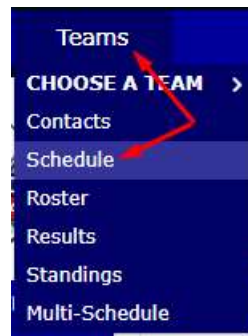


## How to Change a Practice to a Game

Most of the time when a game is cancelled the make-up game is played during the practice time of one of the teams involved in the cancelled game. When this occurs these are the steps the manager who is using their practice time for the game will take to change their practice to a game. **The other manager will not need to make any changes to their schedule as once the practice is changed to a game it will automatically be added to the schedule for both teams.** Also please remember that an umpire will need to be requested from ATLL's Umpire Coordinator - Christopher Varatta at [cvaratta@zoomtown.com](mailto:cvaratta@zoomtown.com) if your game requires an Umpire.

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 drops to select the League and then your Team:





3. Once your schedule displays if are only seeing your games click on Show All Events to see your scheduled practices:




4. On the practice that you would like to change to a game click on the Orange square icon to edit the event:



5. On the Games and Practices screen change the Category to a Game:

Category   

Status   ID

Arbiter ID

6. Then add an Opponent:

Season    Link to tournament bracket

Teams  



7. Set the notifications that need to be set and then click Submit:

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Reset RSVP responses for this event

**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

8. The game will now be scheduled on the schedule for both teams.