



## MINNESOTA YOUTH SOCCER ASSOCIATION INC.

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[www.mnyouthsoccer.org](http://www.mnyouthsoccer.org)



### ONLINE GAME RESCHEDULING INSTRUCTIONS

The online process must be done in order to reschedule any match.

Coaches must go thru the process of contacting the opposing coach, contacting the referee assignor and field coordinator and finding a date and time that works for both parties. Once that has been done, the **HOME TEAM** coach can login to their team page at [www.mnyouthsoccer.org/hellopage1.cfm](http://www.mnyouthsoccer.org/hellopage1.cfm) with their user name, password and instructions that came in their coach's packet titled **\*IMPORTANT\***.

- From the team page select: Game Score and Reschedule Entry
- Select Reschedule next to the game you want to reschedule  
**(NOTE: you can only start the reschedule process if you are the home team)**
- When you have completed the form press SUBMIT,  
**(NOTE: BEFORE SUBMITTING THIS FORM, EVERYONE MUST AGREE to the reschedule date, time, and location of this game.** Approval is required from the opposing team, home team referee coordinator, and possibly the home team field coordinator. If everyone has not agreed to a reschedule date, time, and location of this game, **DO NOT COMPLETE THIS FORM.** It is your responsibility to obtain approval before submitting this form.)
- When you submit the form, the system will send an email to the opposing coach asking them to login and accept the reschedule, if there is not a email listed for the coach when you submit the reschedule you should make sure and contact them via telephone or some other means to make sure they know to go out and approve the reschedule.
- When the opposing coach has accepted the reschedule, a confirmation email is sent to:
  - Both Coaches
  - Field Coordinator, listed on the MYSA site for the home team club.
  - Referee Assignor, listed on the MYSA site for the home team club.
  - Competitive Rep and Age Group Coordinator

**The email that is sent to the Field Coordinator and the Referee Assignor and is meant as a reminder and as a courtesy only. If the club Referee Assignor or the Field Coordinator has not been contacted prior to receiving the email, they should contact that coach and any club representatives to bring it to their attention. It is up to the club representatives to reiterate the reschedule process to their coaches.** It is not meant to try and negotiate a new time and date or to communicate with the field coordinators or referee assignors.

- If the opposing coach rejects the reschedule an email is sent to the opposing coach and the process needs to start over.
- **A RESCHEDULE IS NOT COMPLETE UNTIL THE OPPOSING COACH HAS ACCEPTED THE RESCHEDULE.** Until the reschedule is accepted by the opposing coach, the reschedule is not valid and the original game date stands as is.

**IMPORTANT NOTE:** Coaches or team contacts must login to the website to opt in for the MYSA post league play including League Playoffs, Regionals and Summer State Tournament or the MYSA Fall State Tournament by the designated deadline for each season.

If you have questions or feedback, please contact:

Ranae Orr weekdays 9-5 at 952-933-2384  
Ed Potter evenings and weekends 952-470-9171

# MYSA GAME RESCHEDULE PROCESS FLOW

