

## HOW TO CANCEL A PRACTICE/GAME

To edit/cancel via the app

- 1) Open the League Athletics app
- 2) Find the event you want to edit/cancel
- 3) Once found, click on the blue pencil at the bottom of the screen
- 4) Find the cancelled option and slide the button to the right
- 5) Next scroll down and slide the notification button to the right next to notify coaches and notify team members
- 6) Click submit

Once you hit submit, a cancellation text and e-mail will be send to your distribution list immediately and the website will be updated.

To edit/cancel via the website

- 1) Log into the website and go to your team page.
- 2) On the right hand side of the page, under your the managers name and e-mail icon, you will see your teams upcoming schedule.
- 3) To the right of the words next 10 events, click on the word FULL. This will open a screen with your teams full schedule.
- 4) On the right side of the full schedule screen, under action, click on the orange icon. This will open a new screen with that events details.
- 5) Click on the drop down box next to status and select the cancel option.
- 6) Once selected scroll down to the bottom of the page and click on the boxes next to notify team managers and notify team members and parents.
- 7) Click submit

Once you hit submit, a cancellation text and e-mail will be send to your distribution list immediately and the website will be updated.