



MYSA - Affinity Training Materials

How-To: Reschedule Games During Open Period

NOTE: Coaches and managers are reminded to be familiar with their club's rescheduling policies prior to any rescheduling. **DO NOT ENTER ANY RESCHEDULES INTO THE SYSTEM WITHOUT APPROVAL FROM YOUR FIELD ASSIGNOR.**

Please remember before requesting or accepting any reschedules in Affinity that you must clear the dates/times with AYSA.
Please use the attached form to begin the process.

1. Log into Affinity
2. Click on "Teams" (circled in yellow)
3. Click on "Tournament & Schedule Apps." (circled in green)

The screenshot shows a web browser window with the URL <https://secure.sportsaffinity.com/myaccount/index.aspx?sessionid>. The page is titled "Family Members:" and contains three member profiles: James Barker, Warwick Barker, and Ainsley Barker. Each profile has a "View Details" button and a list of actions: "- Update Photo -", "- Print Documents -", and "- View Payments -".

Below the family members is a navigation menu with tabs: "Personal Info", "Applications", "Details", "Certificates", "Teams", "Events", and "Referee Schedules". The "Teams" tab is circled in yellow.

Under the "Teams" tab, there are two sub-tabs: "Teams" and "Tournament & Schedule Apps.". The "Tournament & Schedule Apps." sub-tab is circled in green.

The "Teams" sub-tab displays a table with the following data:

Team	Team Id	Season	View
Drama Queens	00001-0011G12-0184	Spring 2017	Team Info Apply to Tournament
Prior Lake Soccer Club - 01 - BU16	0SPRL-0013B16-1323	Spring 2017	Team Info Apply to Tournament Tryout Player Offer

At the bottom of the table is a button labeled "Show Past Teams".

The browser's address bar at the bottom shows the URL: <https://secure.sportsaffinity.com/reg/team/teamroster.asp?sessionguid=CA157EE9-A957-48CA-9842-E392A88AD1A9&teamid=8337096>

4. Click on "Schedules/Game Scoring" (circled in green)

The screenshot shows a web browser window with the URL <https://secure.sportsaffinity.com/myaccount>. The page displays a navigation menu with tabs: Personal Info, Applications, Details, Certificates, Teams (selected), Events, and Referee Schedules. Under the 'Teams' tab, there is a sub-tab for 'Tournament & Schedule Apps.'. Below this is a table with the following data:

Team (and Team ID)	Tournament / Schedule	Status	Submitted On	View
Arsenal 00001-0011G14-0191	Staging Tournament DO NOT USE	Final	02-16-2017	View Tourn. App. Schedules/Game Scoring
Arsenal 00001-0011G14-0191	Demo Tournament	Final	12-21-2016	View Tourn. App.
Drama Queens 00001-0011G12-0184	Demo Tournament	Final	12-21-2016	View Tourn. App.
Drama Queens 00001-0011G12-0184	Staging Tournament DO NOT USE	Final	02-24-2017	View Tourn. App. Schedules/Game Scoring
Prior Lake Soccer Club - 01 - BU14 0SPRL-0012B14-1304	2016 Fall State Championships	Deleted	09-29-2016	View Tourn. App.

At the bottom of the table area, there is a button labeled 'Show Past Apps'. The browser's address bar at the bottom shows the full URL: <https://secure.sportsaffinity.com/tour/myaccount/teamgames.asp?sessionguid=F3A48D22-A4B2-4B2B-89E3-116E...>

5. Scroll to the game that will be rescheduled and click “Reschedule Game” (circled in green)
 NOTE: This is also where you can find the opposing team’s contact information. Click on any team’s name to see their coaches’ and managers’ contact information (circled in yellow)

The screenshot shows a tournament bracket for the Minnesota Youth Soccer Association. The page is divided into sections by date:

- Bracket - Friday, March 03, 2017**

Game#	Group	Home Team	Score	Away Team	Score	Referee Performance
714581	A3 vs A1	Drama Queens		Demo - GU14		Rate
- Bracket - Monday, March 06, 2017**

Game#	Group	Home Team	Score	Away Team	Score	Referee Performance
714584	A5 vs A3	Demo - GU14		Drama Queens		Rate
- Bracket - Friday, March 10, 2017**

Game#	Group	Home Team	Score	Away Team	Score	Referee Performance
714590	A7 vs A3	Demo - GU14		Drama Queens		Rate
- Bracket - Monday, March 13, 2017**

Game#	Group	Home Team	Score	Away Team	Score	Referee Performance
714593	A3 vs A4	Drama Queens		Royal Pains		Rate
- Bracket - Wednesday, March 15, 2017**

Game#	Group	Home Team	Score	Away Team	Score	Referee Performance
714597	A3 vs A6	Drama Queens		Demo - GU14		Rate
- Bracket - Monday, March 20, 2017**

Game#	Group	Home Team	Score	Away Team	Score	Referee Performance

Annotations in the image include yellow circles around the 'Demo - GU14' and 'Drama Queens' entries in the 'Away Team' column for the first three brackets, and a green circle around the 'Reschedule Game' button for the game on March 13, 2017.

- a. Enter the reschedule specifics including:
 - i. Date
 - ii. Time (choose AM or PM)
 - iii. Venue
 - iv. Field Number
 - v. Reason for reschedule
- b. Click "Send Request" (circled in green)

The screenshot shows a web browser window with the URL <https://secure.sportsaffinity.com/tour/gam...> and the page title "Minnesota Youth Soccer As...". The website header features the "MINNESOTA YOUTH SOCCER ASSOCIATION" logo and navigation links for "Message Center", "SignOut", and "AFFINITY SPORTS".

