

# American Amateur Soccer League

## Game Rescheduling Instructions

To access the game rescheduling page you must first log into the web site. You can then access the rescheduling page using the **League->Game Change** menu option. A table will be displayed on the page that shows all of the games for your community, sorted by date & division.

In the *Change* (first) column is a button that will controls the rescheduling process. When you click that button, a form will be displayed that will allow you to request a change, accept a change, offer alternate dates or cancel a request (original requestor only). The *Status* column will display the current status of the game. The *History* column has a button that can be used to show the history of all requests for that game.

### Requesting a Change

Click the **Change** button

Select up to three date/times for the reschedule

- Click the Date Option field and then select a date using the calendar
- Click the Time field and select a time using the widget
  - Select the hour, minute (15 min intervals), and AM/PM

Enter a brief description of why you need to change the game

Click the **Request** button

Clicking the **Back** button will take you back to the schedule without sending the request.

### Accepting a Change

Click the **Change** button

Click the radio button next to the Date Option to accept

Click the **Accept** button

Clicking the **Back** button will take you back to the schedule without accepting the request.

### Offering Alternate Dates

Click the **Change** button

Click the **Offer** button

Select up to three date/times for the reschedule

- Click the Date Option field and then select a date using the calendar
- Click the Time field and select a time using the widget
  - Select the hour, minute (15 min intervals), and AM/PM

Enter a brief description of why you need to offer alternative dates for the game

Click the **Request** button

Clicking the **Back** button will take you back to the schedule without sending the request.

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### Canceling a Request

Click the **Change** button

Click the **Cancel** button

- **OK** will cancel the game change request
- **Cancel** will take you back to the change page.

### Editing a Request

Click the **Change** button

Click the **Edit** button

Select up to three date/times for the reschedule

- Click the Date Option field and then select a date using the calendar
- Click the Time field and select a time using the widget
  - Select the hour, minute (15 min intervals), and AM/PM

Enter a brief description of why you need to change the original request.

Click the **Request** button

Clicking the **Back** button will take you back to the schedule without sending the request.

### Summary

If a game change is rejected by the league, the original requestor must offer new dates. When a game has been approved by the league, the game date/time will be updated in the system.

If you have requested a game change but have not seen a response from the opposing rep after a couple days, you should make a phone call to try and contact them. Always check your spam folder if you do not see a league email that you are expecting. Especially if you are using a work email address.

If you have any questions or encounter any issues with the system, please send an email to: [aasl\\_score\\_reporting@yahoo.com](mailto:aasl_score_reporting@yahoo.com).