

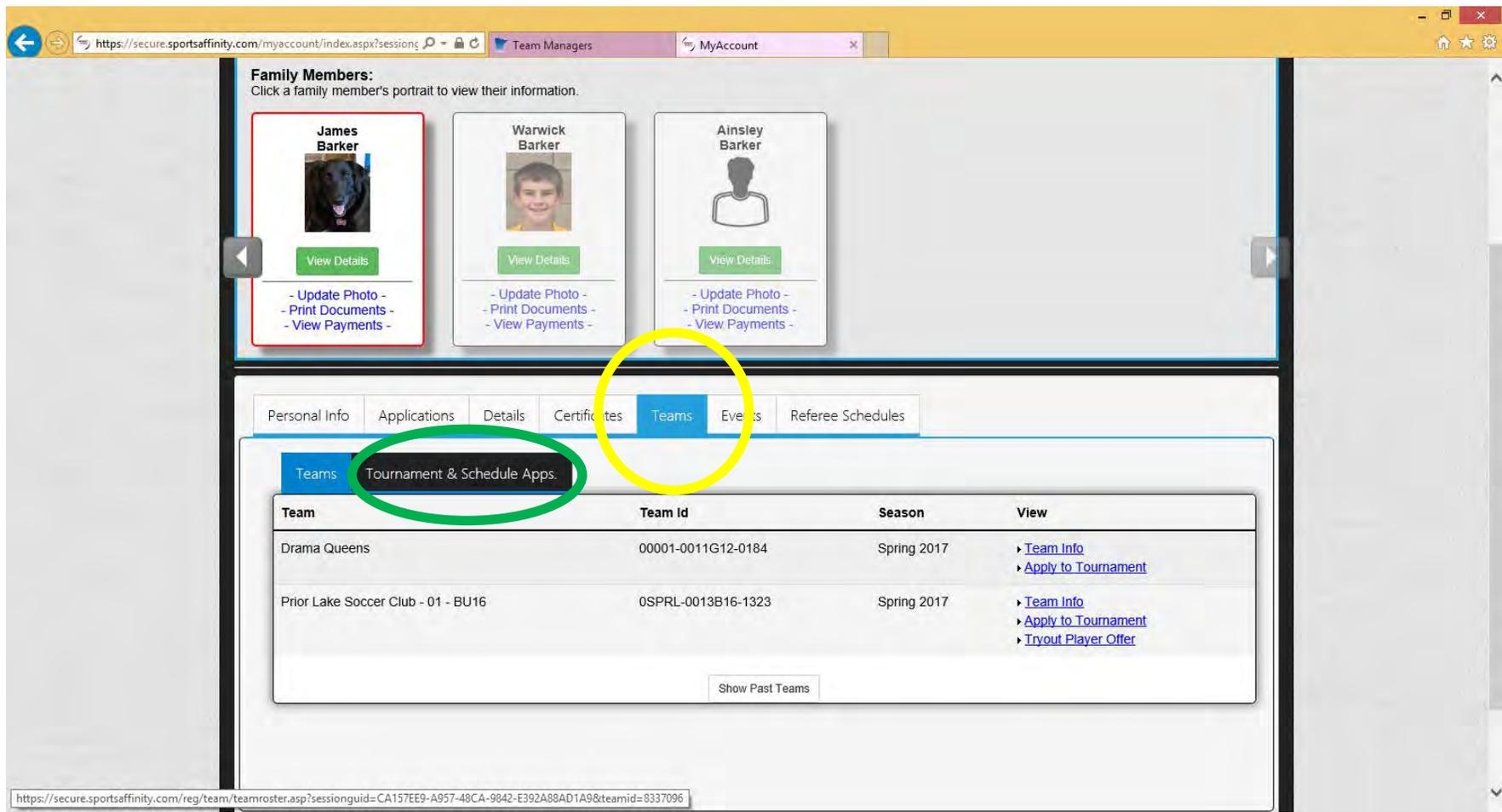


## MYSA - Affinity Training Materials

### How-To: Reschedule Games During Open Period

**NOTE: Coaches and managers are reminded to be familiar with their club's rescheduling policies prior to any rescheduling. DO NOT ENTER ANY RESCHEDULES INTO THE SYSTEM WITHOUT APPROVAL FROM YOUR FIELD ASSIGNOR.**

1. Log into Affinity
2. Click on "Teams" (circled in yellow)
3. Click on "Tournament & Schedule Apps." (circled in green)



