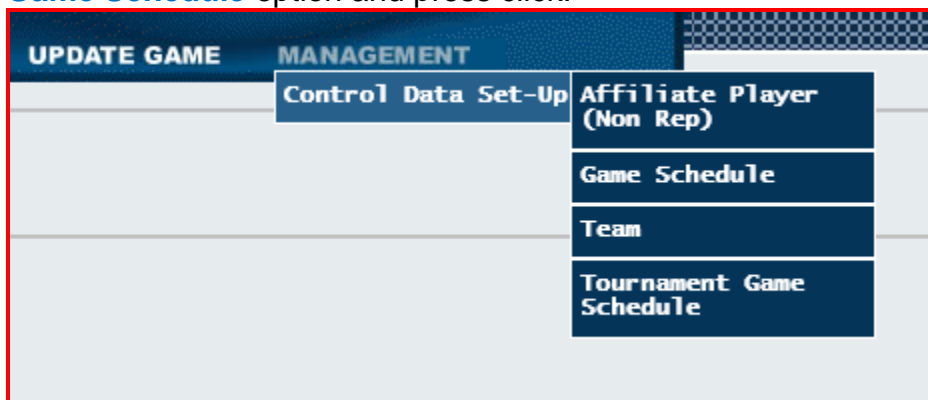


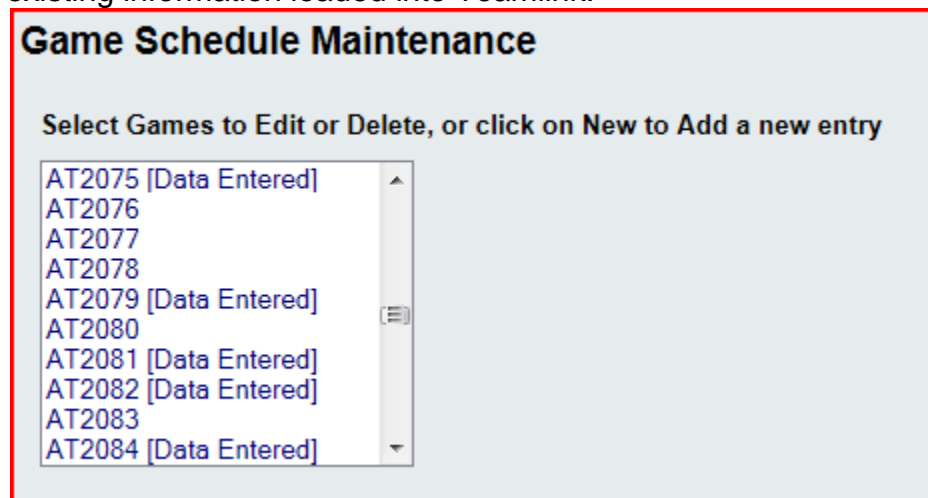
Cancelling a Game

From time to time, an exhibition game will be cancelled. In order to keep Teamlink up-to-date, we would need to cancel such games from Teamlink as well.

1. Sign in the Teamlink system as explained in the section "Accessing Teamlink system".
2. Hover over the **Management Menu** item. This will expand the menu. Then hover over **Control Data** and this will expand the menu even further. Move your cursor over the **Game Schedule** option and press click.



3. The Game Schedule Maintenance page will display. Using the scroll bar, scroll to the game needing to be changed. Click on the appropriate game number to bring up the existing information loaded into Teamlink.



Note: For any game marked "Data Entered" on this list, you will not be able to cancel this game. Please contact your Managing Director to discuss the best way to handle this in Teamlink.

4. Ensure that the game information matches that of the game you want to cancel.

5. Once all of the fields have been reviewed, and it is confirmed that you want to cancel this game, In the STATUS section, open up the drop-down list and change it to "Cancelled".



A screenshot of a web form element. It features a label 'Status' in bold black text. Below the label is a dropdown menu with a white background and a thin grey border. The word 'Cancelled' is displayed in blue text within the dropdown, and a small downward-pointing arrow is visible on the right side of the menu. The entire element is enclosed in a red rectangular border.

6. Once the status is set correctly, click "Save Changes".



Note: All League Managers using the Assigning Centre to request Refs and Linesmen **MUST** notify the Assigning Centre within 72 hours of the scheduled game time. Fax or email notification of Game Cancellation to the Assigning Centre by using the "GAME REQUEST" form.