

Game Rescheduling Tutorial

last updated: 12-Oct-04

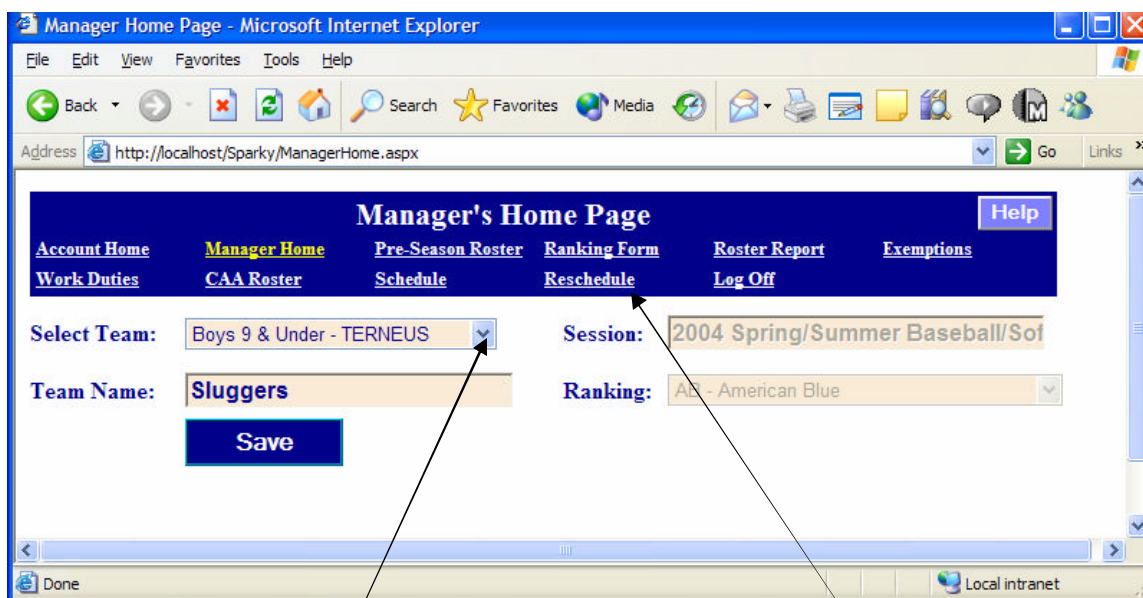
Overview:

The game rescheduling process works as follows:

- a) The league administrator cancels a game. Canceled games appear in "red" on the schedule viewer.
- b) The home team manager uses the “Reschedule” page from the “Manager’s Home Page” to reserve up to 3 reschedule dates. Tentatively reserved date appear in "light blue" on the schedule viewer. The home manager then consults with the opposing manager and agrees on a date.
- c) The home team manager, returns to the “Reschedule” page and chooses one of the "Tentative" dates. The rescheduled date appears in "pink" on the schedule viewer. Once the home team manager chooses a reschedule date, a confirmation email is send to the manager and the league administrator.

Details Process Explanation:

