

INSTRUCTIONS FOR TEAM **COACHES/ADMINS** FOR SELF-SCHEDULING:

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

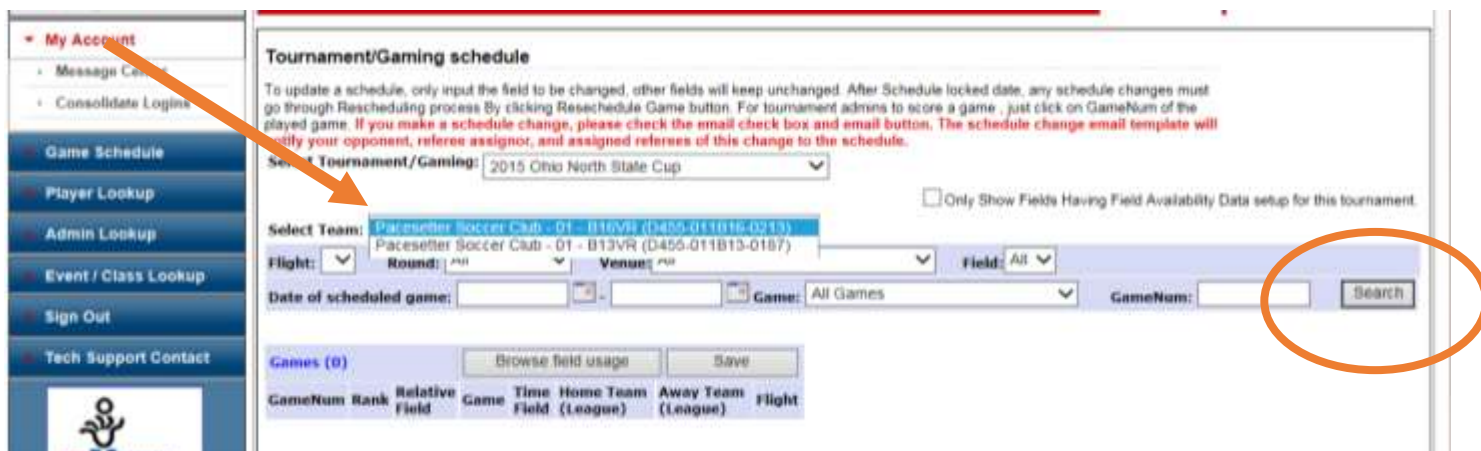
This is the same login and password used to complete your background check.

2. GO TO **GAME SCHEDULE** ON LEFT COLUMN



3. SELECT A **TEAM** THAT YOU ARE SUBMITTING THE SELF-SCHEDULE GAME REQUEST FROM THE DROP DOWN. THEN HIT **SEARCH**.

NOTE: ONLY THE TEAMS YOU ARE A REGISTERED ADMIN FOR WILL SHOW UP



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

Tournament/Gaming schedule

To update a schedule, only input the field to be changed, other fields will keep unchanged. After Schedule locked date, any schedule changes must go through Rescheduling process. By clicking Reschedule Game button. For tournament admins to score a game, just click on GameNum of the played game. **If you make a schedule change, please check the email check box and email button. The schedule change email template will notify your opponent, referee assignor, and assigned referees of this change to the schedule.**

Select Tournament/Gaming:

Only Show Fields Having Field Availability Data setup for this tournament

Select Team:

Flight: Round: Venue: Field:

Date of scheduled game: - Game: GameNum:

Games (3)

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

5. 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](#) 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.

The screenshot shows a 'Game Reschedule' dialog box in the foreground. It contains the following information:

- Current Game Information:**
 - Game #: 596309
 - Flight: Boys U16
 - Home: Pacesetter Soccer Club - 01 - B16VR
 - Away: Toledo Celtic Black
 - Date: 5/18/2015
 - Time: 06:00 PM
 - Venue: Self Schedule
 - Field No.: 3
- New Requested Reschedule:**
 - Date:
 - Time:
 - Venue:
 - Field No.:
 - Reason:
 - Comments:
- Buttons:

The background page shows a tournament schedule for '2015 Ohio North State Cup'. The game 596309 is highlighted, and the 'Reschedule Game' button is circled in orange. The table below shows other games in the schedule:

GameNum	Rank	Relative Field	Game	Time	Field	Home Team (League)	Away Team (League)	Flight
Sunday, May 31, 2015								
596309	3	3	A1 vs B1	Self Schedule - 3A		Pacesetter Soccer Club - 01 - B16VR (D455-011B16-0213) (Pacesetter Soccer Club)	Toledo Celtic Black (D461-011B16-0013) (Toledo Celts Soccer Club)	Boys U16 Bracket last modified at: Feb 12 2015 5:36PM by Chambers, Jessica
Sunday, May 31, 2015								
596309	3	3	A1 vs B1	Self Schedule - 3A		Pacesetter Soccer Club - 01 - B16VR (D455-011B16-0213) (Pacesetter Soccer Club)	Toledo Celtic Black (D461-011B16-0013) (Toledo Celts Soccer Club)	Boys U16 Bracket last modified at: Feb 12 2015 5:36PM by Chambers, Jessica

6. 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>
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		

- 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.