The left sidebar contains a "Change Login" section with "JimBarker - Minnesota Youth" and "Staging Tournament DO NOT". Below this are menu items: "Tournament Config", "Application", "Flight Schemas", "Scheduling", "Game Stats", "Hotels", "Reports", "Publish", "Public" (highlighted), "General Information", "FAQ", "Hotels", "Teams & Schedules", "Wizard", "Sign Out", and "Tech Support Contact".

The main content area is titled "Game Reschedule" and includes a "Tournament & Gaming" tab and a "My Account" link. The form is divided into three sections:

- Current Game Information:**

Game #:	714590	Type:	Bracket
Flight:	G13 Classic 1	Desc:	A7 vs A3
Home:	Demo - GU14	Away:	Drama Queens
- Original Schedule:**

Date:	3/10/2017	Time:	12:00 AM
Venue:	17th Avenue Sports Complex	Field No:	5d
- New Requested Reschedule:**

Date:	3/10/2017	Time:	12:00 AM
Venue:	17th Avenue Sports Complex	Field No:	01
Reason:	Self Schedule		

Below the form is a "Comments:" text area and two buttons: "Send Request" and "Back". The "Send Request" button is circled in green.

- c. The request will be sent to the visiting team (during open rescheduling period) for approval
- d. Next the visiting team will need to do the following steps:
 - i. Log into Affinity
 - ii. Click on “Teams”
 - iii. Click on “Tournament and Schedule Apps.”
 - iv. Click on “Schedules/Game Scoring”
 - v. Scroll to the game with the pending reschedule request and click on “View Rescheduling History” (circled in green)

The screenshot shows a web browser window displaying the Affinity Sports website. The URL is <https://secure.sportsaffinity.com/tour/myac>. The page features a 'US YOUTH SOCCER' logo on the left. The main content area displays a tournament bracket for March 2017, organized by date: Monday, March 06, 2017; Monday, March 13, 2017; Wednesday, March 15, 2017; and Monday, March 20, 2017. Each date section contains a table of games with columns for Game#, Group, Home Team, Score, Away Team, and Referee Performance. The 'Score' column is empty for all games, and the 'Referee Performance' column has a 'Rate' link. A 'Reschedule in progress.' message is shown below each game table. A 'View Reschedule History' button is located below the 'Reschedule in progress.' message for the game on March 20, 2017, and this button is circled in green. At the bottom left, there is a copyright notice for Affinity Sports Inc. and a link to the Terms of Use and Privacy Policy. At the bottom right, there is a Digicert 'Secure & Trusted' logo with a 'Click to Verify' link.

Game#	Group	Home Team	Score	Away Team	Score	Referee Performance
714582	A2 vs A4	Arsenal		Royal Pains		Rate

Reschedule in progress. View Reschedule History

Bracket - Monday, March 06, 2017

Game#	Group	Home Team	Score	Away Team	Score	Referee Performance
714586	A6 vs A2	Demo - GU14		Arsenal		Rate

Reschedule Game

Bracket - Monday, March 13, 2017

Game#	Group	Home Team	Score	Away Team	Score	Referee Performance
714594	A5 vs A2	Demo - GU14		Arsenal		Rate

Reschedule Game

Bracket - Wednesday, March 15, 2017

Game#	Group	Home Team	Score	Away Team	Score	Referee Performance
714596	A2 vs A7	Arsenal		Demo - GU14		Rate

Reschedule Game

Bracket - Monday, March 20, 2017

Game#	Group	Home Team	Score	Away Team	Score	Referee Performance
714591	A2 vs A3	Arsenal		Drama Queen		Rate

Reschedule in progress. View Reschedule History

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digicert Secure & Trusted Click to Verify

vi. Click "Accept Request" to confirm the reschedule.

The screenshot shows a web browser window displaying the Minnesota Youth Soccer Association website. The URL is <https://secure.sportsaffinity.com/tour/game>. The page title is "MINNESOTA YOUTH SOCCER ASSOCIATION". The user is logged in as "JimBarker - Minnesota Youth". The page is titled "Game Reschedule" and shows the following information:

Current Game Information			
Game #:	714591	Type:	Bracket
Flight:	G13 Classic 1	Desc:	A2 vs A3
Home:	Arsenal	Away:	Drama Queens

Original Schedule			
Date:	3/10/2017	Time:	12:00 AM
Venue:	TBD	Field No:	-

Requested Schedule Change by James Barker, For Drama Queens(2/25/2017 4:02 PM)

Date:	3/20/2017	Time:	05:00 PM
Venue:	Andover Elementary	Field No:	30
Reason:	Coaching Conflict		

Reschedule Request Accepted by James Barker, For Arsenal(2/25/2017 4:06 PM)

Date:	3/20/2017	Time:	05:00 PM
Venue:	Andover Elementary	Field No:	30
Reason:			

Requested Schedule Change by James Barker, For Drama Queens(2/25/2017 4:24 PM)

Date:	3/22/2017	Time:	05:00 PM
Venue:	Andover Elementary	Field No:	30
Reason:	Venue not available		

At the bottom of the page, there are four buttons: "Accept Request", "Cannot Reschedule", "Send Alternate Request", and "Cancel". The "Accept Request" button is highlighted with a green circle.

6. Remember that entering the reschedule into Affinity is the final step in the reschedule process so using the “Send Alternate Request” or “Cannot Reschedule” options should rarely be used:
 - a. Avoid starting this process without speaking with the other team and your club’s field assignor
 - b. Avoid sending alternate requests
 - i. If an alternative request is posed, and that is not accepted, the game will go into “deadlock”
 - ii. If the game is in deadlock status, the team who last denied the request must go into “view rescheduling history” and click the button to “reverse deadlock”
 - c. Avoid using the cannot reschedule button
 - i. If the cannot reschedule button is used, the game will revert to the originally scheduled date, time and field