

### **Scheduling (or rescheduling) a Game**

1. You and coach of other team agree on a **tentative** date/time/location for game.
2. Email Val (FRHS AD Secretary) and have her check on bus availability.
  - a. If Val confirms a bus is available, proceed to step 3.
3. Email tentative game date/time/location info to Ken (FRHS AD). He will review the request and pursue **official confirmation** if everything looks good.
  - a. cc Val to keep her in the loop.
4. Val and/or Ken will email you if/when everything is officially confirmed.