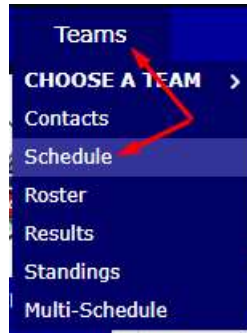


# How to Cancel a Practice

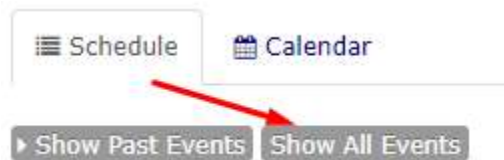
1. After you log into the web site select Teams > Schedule:



2. This should take you to your team schedule and if not use the drop downs to select the League and then your Team:



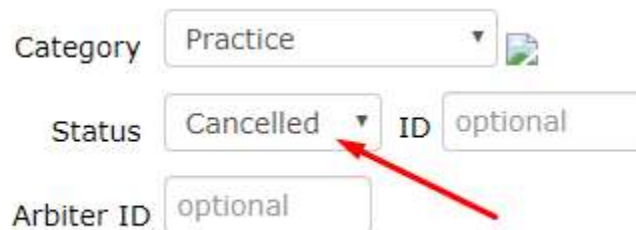
3. Once the schedule displays if you only see your games click Show All Events to see your scheduled practices:



4. Find the practice you would like to Cancel and click on the orange square icon to edit the practice:



5. Change the Status to Cancelled:



6. Then at the bottom of the screen make sure the Notifications are set and click on Submit to Cancel the practice:

### Send Notifications Now?

This will send email and text notifications immediately to all members affected.

- Notify Team Managers
- Notify Team members and parents
- Notify Officials



Submit Cancel

7. Then on your schedule next to the practice that was cancelled this will show as Cancelled:

	Date	Time
<input type="checkbox"/>	Sat, Mar 30	Cancelled