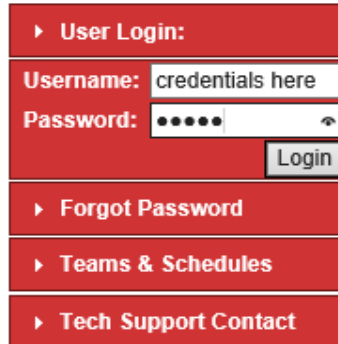


# GAME SELF-SCHEDULING INSTRUCTIONS

1. LOG IN TO YOUR ACCOUNT: This is the same username and password used to complete your background check.



▶ User Login:

Username:

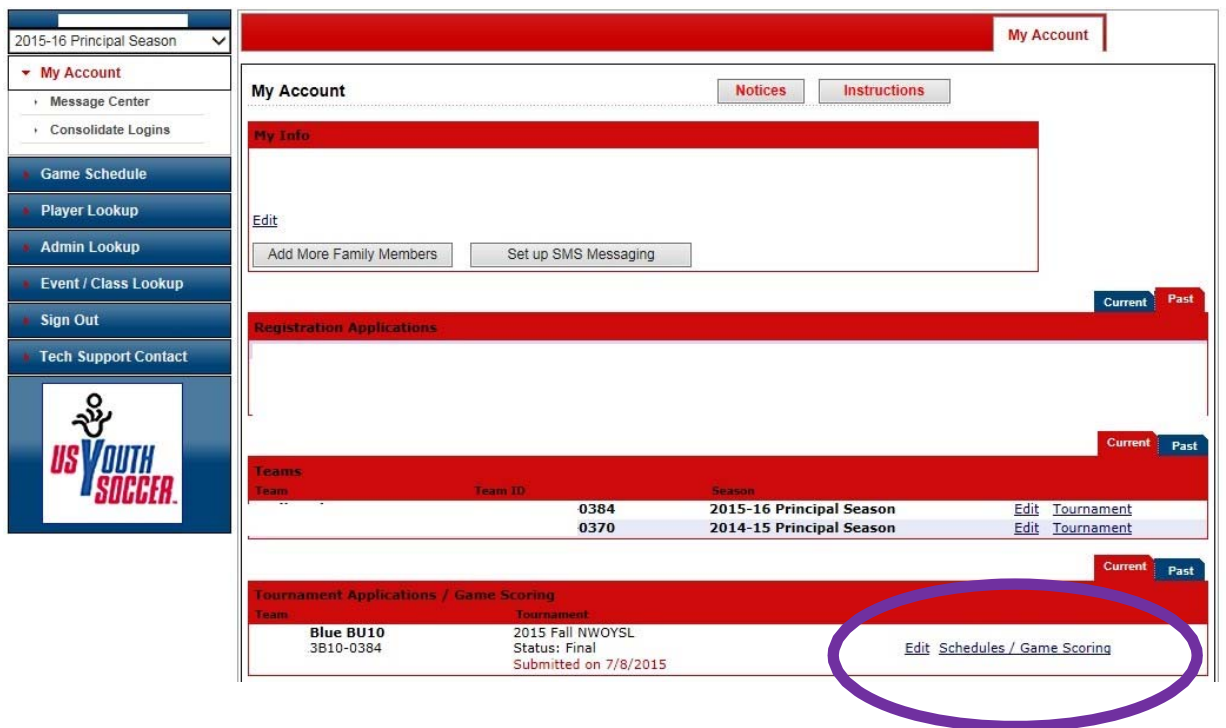
Password:

▶ Forgot Password

▶ Teams & Schedules

▶ Tech Support Contact

2. Scroll down to Tournament Applications / Game Scoring  
CLICK ON Game Schedule ON THE RIGHT



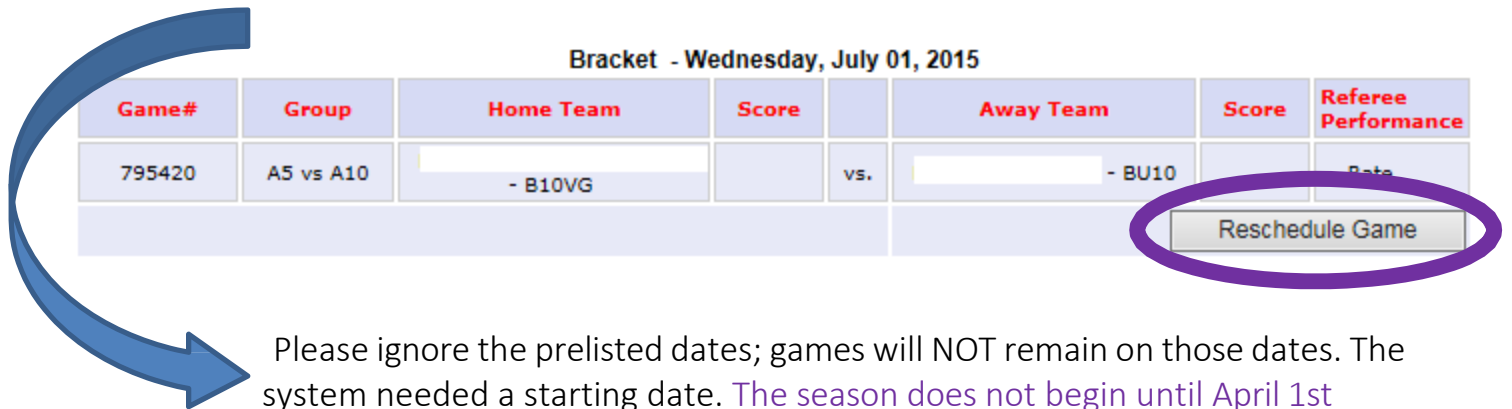
The screenshot shows the US Youth Soccer website interface. On the left is a navigation menu with options: My Account (Message Center, Consolidate Logins), Game Schedule, Player Lookup, Admin Lookup, Event / Class Lookup, Sign Out, and Tech Support Contact. The main content area is titled 'My Account' and includes sections for My Info, Registration Applications, Teams, and Tournament Applications / Game Scoring. The 'Tournament Applications / Game Scoring' section contains a table with one entry: Blue BU10 (Team ID 3B10-0384) for the 2015 Fall NWOYSL tournament, with a status of 'Final' and a submission date of 7/8/2015. A purple circle highlights the 'Edit Schedules / Game Scoring' link in the bottom right of this table entry.

Team	Team ID	Season	
	0384	2015-16 Principal Season	<a href="#">Edit</a> <a href="#">Tournament</a>
	0370	2014-15 Principal Season	<a href="#">Edit</a> <a href="#">Tournament</a>

Team	Tournament	
Blue BU10 3B10-0384	2015 Fall NWOYSL Status: Final Submitted on 7/8/2015	<a href="#">Edit</a> <a href="#">Schedules / Game Scoring</a>

3) Scroll down to the game - Click the Reschedule button



Game#	Group	Home Team	Score	vs.	Away Team	Score	Referee Performance
795420	A5 vs A10	- B10VG			- BU10		

Reschedule Game

Please ignore the prelisted dates; games will NOT remain on those dates. The system needed a starting date. The season does not begin until April 1st ...ALL March dates will need to be RESCHEDULED!

THE GAME RESCHEDULE BOX WILL POP OPEN. ENTER THE DATE, TIME, VENUE, FIELD NUMBER, AND WRITE THE REASON "SELF-SCHEDULE". CLICK SEND REQUEST.

