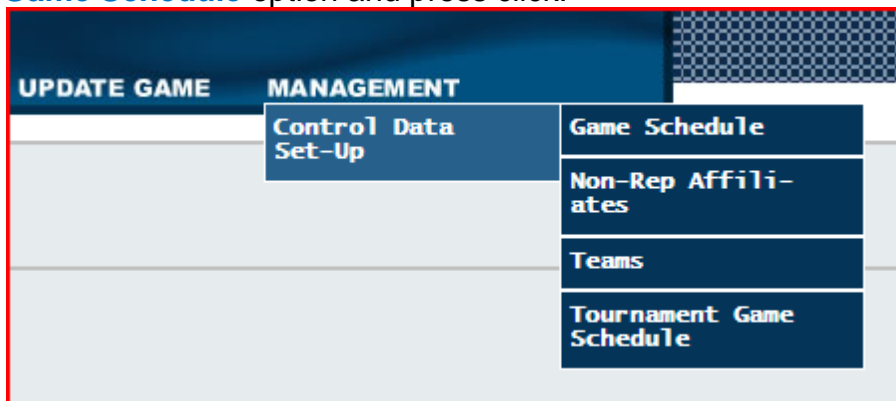


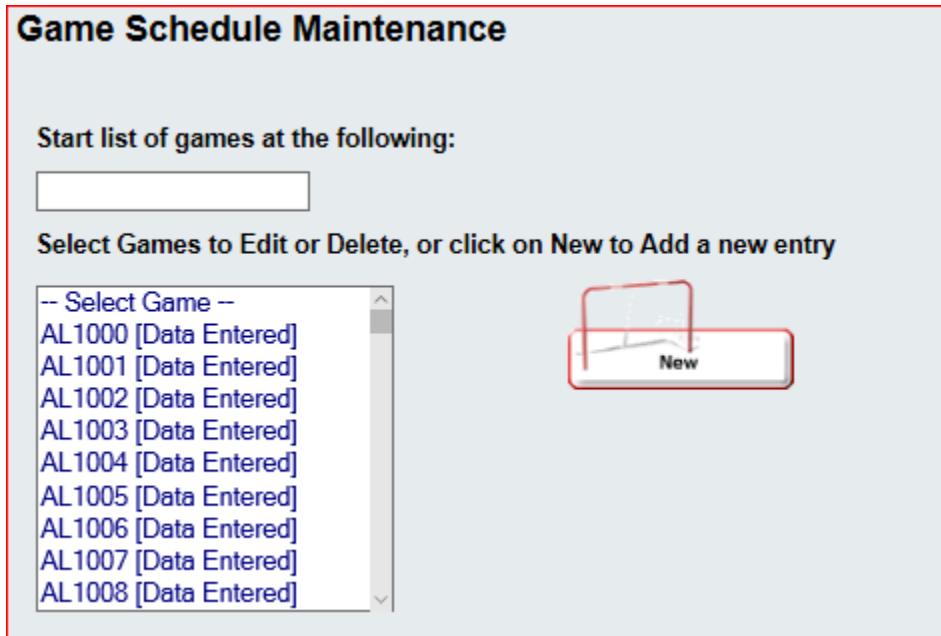
Rescheduling a Game

It is not unusual that a game will need to be rescheduled. In these cases, game dates, times or location (or any combination) will change. In order to keep Teamlink up-to-date, these revisions must be applied in Teamlink as well.

1. Sign into 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.

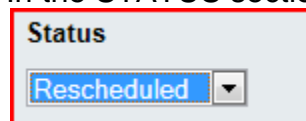


3. The Game Schedule Maintenance page will display. Using the scroll bar, scroll to the game needing to be changed. Alternately, you can input game number criteria in the box labelled "Start list of games at the following". You can put full game numbers or partial game numbers. If you change this criterion, press enter to have it apply to the list in the selection box. Click on the appropriate game number to bring up the existing information loaded into Teamlink.

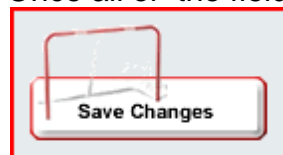


Note: For any game marked "Data Entered" on this list, you will not be able to update the game information. These games have already been played and results entered.

4. Make all corrections/changes to the date, time and location fields using the drop-down lists where applicable.
5. In the STATUS section, open up the drop-down list and change it to "Rescheduled".



6. In the comment section – make comments on why the changes were made, if any.
7. Once all of the fields have been completed, click "Save Changes".



The reset button will "reset" the values on the page back to what they were set to when the last "save changes" was performed.

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 change to the Assigning Centre by using the form "GAME REQUEST".
- If team requests a change which does not meet the 72 hours criteria, you need to advise them to get their own Officials from their Association Referee-in-Chief.
DON'T FORGET TO ADVISE THE ASSIGNING CENTRE TO CANCEL THE GAME as the team is locating their own Officials for a rescheduled game.