 Girls Rogan U8G, Spring Soccer-U10B U10BD2A-Rogan, Spring Soccer-U12B U12BD2-Rogan, Fall Soccer-U12B U12BD2-Rogan

3. After selecting Team, you will see your Team(s) listed below. Select the team you need to complete rescheduling for

Select which team to use for roster management

Use	Team	Season/League	Position	Name
☐	Rogan U8G	Spring Soccer - U8 Girls	U8 Coach	Shawn Rogan
☐	U10BD2A-Rogan	Spring Soccer - U10B	Coach	Shawn Rogan
☒	U12BD2-Rogan	Spring Soccer - U12B	Coach	Shawn Rogan
☐	Rogan U8G	Fall Soccer - U8 Girls	Coach	Shawn Rogan
☐	U10BD2A-Rogan	Fall Soccer - U10B	Coach	Shawn Rogan
☐	U12BD2-Rogan	Fall Soccer - U12B	Coach	Shawn Rogan

4. On the next screen, click Cancel Request

ROSTER MANAGEMENT (League Access)

NEW CHANGE TEAM CHANGE TEAM MANAGE ROSTER EMAILING BLACKOUTS
 SCHEDULE/SCORES TEAM INFO REPORT CHANGE PASSWORD
 ROSTER EXPORTS ADD/EDIT PRACTICES CANCEL REQUEST

5. Click select for the game you need to reschedule

5/16/2015	12:30 PM	1½ Hrs	CYS-CHARLTON/Dyer BU12 D2	CHARLTON/Dyer BU12 D2	CYS-Bond Road - A	Season Game	967377	Select
5/23/2015	12:30 PM	1½ Hrs	U12BD2-Rogan	Oxford-U12BD2-Rogan	SuttYS-Hough Road	Season Game	967381	Select
5/30/2015	11:00 AM	1½ Hrs	MtnSC-GIORGI - U12B - D2	GIORGI - U12B - D2	MtnSC-Krashes Field	Season Game	967385	Select

6. On the next screen type in your reason for requesting a reschedule and click send

From rescheduling@sportsmanager.us
To Unknown(Sutton@MAYSL.com)
Reply To
Subject Game Cancellation Request:#967381 Saturday 5/23/2015 12:30 PM SuttYS - U12BD2-Rogan vs Oxford - OYSABU12-2 BUTZKE 90 Min @ SuttYS Hough Road

Reason

7. Now use the MAYS rescheduling document to follow the remaining instructions to complete the rescheduling process.