

## Washington Youth Soccer – Schedule Instructions


Updating game times and fields / initiating date reschedule requests:

1. Login as a Team Administrator
2. Click on “Game Schedule” in the left hand navigation
3. Select your team and click search

The screenshot shows the Washington Youth Soccer Regional Club League website. The header includes the logo, the text "Washington Youth Soccer REGIONAL CLUB LEAGUE", and a "MAKE HISTORY" banner. The navigation menu on the left includes "My Account", "Message Center", "Consolidate Logins", "Game Schedule" (highlighted with a green arrow), "Player Lookup", "Admin Lookup", "Event / Class Lookup", "Sign Out", and "Tech Support Contact". The main content area is titled "Tournament/Gaming schedule" and contains a form for selecting a tournament, team, flight, round, venue, and field. Below the form is a table of games for "Saturday, September 07, 2013".

GameNum	Rank	Relative Field	Game	Time Field	Home Team (League)	Away Team (League)
3625	1	1	A4 vs A3	9P - 9:05P TBD - 66	NWN G99 Red A 0106-182CG14-0010 (South Snohomish County Youth Soccer Association)	Crossfire Premier G99- ECNL S.Crum-Reserves 0207-141CG14-0017 (Lake Washington Youth Soccer Association)

Below the table, there is a "Reschedule Game" button and a "Re-Assign Game" section with a date of 9/7/2013 and a starting time of 9:05P. There are also buttons for "Browse field usage", "Save", "Email", and "SMS".

On the above page you can enter a game time AND click on the  button to select a field. Once you have input a game time and selected a field click the “Save” button. This update will publish to the schedules. If your field is missing as an option, please email: [support@affinitysoccer.com](mailto:support@affinitysoccer.com) with the location address and field name and we will make sure this is added for you.

To initiate a date change request you can click the Reschedule Game button to send an email to your opponent requesting a new date. Make sure you check with your Field Assigner and Referee Coordinator before you initiate a reschedule request.