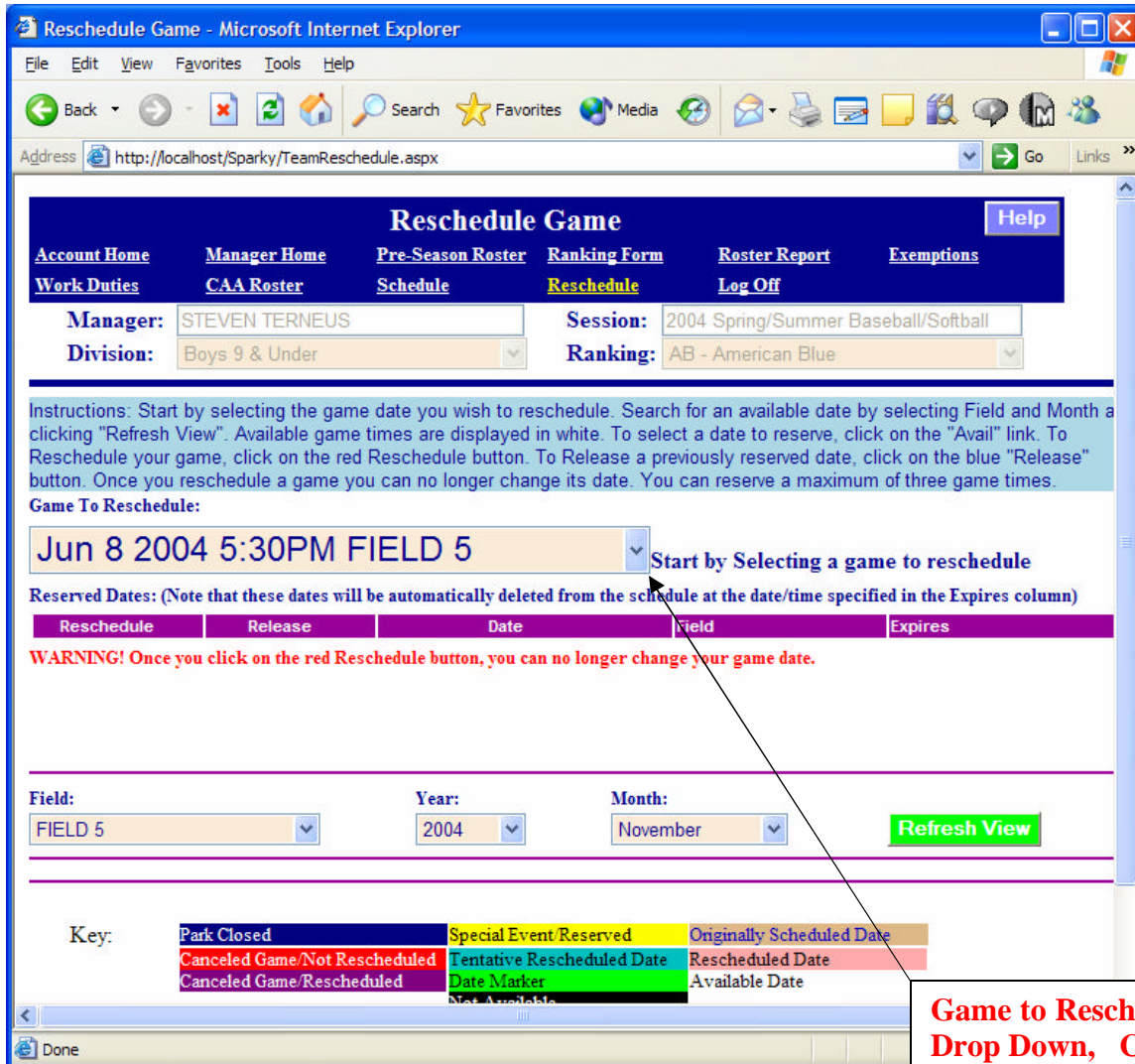
STEP 1. Logon to the website and click the “Manager’s Home Page” link. This takes you to the “Manager’s Home Page” as displayed below. If you manage more than one team, select the team you want to reschedule by selecting the team from the “Select Team:” dropdown.



1) If you have two or more teams, select the team you want to reschedule.

2) Reschedule Menu Button

STEP 2. Click the “Reschedule” Menu option. This takes you to the “Reschedule Game” page shown below.



STEP 3.

All of your games that have been rained out and not yet rescheduled are displayed in the “Game to Reschedule” dropdown. Choose the game you want to reschedule. NOTE if no dates are shown in this box, then contact the schedule administrator to find out why your game has not been rained out.

STEP 4. Now find an open date by selecting the **FIELD** and **MONTH** you want to view and click **“REFRESH VIEW”**. The schedule is displayed for one month at a time.

1. Select Field

2. Select Month

3. Click Here

Field: FIELD 5 Year: 2004 Month: October Refresh View

	7am	8am	9am	10am	11am	12am	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm
1	Closed											Av					Closed
2	Clos	Av		Av		Av		Av		Av		Av					Closed
3	Clos	Av		Av		Av		Av		Av		Av					Closed
4	Closed											Av					Closed
5	Closed											Av					Closed
6	Closed											Av					Closed
7	Closed											Av					Closed
8	Closed											Av					Closed
9	Clos	Av		Av		Av		Av		Av		Av					Closed
10	Clos	Av		Av		Av		Av		Av		Av					Closed
11	Closed											Av					Closed

First column denotes the day of the month

“Av” link denotes an available time slot. Click here to reserve this time slot.

