

**ATTENTION ALL COACHES, REFEREE ASSIGNORS, FIELD COORDINATORS AND CLUB REPRESENTATIVES:**

We have implemented a new way of completing the reschedule form.

First, for clarification purposes, this is an optional process and, you do not have to do your reschedule online, you can still use the paper form if you would prefer.

The online process is meant to replace the paper form and that is it. It is not meant to try and negotiate a new time and date or to communicate with the field coordinators or referee assignors.

Coaches must still go thru the process of contacting the opposing coach, contacting the referee assignor and field coordinator and finding a date and time that works for both parties. Once that has been done, the home team coach can log-in to their team page at <http://www.mnyouthsoccer.org/hellopage1.cfm> their user name and password is included with the telephony instructions that came in their coach's packet.

- From the team page select: [Game Score and Reschedule Entry](#)
- Select [Reschedule](#) next to the game you want to reschedule (NOTE: you can only start the reschedule process if you are the home team)
- When you have completed the form press [SUBMIT](#), (NOTE: **BEFORE SUBMITTING THIS FORM, EVERYONE MUST AGREE to the reschedule date, time, and location of this game.** Approval is required from the opposing team, home team referee coordinator, and possibly the home team field coordinator. If everyone has not agreed to a reschedule date, time, and location of this game, DO NOT COMPLETE THIS FORM. It is your responsibility to obtain approval before submitting this form.)
- When you submit the form, the system will send an email to the opposing coach asking them to log in and accept the reschedule, if there is not an email listed for the coach when you submit the reschedule you should make sure and contact them via telephone or some other means to make sure they know to go out and approve the reschedule.
- When the opposing coach has accepted the reschedule, a confirmation email is sent to:
  - Both Coaches
  - Field Coordinator, listed on the MYSA site for the home team club.
  - Referee Assignor, listed on the MYSA site for the home team club.
  - District Director

**This email that is sent to the Field Coordinator and the Referee Assignor and is meant as a reminder and as a courtesy only. If the club referee assignor or the field coordinator has not been contacted prior to receiving the email, they should contact that coach and any club representatives to bring it to their attention. It is up to the Club Representatives to reiterate the reschedule process to their coaches.**

- If the opposing coach rejects the reschedule an email is sent to the opposing coach and the process needs to start over.
- **A RESCHEDULE IS NOT COMPLETE UNTIL THE OPPOSING COACH HAS ACCEPTED THE RESCHEDULE.** Until the reschedule is accepted by the opposing coach, the reschedule is not valid and the original game date stands as is.

**IMPORTANT NOTE:** Coaches or team contacts must log in to the telephony system to opt in for the Harvest Fest.

If you have questions or feedback, please contact::

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# GAME RESCHEDULE PROCESS FLOW

