

**OYSA 2009 Gaming
Team Managers Head Coaches Games Reschedule Instructions**

If you have any problems with the system, **call Tech Support Number 800-816-3365.**

This document was updated: January 13, 2009

The following are the instructions for **Rescheduling Game Instructions.**

- 1) To Reschedule Games you must have a Team Manager, Head Coach or Assistant Coach account on the OYSA Affinity Sports system.**
- 2) You may only initiate a Reschedule for Home Games.**

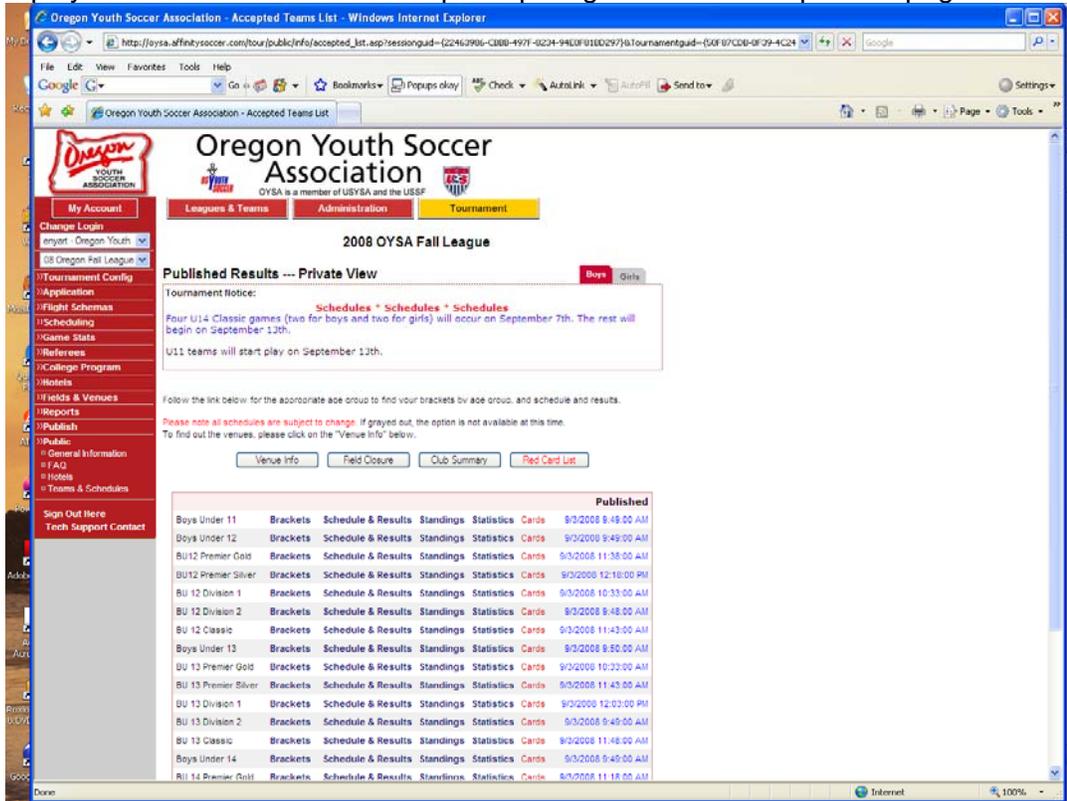
1) To set up your account

- a) Log in using your **Team Manager's or Head Coach** Account established on the **OYSA system**
- b) If you do not have an account please contact your League Registrar to set up an account or use the Activate Your Account option from the OYSA System logon page found at the following URL: <http://oysa.affinitysoccer.com>
- c) If you have problems please contact **Seth Anger or Scott Enyart** via email at: Seth@oregonyouthsoccer.org or Scott@oregonyouthsoccer.org

2) Rescheduling a Game

- a) **Go to** <http://oysa.affinitysoccer.com>
- b) You can log in from this page by using the fields on the left hand side or **Click** on the Gaming Tab at the top of the page and login in from the respective page
- c) Once you have logged into your account the system will display various information
 - i) **My info:** This where you can change some personal information and reset your Username and password.
 - ii) **Family Members:** This is where the system provides information about any other members of your family in the system
 - iii) **Registration Applications:** Displays application information about any family members in the system that have certain roles
 - iv) **Teams:** This displays any team where you may be an administrator and/or parent on the Team.
 - v) **Tournament Applications/ Gaming Scoring:** This displays all of the Team applications to a Gaming Circuit and/or Tournament within the OYSA System.
 - vi) **Event Registration:** This provides any Event registration applications in the system. An Event could be Camps, License classes et.
- d) In the **Tournament Applications/ Gaming Scoring** area for your respective team(s) on the left hand side **Click** the **Schedules/Game Scoring** link.

e) This displays the Bracket with all of the participating teams at the top of the page.



f) If you scroll down the page the system shows the schedule for the respective Team

Bracket - Saturday, March 17, 2007										
Game#	Venue	Time	Field	Group	Home Team	Score		Away Team	Score	Referee Performance
2797	TBD RILS	9:30 AM	23	A7 vs A8	DC Angels		vs.	Smyrna Lady Panthers		Rate
Reschedule Game										

Bracket - Sunday, March 18, 2007										
Game#	Venue	Time	Field	Group	Home Team	Score		Away Team	Score	Referee Performance
2802	TopHat Soccer Club	1:00 PM	2	A6 vs A7	TopHat-11 Blue		vs.	DC Angels		Rate
Reschedule Game										

Bracket - Saturday, March 31, 2007										
Game#	Venue	Time	Field	Group	Home Team	Score		Away Team	Score	Referee Performance
2808	TBD RILS	10:50 AM	34	A7 vs A3	DC Angels		vs.	DC Galaxy		Rate
Reschedule Game										

Bracket - Saturday, April 14, 2007										
Game#	Venue	Time	Field	Group	Home Team	Score		Away Team	Score	Referee Performance
2787	Fowler	1:30 PM	1	A7 vs A5	DC Angels		vs.	COBB FC Wildcats		Rate
Reschedule Game										

g) The schedule will appear for the respective Team

i) For each of the games displayed you may:

(1) **Click** on the Venue and receive the information about the Venue Location

- (2) **Click** on the Team Name and receive information about the administrator on the Team, so that you may contact those individuals if required.
 - (3) **Click** on the box under the Score label for your team and the Game Stat Entry window will appear. Please refer to the OYSA Game Scoring Instruction from OYSA to use this function.
- h) Once you reach the Schedule for the desired team as described above, the system will display a **Reschedule Game button** for each game that has not been played.

