

Ohio Travel Soccer League

Rescheduling Instructions

Game Rescheduling

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 & time.

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
 - o 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
 - o 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.

Cancelling 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.

Ohio Travel Soccer League

Rescheduling Instructions

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
 - o 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: admin@ohtsl.com .