4. Click on "Schedules/Game Scoring" (circled in green)

The screenshot shows a web browser window with the URL <https://secure.sportsaffinity.com/myaccount>. The page displays a navigation menu with tabs: Personal Info, Applications, Details, Certificates, Teams (selected), Events, and Referee Schedules. Under the 'Teams' tab, there is a sub-tab for 'Tournament & Schedule Apps.'. Below this is a table with the following columns: Team (and Team ID), Tournament / Schedule, Status, Submitted On, and View. The table contains five rows of data. The 'View' column for the third row (Drama Queens) has two links: 'View Tourn. App.' and 'Schedules/Game Scoring', which is circled in green. A 'Show Past Apps' button is located at the bottom of the table.

Team (and Team ID)	Tournament / Schedule	Status	Submitted On	View
<b>Arsenal</b> 00001-0011G14-0191	Staging Tournament DO NOT USE	Final	02-16-2017	<a href="#">View Tourn. App.</a> <a href="#">Schedules/Game Scoring</a>
<b>Arsenal</b> 00001-0011G14-0191	Demo Tournament	Final	12-21-2016	<a href="#">View Tourn. App.</a>
<b>Drama Queens</b> 00001-0011G12-0184	Demo Tournament	Final	12-21-2016	<a href="#">View Tourn. App.</a>
<b>Drama Queens</b> 00001-0011G12-0184	Staging Tournament DO NOT USE	Final	02-24-2017	<a href="#">View Tourn. App.</a> <a href="#">Schedules/Game Scoring</a>
<b>Prior Lake Soccer Club - 01 - BU14</b> 0SPRL-0012B14-1304	2016 Fall State Championships	Deleted	09-29-2016	<a href="#">View Tourn. App.</a>

[Show Past Apps](#)

<https://secure.sportsaffinity.com/tour/myaccount/teamgames.asp?sessionguid=F3A48D22-A4B2-4B2B-89E3-116E...>

5. Scroll to the game that will be rescheduled and click “Reschedule Game” (circled in green)  
 NOTE: This is also where you can find the opposing team’s contact information. Click on any team’s name to see their coaches’ and managers’ contact information (circled in yellow)

The screenshot shows a web browser window with the URL <https://secure.sportsaffinity.com/tour/myac>. The page displays a tournament bracket for the Minnesota Youth Soccer Association. The left sidebar contains navigation links: Hotels, Teams & Schedules, Wizard, Sign Out, and Tech Support Contact, along with the US Youth Soccer logo. The main content area shows a bracket for Friday, March 03, 2017, Monday, March 06, 2017, Friday, March 10, 2017, Monday, March 13, 2017, Wednesday, March 15, 2017, and Monday, March 20, 2017. Each date has a table of games. The game on Monday, March 13, 2017 (Game# 714593) is circled in green, and its 'Reschedule Game' button is also circled in green. Other team names like 'Demo - GU14' and 'Drama Queens' are circled in yellow.

Game#	Group	Home Team	Score	Away Team	Score	Referee Performance
Bracket - Friday, March 03, 2017						
714581	A3 vs A1	Drama Queens		Demo - GU14		Rate
Bracket - Monday, March 06, 2017						
714584	A5 vs A3	Demo - GU14		Drama Queens		Rate
Bracket - Friday, March 10, 2017						
714590	A7 vs A3	Demo - GU14		Drama Queens		Rate
Bracket - Monday, March 13, 2017						
714593	A3 vs A4	Drama Queens		Royal Pains		Rate
Bracket - Wednesday, March 15, 2017						
714597	A3 vs A6	Drama Queens		Demo - GU14		Rate
Bracket - Monday, March 20, 2017						
Game#	Group	Home Team	Score	Away Team	Score	Referee Performance

- a. Enter the reschedule specifics including:
  - i. Date
  - ii. Time (choose AM or PM)
  - iii. Venue
  - iv. Field Number
  - v. Reason for reschedule
- b. Click "Send Request" (circled in green)

The screenshot shows a web browser window with the URL <https://secure.sportsaffinity.com/tour/gam...> and the page title "Minnesota Youth Soccer As...". The website header includes the MYSA logo and the text "MINNESOTA YOUTH SOCCER ASSOCIATION". The user is logged in as "JimBarker - Minnesota Youth" and is viewing the "Tournament & Gaming" section.