Bracket - Saturday, October 16, 2004									
Game#	Venue	Time	Field	Group	Home Team	Score	vs.	Away Team	Score
5312	TCMS	4:30 PM	2	A3 vs A4	LAKE ELSINORE STORM B15			Del Mar Sharks - BU15	
<input type="button" value="Reschedule Game"/>									

- i) **Click** the **Reschedule Game:** Button this returns the Reschedule Game page shown below:
 - i) **Game information:** This section shows the game information as it is currently scheduled.
 - ii) **Original Schedule:** This provides the Date, Time, Venue and Field information for the current game.
 - iii) **Requested Schedule:** This is where you can define the suggested change to the game schedule.
 - (1) For the date you may use the Calendar tool
 - (2) For the Venue you need to select a Venue and field that you have been given the time to play the game. This may require you contacting your Field scheduler to receive the approval prior to initiating the reschedule request.
 - (3) Make sure that the fields for the "AM" "PM" have been set correctly. **"Noon" is entered as 12:00 pm**

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My Account
Ginny Pavey

Sign Out Here

Tech Support at
800-816-3365
(toll free)
Contact Us (Email)

Game Reschedule

Current Game Information			
Game #:	2797	Type:	Bracket
Flight:	U14 Girls D 1A	Desc:	A7 vs A8
Home:	DC Angels	Away:	Smyrna Lady Panthers

Original Schedule			
Date:	3/17/2007	Time:	9:30 AM
Venue:	Tbd Rils	Field No:	23

New Requested Reschedule			
Date:	<input type="text" value="3/17/2007"/>	Time:	<input type="text" value="9:30"/> <input type="button" value="AM"/>
Venue:	<input type="text" value="TBD RILS"/>	Field No:	<input type="text" value="01"/>
Reason:	<input type="text" value="Coaching Conflict"/>		
Comments:	<input style="width: 100%; height: 30px;" type="text"/>		

- j) Once you have completed your request you can send the request by Clicking the **Send Request** Button.
- k) The system checks the request for the reschedule against the games already scheduled at the requested Venue field and time and will not allow you to schedule a game conflicting with another game already scheduled for the respective Venue field and time.
- l) **Conflicting Game:** If the system finds a conflicting game, the system returns a page showing the conflicting game.
 - i) At this point you need to change the suggested game schedule or contact your Field Scheduler.

- m) Once an available schedule is submitted, the system will email the opposing Team Manager and Head Coach and other members of their League/Club of the request.
- n) The opposing Team Manager then needs to Log into the system and go to the schedule for the respective Team to initiate a response.
- o) Once the Opposing team Manger Logs into the system and goes to the schedule for the respective team, they will see the games that have a reschedule in progress, by the fact that they will show a **“Reschedule in progress”** message on the left hand side.
- p) The button on the Right hand side will have changed to show **View Reschedule History**.

Bracket - Saturday, March 17, 2007

Game#	Venue	Time	Field	Group	Home Team	Score		Away Team	Score	Referee Performance
2797	TBD RILS	9:30 AM	23	A7 vs A8	DC Angels		vs.	Smyrna Lady Panthers		Rate

Reschedule in progress. [View Reschedule History](#)

- q) By clicking the [View Reschedule History](#) button the following window will appear allowing the opposing Team Manager to respond to the request by the Home Team Manager.

Game Reschedule

Current Game Information			
Game #:	2797	Type:	Bracket
Flight:	U14 Girls D 1A	Desc:	A7 vs A8
Home:	DC Angels	Away:	Smyrna Lady Panthers

Original Schedule			
Date:	3/17/2007	Time:	9:30 AM
Venue:	TBD RILS	Field No:	23

Requested Schedule Change by Ginny Pavey, For DC Angels(3/8/2007 1:05 PM)			
Date:	3/17/2007	Time:	9:30 AM
Venue:	TBD RILS	Field No:	01
Reason:	Coaching Conflict		

- i) **Accepting the request:** If the reschedule is accepted then the game will be:
- (1) Rescheduled by the system
 - (2) The originator will be charged the reschedule Fee
 - (3) An email confirming the reschedule will be sent by the system to:
 - (a) Both Team administrators
 - (b) League/Club Administrators selected to receive the reschedule information.
- ii) **Cannot reschedule:** By selecting this option then the reschedule becomes **deadlocked** and it will be up to the OYSA Age Group Coordinator to decide if the game will be rescheduled. In the meantime however the original schedule is still in force.
- iii) **Send Alternate Reschedule:** This allows the Team Manager to send back an alternative suggestion to the reschedule.
- (1) The Team Manager can also add comments for the reschedule.
 - (2) Both Team Managers can also view the history of the reschedule alternatives.
 - (3) OYSA Game Scheduler 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
 - (b) League/Club Administrators
 - (c) OYSA Administrator

If you have any questions please contact Game Scheduler Seth Anger at: Setha@oregonyouthsoccer.org

Tech Support Number 800-8186 3365.