PLEASE NOTE: IF YOU DO NOT SEE YOUR VENUE/Field IN THE DROP DOWN, PLEASE STOP THE PROCESS AND EMAIL KIM (kim@nwoysl.org) TO HAVE HER ADD YOUR VENUE ADDED TO THE SYSTEM. PLEASE CHECK WITH YOUR CLUB AS TO YOUR HOME FIELDS! \*THE SYSTEM WILL NOT ALLOW YOU TO PUT A GAME ON A FIELD THAT IS ALREADY TAKEN.

#### Game Reschedule

Current Game Information			
Game #:		Type:	Bracket
Flight:	BU10 Division 3	Desc:	A5 vs A10
Home:	- 01 - B10VG	Away:	- BU10

Original Schedule			
Date:	7/1/2015	Time:	12:00 AM
Venue:	TBD	Field No:	-

New Requested Reschedule			
Date:	7/1/2015	Time:	12:00 AM
Venue:	AJSL	Field No:	1
Reason:	Self Schedule		
Comments:			

Send Request Back

Venues to choose from are your HOME fields only: if you are uncertain of your home field please contact your club field contact or call the league office. Do not just pick a random field!

### Game Reschedule

Current Game Information			
Game #:	720912	Type:	Bracket
Flight:	Girls JV/Varsity	Desc:	A5 vs A8
Home:	ESSL Woodmore GU17	Away:	Glass City GU16

Original Schedule			
Date:	5/16/2015	Time:	08:00 AM
Venue:	Self Schedule	Field No:	11

New Requested Reschedule			
Date:	<input type="text" value="5/30/2015"/>	Time:	<input type="text" value="08:00"/> <input type="text" value="AM"/>
Venue:	<input type="text" value="Archbold"/>	Field No:	<input type="text" value="3"/>
Reason:	<input type="text" value="Other"/>		
Comments:	<input type="text" value="Self-Schedule"/>		

AFTER HITTING SEND REQUEST: The system will email the opposing Team Administrators. The opposing Team needs to Log in to the system and go to the schedule for the respective Team.

On the schedule they will see 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 will *click* on that 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		
<b>Reschedule in progress.</b>						<a href="#">View Reschedule History</a>	

By clicking on the [View Reschedule History](#) button you can respond to the request by:

**Game Reschedule**

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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		

- i) [Accepting the request](#): If the reschedule is accepted the game will be:
  - a. Rescheduled by the system
  - b. An email confirming the reschedule will be sent by the system to: Both Team administrators

- ii) *Send Alternate Reschedule*: This allows the Team Administrator to send back an alternative suggestion to the other team for a reschedule.
  - a. The Team Administrator can also add comments for the reschedule.
  - b. Both Team Managers can also view the history of the reschedule alternative.
  - c. The League Administrator can also view the history progress of the reschedule.
  - d. The system will send emails informing of the reschedule alternative to: Both Team Administrators.

1. ONCE THE RESCHEDULE IS COMPLETE YOU WILL SEE A MESSAGE:

*THIS GAME HAS BEEN RESCHEDULED.*

720936	7	3	A2 vs A5	8A - 9:30A Archbold - 3	<b>Archbold Bluestreaks GU19</b> D467-014G19-0647 (NWOYSL - Teams)	<b>ESSL Woodmore GU17</b> D467-014G17-0644 (NWOYSL - Teams)	Girls JV/Varsity Bracket <b>last modified at: May 5 2015 1:08PM by Tested, Katie</b>
			<b>This game has been rescheduled.</b>				

IF YOU AND YOUR OPPONENT CAN NOT DECIDE AFTER THREE TRIES, THE SYSTEM WILL LOCK YOU OUT OF RESCHEDULING THE GAME. You will need to contact the league office via email with Division & Game Number to reset this deadlock.

**ALL GAMES MUST BE SCHEDULED AND ACCEPTED BY March 20<sup>th</sup> AT MIDNIGHT to AVOID FINES/FEES that will be assessed to BOTH TEAMS.**

Once the open scheduling period is over; the game will remain on that date/time until a fee is paid to reschedule the game.