



Dear Coaches:

When you have a game that is scheduled get cancelled it's a 5 second clicks process to send word to the website and to the scoreboard, calendar, and anyone who is subscribed to your page that a game is cancelled (synonymous with "postponed").

One these examples, I wrote these notes in 2021 with the "old version" of the game reporting tools, but the process for cancelling and rescheduling a game is still the same. Here are your notes:

Entering and Maintaining Your Schedule: Game Cancellations (Postponements)

For reasons of weather or school scheduling conflicts, and in this past year, changing games for emerging health concerns will be necessary. A coach, administrator, secretary, or team manager, can open the Coach Console and cancel a game in 5 seconds.

Coach Tools [REQUEST ACCESS TO ANOTHER SPORT] [HIDE TEAM INFO]

Basketball (Boys) (2022-23 Season)

Central Square (CSCS) Redhawks
 642 South Main Street, Central Square, NY 13036
 Border Color [] Background Color [] [edit icon]

Sport plays at alternate location
 -none- [edit icon]

HEAD COACH
 COACHES
 ATHLETIC DIRECTOR
 MANAGER [edit icon]

[SCHEDULE/RESULTS] [ROSTER] [ANNOUNCEMENT] [LOCAL MEDIA] [ADD EVENT] [STATS REPORTING]

	DATE	START	OPPONENT	RESULT	LG	SD
[edit icon] [calendar icon] [trash icon]	12/2/2022	5:00 PM	Massena		[check icon]	[check icon]

1. By clicking on the red calendar icon, the game will be cancelled. You will be asked in a pop-up if you're certain you want to do this, but answer yes. You will see the message on the schedule, and that will populate on the daily scoreboard, the sectional calendar of events, and be sent to all notifications subscribers via text or email.



Coach Tools

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SCHEDULE/RESULTS

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LOCAL MEDIA

ADD EVENT

STATS REPORTING

	DATE	START	OPPONENT	RESULT	LG	SD
	Cancelled		Massena			

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- When a game is rescheduled for the next day, or later in the season, you will be able to click on the green calendar icon and "reschedule" the cancelled game. A pop-up box will appear. Choose your new date and time of the game and click "Reschedule". That's it!

Reschedule Event

Date

Start Time

Format Example: 7:30 PM

Red Fields are Required

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- The game will not appear as Rescheduled on your Coach Tools, but more importantly, will appear on the public site as a game that was rescheduled from a prior date. Check it out.

And that's all that a Coach or Team Owner has to do to manage games that area cancelled (PPD) due to weather or any other consideration.