STEP 5. Available dates are displayed in white with an “Av” link. Click the “Av” link on the time slot you wish to reserve. After you click on an open time slot, the following popup window is displayed.

Edit Event

Instructions: To reserve a date, click on the orange "Select Date" button then click on "Close Window". If you do not want to reserve this date, just click the "Close Window" button.

EVENT ID:
45542

** ORIGINAL DATE **	**RESCHEDULE DATE **
Start Date/Time: 6/8/2004 5:30:00 PM	Start Date/Time: 10/23/2004 10:00:00 AM
Field FIELD 5	Field FIELD 5
Event Status Resched? <input type="checkbox"/>	Length of Time Slot (Minutes) 120
Rainout/Canceled	
Planning Team: Boys 9 & Under (Team 10)	
Home Team: TERNEUS, STEVEN-Sluggers	
Away Team: Unassigned	

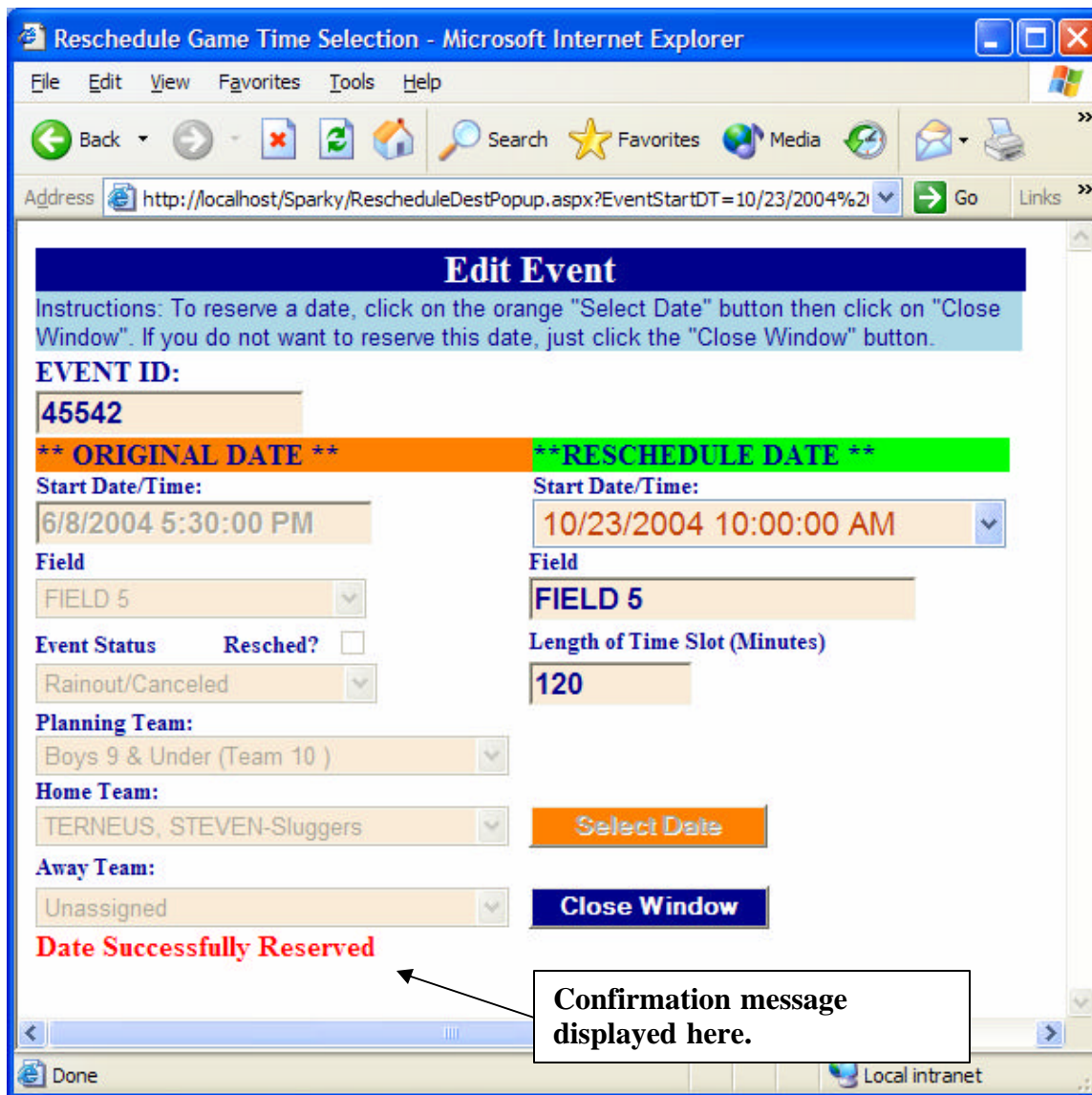
Select Date **Close Window**

If you want to reserve this date/time & field click “Select Date”, the click “Close Window”.