The main content area is titled "Game Reschedule" and contains the following information:

Current Game Information			
Game #:	714590	Type:	Bracket
Flight:	G13 Classic 1	Desc:	A7 vs A3
Home:	Demo - GU14	Away:	Drama Queens

Original Schedule			
Date:	3/10/2017	Time:	12:00 AM
Venue:	17th Avenue Sports Complex	Field No:	5d

New Requested Reschedule			
Date:	3/10/2017	Time:	12:00 AM
Venue:	17th Avenue Sports Complex	Field No:	01
Reason:	Self Schedule		
Comments:	<input type="text"/>		

At the bottom of the form, there are two buttons: "Send Request" and "Back". The "Send Request" button is circled in green.

- c. The request will be sent to the visiting team (during open rescheduling period) for approval
- d. Next the visiting team will need to do the following steps:
  - i. Log into Affinity
  - ii. Click on “Teams”
  - iii. Click on “Tournament and Schedule Apps.”
  - iv. Click on “Schedules/Game Scoring”
  - v. Scroll to the game with the pending reschedule request and click on “View Rescheduling History” (circled in green)

The screenshot shows a web browser window displaying the Affinity Sports website. The URL is <https://secure.sportsaffinity.com/tour/myac>. The page features a sidebar with the 'US YOUTH SOCCER' logo and a main content area with a tournament bracket. The bracket is organized by date: Monday, March 06, 2017; Monday, March 13, 2017; Wednesday, March 15, 2017; and Monday, March 20, 2017. Each date has a table of games with columns for Game#, Group, Home Team, Score, Away Team, Score, and Referee Performance. The 'Reschedule in progress' status is shown for several games. A 'View Reschedule History' button is circled in green for the game with Game# 714591 on March 20, 2017. The footer includes the Affinity Sports logo, copyright information for 2017, and a Digicert security seal.

Game#	Group	Home Team	Score	Away Team	Score	Referee Performance
714582	A2 vs A4	Arsenal		Royal Pains		Rate
Reschedule in progress.						
View Reschedule History						
Bracket - Monday, March 06, 2017						
714586	A6 vs A2	Demo - GU14		Arsenal		Rate
Reschedule Game						
Bracket - Monday, March 13, 2017						
714594	A5 vs A2	Demo - GU14		Arsenal		Rate
Reschedule Game						
Bracket - Wednesday, March 15, 2017						
714596	A2 vs A7	Arsenal		Demo - GU14		Rate
Reschedule Game						
Bracket - Monday, March 20, 2017						
714591	A2 vs A3	Arsenal		Drama Queen		Rate
Reschedule in progress.						
View Reschedule History						

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**digicert**  
Secure Trusted  
Click to Verify

vi. Click "Accept Request" to confirm the reschedule.

The screenshot shows the Minnesota Youth Soccer Association website. The main content area is titled "Game Reschedule" and contains the following information:

Current Game Information			
Game #:	714591	Type:	Bracket
Flight:	G13 Classic 1	Desc:	A2 vs A3
Home:	Arsenal	Away:	Drama Queens

Original Schedule			
Date:	3/10/2017	Time:	12:00 AM
Venue:	TBD	Field No:	-

**Requested Schedule Change by James Barker, For Drama Queens(2/25/2017 4:02 PM)**

Date:	3/20/2017	Time:	05:00 PM
Venue:	Andover Elementary	Field No:	30
Reason:	Coaching Conflict		

**Reschedule Request Accepted by James Barker, For Arsenal(2/25/2017 4:06 PM)**

Date:	3/20/2017	Time:	05:00 PM
Venue:	Andover Elementary	Field No:	30
Reason:			

**Requested Schedule Change by James Barker, For Drama Queens(2/25/2017 4:24 PM)**

Date:	3/22/2017	Time:	05:00 PM
Venue:	Andover Elementary	Field No:	30
Reason:	Venue not available		

At the bottom of the page, there are four buttons: "Accept Request", "Cannot Reschedule", "Send Alternate Request", and "Cancel". The "Accept Request" button is highlighted with a green circle.

6. Remember that entering the reschedule into Affinity is the final step in the reschedule process so using the “Send Alternate Request” or “Cannot Reschedule” options should rarely be used:
  - a. Avoid starting this process without speaking with the other team and your club’s field assignor
  - b. Avoid sending alternate requests
    - i. If an alternative request is posed, and that is not accepted, the game will go into “deadlock”
    - ii. If the game is in deadlock status, the team who last denied the request must go into “view rescheduling history” and click the button to “reverse deadlock”
  - c. Avoid using the cannot reschedule button
    - i. If the cannot reschedule button is used, the game will revert to the originally scheduled date, time and field