Team Administrator Games Reschedule Instructions
If you have any problems with the system, ***call Tech Support Number 888-213-9555***

1) *Log in as Team Administrator to the Washington Youth Soccer / Affinity Sports system.*
  a) ***Go to*** the following link: www.washingtonyouthsoccer.affinitysoccer.com
washigtonyouthsoccer.affinitysoccer.co
    i)   If you do not have a log in please call your Registrar or Affinity Sports to obtain a login.
  b) Once logged in to your Team Administrators account you will find several sections:
    i)   ***My Info section***: This will have your personal information, which you can update at any time.
    ii) ***Tournament Applications/Gaming Scoring:*** This will list all of your current and past (tabs)
    iii) ***Click on the Schedules / Game Scoring Link:***

						Current	Past
Tournament Applications / Game Scoring							
Team		**Tournament**					
Test Team DD01-001CB15-0001		2011 Washington Youth Soccer Demo Cup Status: Final Submitted on 11/3/2011			Edit	Schedules / Game Scoring	

2)   *Rescheduling Instructions*
  a) Once the Schedule has been ***published*** the Team Administrator has the capability to request a reschedule. <mark>BEFORE YOU INITIATE A RESCHEDULE REQUEST, MAKE SURE TO CHECK WITH YOUR FIELD ASSIGNOR AND REFEREE CONTACT TO MAKE SURE THIS IS PRE APPROVED.</mark>
  b) Once you reach the Schedule for the desired team as described above, the system will display a ***Reschedule Game*** button for each game that has not been played.

Bracket - Saturday, June 22, 2013

Game#	Group	Home Team	Score		Away Team	Score	Referee Performance
1013	A1 vs A2	Test Team		vs.	Test Team		Rate
							Reschedule Game

  c) ***Click*** the ***Reschedule Game:*** Button this returns the Reschedule Game page showing:
    i)   ***Game information:*** This section shows the game information as it is currently scheduled.
    ii) ***Original Schedule:*** This provides the Date, Time, Venue and Field information for the current game schedule.
    iii) ***Requested Schedule:*** This is where you can define the suggested change to the schedule.

Game Reschedule

Current Game Information				
Game #:	1013		Type:	Bracket
Flight:	Girls Under 15		Desc:	A1 vs A2
Home:	Test Team		Away:	Test Team

Original Schedule				
Date:	6/22/2013		Time:	05:00 PM
Venue:	Tbd		Field No:	TBD

New Requested Reschedule

Date:	6/22/2013		Time:	05:00 AM
Venue:	TBD		Field No:	TBD
Reason:	Coaching Conflict			

Comments:

[Send Request] [Back]

Once you have completed your request you can send the request by Clicking the *Send Request* Button.

The system checks the request for the reschedule against the games already scheduled and will not allow you to schedule a game conflicting with another game already scheduled for the respective fields at the same time. The system returns a page showing the conflicting game.

To check available fields with games scheduled in the Affinity Sports system, click the "Game Schedule" option in the left hand navigation. Here you can click the "Browse Field Usage" button to see scheduled games blocked by fields

The system will email the opposing Team Administrators. The opposing Team then needs to Log into the system and go to the schedule for the respective Team.

On the schedule they will see, that the Game has a red message *Reschedule in progress* on the bottom left hand corner of the row for the game. On the right hand side is a *View Reschedule History* button the Team Administrator can *click* on the Button to respond to the request.

Bracket - Saturday, June 22, 2013

Game#	Group	Home Team	Score	Away Team	Score	Referee Performance
1013	A1 vs A2	Test Team		vs.	Test Team 2	Rate
Reschedule in progress.						View Reschedule History

By clicking the *View Reschedule History* button you can respond to the request by:

Game Reschedule

Current Game Information			
Game #:	1013	Type:	Bracket
Flight:	Girls Under 15	Desc:	A1 vs A2
Home:	Test Team	Away:	Test Team 2
Original Schedule			
Date:	6/22/2013	Time:	05:00 PM
Venue:	TBD	Field No:	TBD
Requested Schedule Change by Coach Name, For Test Team(4/18/2013 4:57 PM)			
Date:	6/22/2013	Time:	05:00 PM
Venue:	TBD	Field No:	1
Reason:	Coaching Conflict		

Accept Request   Cannot Reschedule

Send Alternate Request   Back

i) *Accepting the request:* If the reschedule is accepted then the game will be:
(1) Rescheduled by the system
(2) An email confirming the reschedule will be sent by the system to:
(a) Both Team administrators

ii) *Cannot reschedule:* By selecting this option then the reschedule becomes *deadlocked* and it will be up to the League Administrator to decide if the game will be rescheduled. In the meantime however the original schedule if still in force.

iii) *Send Alternate Reschedule:* This allows the Team Administrator to send back an alternative suggestion to the reschedule.
(1) The Team Administrator can also add comments for the reschedule.
(2) Both Team Managers can also view the history of the reschedule alternatives.
(3) The League Administrator can also view the history progress of the reschedule.
(4) The system will send emails informing of the reschedule alternatives to:
(a) Both Team Administrators

Game Reschedule

The schedule change request has been sent.

Current Game Information			
Game #:	1013	Type:	Bracket
Flight:	Girls Under 15	Desc:	A1 vs A2
Home:	Test Team	Away:	Test Team
Original Schedule			
Date:	6/22/2013	Time:	05:00 PM
Venue:	TBD	Field No:	TBD
Requested Schedule Change by Coach Name, For Test Team(4/18/2013 4:53 PM)			
Date:	6/22/2013	Time:	05:00 AM
Venue:	Thomas Jefferson High School	Field No:	1
Reason:	Coaching Conflict		

[Cancel Last Request]   [Back]

If you encounter a problem with this process feel free to contact Affinity Sports Technical Support:

support@affinitysoccer.com
888 213 3999