(or) If you decide you do not want to choose this date/time, just click “Close Window”

Original rained out game information is displayed on the left side of popup window.

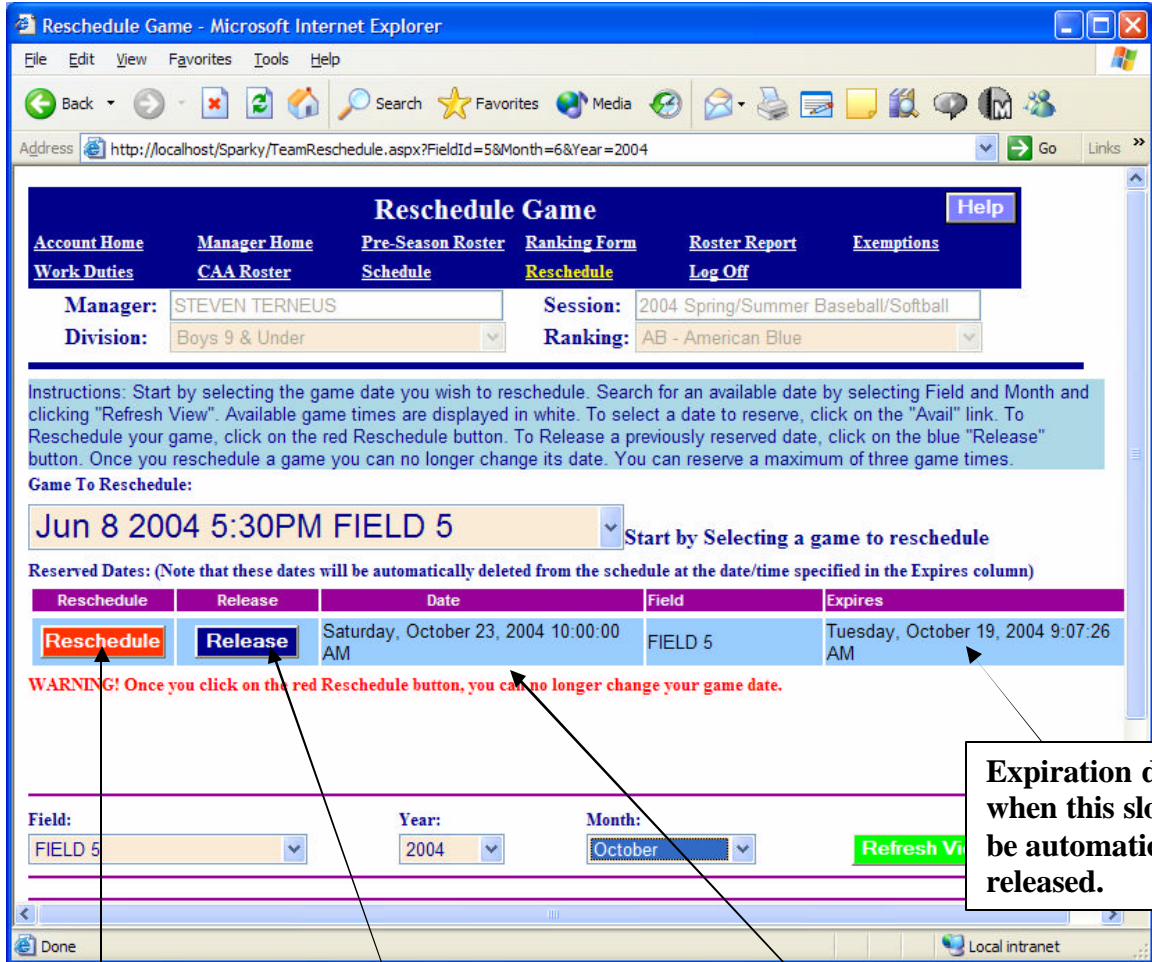
If you want to reserve this date/time & field, click the “Select Date” button, then click on the “Close Window” button to return to the previous page. If you do not want to reserve this slot, just click the “Close Window” button.



