

# INSTRUCTIONS FOR CLUB REGISTRARS FOR SELF-SCHEDULING:

1. LOG IN TO YOUR ACCOUNT at <http://ohionorth.affinitysoccer.com>

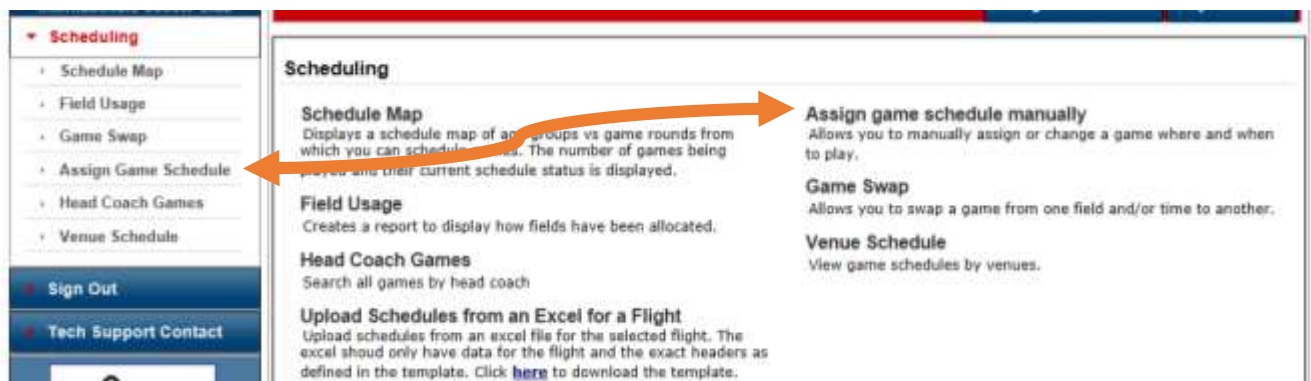
2. GO TO **TEAMS** ON THE LEFT HAND SIDE.

- CLICK **SEARCH** FOR THE LIST OF YOUR TEAMS.
- SELECT **ANY** TEAM THAT IS PLAYING IN STATE CUP.
- GO TO THE TOURNAMENT TAB AND SELECT **EDIT** NEXT TO STATE CUP.

3. ONCE IN THIS SCREEN, CLICK ON SCHEDULING ON THE LEFT HAND SIDE



4. CLICK ON ASSIGN GAME SCHEDULE MANUALLY ON THE LEFT OR RIGHT OF THE PAGE.



5. SELECT AN **AGE GROUP** FROM THE FLIGHT DROP DOWN THAT YOU ARE SUBMITTING THE SELF-SCHEDULE GAME REQUEST. THEN HIT **SEARCH**.

notify your opponent, referee assignor, and assigned referees of this change to the schedule.

Select Tournament/Gaming: 2015 Ohio North State Cup Report: Schedule by Venue Go

Only Show Fields Having Field Availability Data setup for this tournament.

Flight: Girls U14 Round: All Venue: All Field: All

Date of scheduled game: - Game: All Games GameNum: Search

Display your league's own HOME GAMES only  Display your league's own AWAY GAMES only

6. THE GAMES THAT ARE SELF-SCHEDULE GAME WILL APPEAR WITH A **RESCHEDULE** BUTTON. CLICK ON THE **RESCHEDULE** BUTTON FOR THE GAME YOU ARE SUBMITTING.

Flight: Boys U16 Round: All Venue: All Field: All

Date of scheduled game: - Game: All Games GameNum: Search

Games (3) Browse field usage Save Email SMS

GameNum	Rank	Relative Field	Game	Time	Field	Home Team (League)	Away Team (League)	Flight
<b>Monday, May 18, 2015</b>								
596309	2	3	A2 vs B3 Self Schedule - 7			Pacesetter Soccer Club - 01 - B16VR D455-011B16-0213 (Pacesetter Soccer Club)	Toledo Celtic Black D461-011B16-0013 (Toledo Celtics Soccer Club)	Boys U16 Bracket last modified at: Feb 12 2015 5:36PM by Chambers, Jessica
Reschedule Game								
<b>Saturday, May 30, 2015</b>								

7. THE GAME RESCHEDULE BOX WILL POP UP. ENTER THE **DATE**, **TIME**, **VENUE**, **FIELD NUMBER**, AND **REASON**. CLICK **SEND REQUEST**.

PLEASE NOTE: IF YOU DO NOT SEE YOUR VENUE IN THE DROP DOWN, PLEASE STOP THE PROCESS AND EMAIL [JESSICA CHAMBERS](mailto:jchambers@ohiosoccer.org) TO HAVE HER PUT THE VENUE IN THE SYSTEM.

-THE FIELD NUMBER FOR **SINGLE FIELD VENUES** ARE NOT IMPORTANT BUT REQUIRED. PLEASE JUST SELECT THE FIELD NUMBER AVAILABLE. IN MOST CASES, IT WOULD BE FIELD 1.

Game Reschedule

Current Game Information

Game #: 596309 Type: Bracket  
Flight: Boys U16 Desc: A2 vs B3  
Home: Pacesetter Soccer Club - 01 - B16VR Away: Toledo Celtic Black

Original Schedule

Date: 5/18/2015 Time: 09:00 PM  
Venue: Self Schedule Field No: 2

New Requested Reschedule

Date: 5/18/2015 Time: 06:00 AM  
Venue: Self Schedule Field No: 1  
Reason: Coaching Conflict

Comments:

Send Request Close

## 8. AFTER HITTING SEND REQUEST:

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		<u>Rate</u>
<b>Reschedule in progress.</b>						<a href="#">View Reschedule History</a>	

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		
<input type="button" value="Accept Request"/> <input type="button" value="Send Alternate Request"/> <input type="button" value="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) **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

**IF YOU AND YOUR OPPONENT CAN NOT DECIDE AFTER THREE TRIES, THE SYSTEM WILL LOCK YOU OUT OF RESCHEDULING THE GAME AND OHIO NORTH WILL INTERVENE AND SCHEDULE THE GAME FOR YOU. AFTER THIS IS DONE, THE GAME TIME/DATE/LOCATION WILL BE FINAL.**