

## \*RESCHEDULE INFORMATION

- 1- Teams are only allowed to initiate two (2) reschedules (with or without the cost)
  - a. Reschedules cost \$50 starting the 1st day of league play
  - b. Reschedule must be COMPLETE before the 1st day of league to not be charged.  
COMPLETE- -Changed on the UYSA schedule  
Fall 2016 League begins Saturday August 20 at 12:00 am
  - c. Reschedules must be complete 5 days before the original schedule date.  
EX. Game schedule Saturday at 1:00, must be completed Monday before 1:00
- 2- Before clicking the button the HOME team must have field and referee assignor approval
  - a. Please email all contacts outside of affinity first
  - b. Terry Ogden is the field assignor - you can email him at [ogden@utahyouthsoccer.net](mailto:ogden@utahyouthsoccer.net)
  - c. Kariann Atkin is the referee assignor – you can email her at [kari@atkinfam.com](mailto:kari@atkinfam.com)
- 3- Team initiating the reschedule should click the button (does not matter if home or away)  
Away teams MUST have an email from the home team with field and referee assignor approval.

**If you are rescheduling for weather, no referees or unplayable fields do not click the reschedule button  
Send reschedule information to [scheduler@utahyouthsoccer.net](mailto:scheduler@utahyouthsoccer.net).**

### To reschedule ALL games

1. Contact the opposing team using email
  - a. Log in to your UYSA account
  - b. Make sure your picture is highlighted
  - c. Click TEAMS on the tabs below
  - d. On the new tabs Click Tournament and Schedule Apps
  - e. Click Schedules/Game Scoring on the right hand side (by the team you want)
  - f. Click the Opposing Team Name to see contact info
  - g. Email All contacts from your personal email, do not use the reschedule button at this time
2. Find several dates that teams agree on.
  - a. The home team MUST contact their FIELD ASSIGNOR and REFEREE ASSIGNOR for approval
  - b. Send A couple dates that may work for a reschedule

**\*\*NO GAME should be rescheduled (using the button or sending information in) without approval from your (home team)  
FIELD and REFEREE ASSIGNOR contact your club if you don't know who they are.**

3. After the NEW date, time and field are approved by assignors and both teams  
The team initiating (asking for) the reschedule should do the following:
  - A. Log in to UYSA account
  - B. Make sure your picture is Highlighted
  - C. Click on the TEAM tab below pictures
  - D. Click on the Tournament and Schedule Apps tab
  - E. Click on Schedules/Game Scoring
  - F. Click on the Reschedule Button by the game you have new information for
  - G. Enter ALL information Date, Time including AM or PM, Field Name and Number (all in drop down menus)
  - H. Click Send Request
4. Opposing team MUST log-in follow steps above and click Accept Request or if the information is not correct, Click Send Alternate Request and correct the information. Notify the opposing team that they must now login and Accept.

**a Do not send any information to the state if you completed your reschedule online**

- b. It is up to the teams to follow all steps correctly the state is not approving or accepting the reschedules.
- c. The schedule will change when the teams have finished all steps correctly, No waiting

**UYSA reserves the right to move games back to original dates, times and locations if teams did not follow the correct steps.  
IF you are rescheduling for weather, no referees or unplayable fields  
Send an email to [scheduler@utahyouthsoccer.net](mailto:scheduler@utahyouthsoccer.net)  
include game number, new time, date, field name and number along with permission from field and ref assignor  
DO NOT click the reschedule button**