After clicking “**Select Date**”, a confirmation message is displayed at the bottom of the popup window as show in the screen capture above. Click “**Close Window**” to return to the previous page.

If you attempt to reserve more than three dates for a given rainout, you will get the an error message that says “**Date not reserved, you have already reserved the maximum of 3 dates, you must release one before adding more**”.

STEP 6. After you have selected a date/time & field, it appears on the Reschedule Page as shown below. **NOTE: You have not rescheduled your game until you click the red “Reschedule” button**



Click here to reschedule this game. (You cannot change the date/time after clicking this button).

Click here to release this date.

Expiration date when this slot will be automatically released.

A reserved date/time & field. You can have up to three reserved dates for a given rainout.

Reschedule Game - Microsoft Internet Explorer

Address: http://localhost/Sparky/TeamReschedule.aspx?FieldId=5&Month=6&Year=2004

Reschedule Game

[Help](#)

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Manager: STEVEN TERNEUS **Session:** 2004 Spring/Summer Baseball/Softball
Division: Boys 9 & Under **Ranking:** AB - American Blue

Instructions: Start by selecting the game date you wish to reschedule. Search for an available date by selecting Field and Month and clicking "Refresh View". Available game times are displayed in white. To select a date to reserve, click on the "Avail" link. To Reschedule your game, click on the red Reschedule button. To Release a previously reserved date, click on the blue "Release" button. Once you reschedule a game you can no longer change its date. You can reserve a maximum of three game times.

Game To Reschedule:

Jun 8 2004 5:30PM FIELD 5 Start by Selecting a game to reschedule

Reserved Dates: (Note that these dates will be automatically deleted from the schedule at the date/time specified in the Expires column)

Reschedule	Release	Date	Field	Expires
Reschedule	Release	Saturday, October 23, 2004 10:00:00 AM	FIELD 5	Tuesday, October 19, 2004 9:07:26 AM
Reschedule	Release	Saturday, October 30, 2004 10:00:00 AM	FIELD 5	Tuesday, October 19, 2004 9:09:34 AM
Reschedule	Release	Saturday, October 30, 2004 2:00:00 PM	FIELD 5	Tuesday, October 19, 2004 9:10:00 AM

WARNING! Once you click on the red Reschedule button, you can no longer change your game date.

Field: FIELD 5 **Year:** 2004 **Month:** October [Refresh View](#)

You can reserve up to three dates for a given rainout. Please note that when you reserve a date/time, it will be reserved for a limited time (Approximately 48 hours). After the expiration date is reached, this time slot will be automatically release back to the pool of open dates.

After you have agreed to a reschedule date with your opposing manager, return to this page and click the "Rechedule" button next to the date/time and field you have agreed upon.

After clicking the red **Reschedule** button, you should get the following confirmation message as well as a confirmation email. If you do not get the confirmation email, please contact your schedule administrator.

Reschedule Game - Microsoft Internet Explorer

Address: http://localhost/Sparky/TeamReschedule.aspx?FieldId=5&Month=6&Year=2004

Reschedule Game

Help

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Manager: STEVEN TERNEUS Session: 2004 Spring/Summer Baseball/Softball
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Instructions: Start by selecting the game date you wish to reschedule. Search for an available date by selecting Field and Month and clicking "Refresh View". Available game times are displayed in white. To select a date to reserve, click on the "Avail" link. To Reschedule your game, click on the red Reschedule button. To Release a previously reserved date, click on the blue "Release" button. Once you reschedule a game you can no longer change its date. You can reserve a maximum of three game times.

Game To Reschedule:

Start by Selecting a game to reschedule

Reserved Dates: (Note that these dates will be automatically deleted from the schedule at the date/time specified in the Expires column)

Reschedule	Release	Date	Field	Expires
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WARNING! Once you click on the red Reschedule button, you can no longer change your game date.

Game has been rescheduled, you should receive an email confirmation

Field: FIELD 5 Year: 2004 Month: October Refresh View

7am 8am 9am 10am 11am 12am 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm 11pm

Done Local intranet

**Reschedule
Confirmation.**