



## How to Navigate Rescheduling Processes in athlete one as a Team Coach or Manager

**Only those fully registered and eligible will be able to access the team schedule online in athlete one.**  
**Please contact your club administrator if you have questions about your eligibility status.**

ECNL Regional League schedules are managed in the athlete one system. All rescheduling processes also occur within this platform.

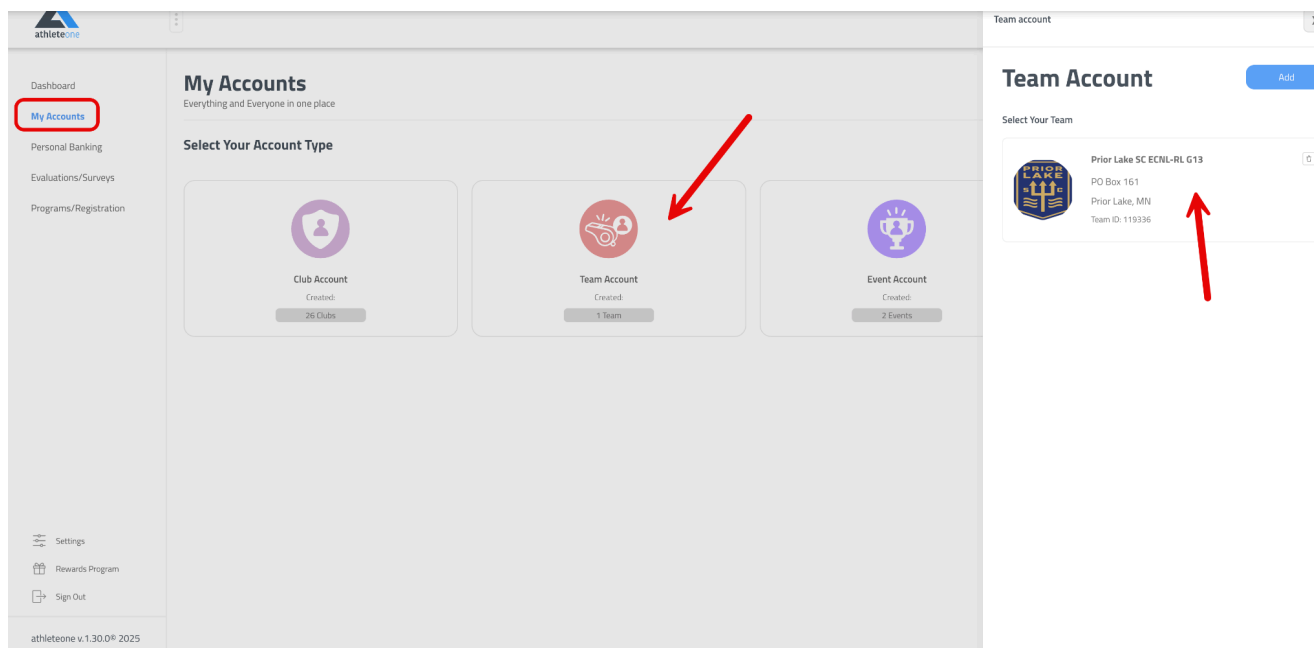
### TCSL Rescheduling Process:

1. Contact your opponent using team chat in athlete one, provide them with several dates that work for your team.
2. Once teams have identified several potential dates, the home team will confirm final field/time assignments with their club.
3. The home team will then submit a change request in athlete one with the new details provided by their club, the away team will then approve or decline that request.
4. Once both teams have lodged their agreement to the request, TCSL will approve, pushing the new details to the schedule.

**\*\*NEW\*\* IMPORTANT FIRST STEP:** Roster your team staff to each of your games.

Log in to athlete one here: <https://app.athleteone.com/auth/login>

From the left-hand navigation, select “My Accounts”, then “Team Account”. Select your team from the list that will appear on the right.





From your Team Dashboard, select “Tournaments/Leagues” from the left navigation, and select your event.

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Team Dashboard

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Tournaments/Leagues-Registration

Past Events

Everything and Everyone in one place

Below are the current events to which your team has already applied. Please select an event to view its details and manage your team's application.

All

Tournaments

Leagues

ECNL RL

ECNL RL Boys Twin Cities 2025-26

Aug 1, 2025 - Jul 1, 2026

Event ID: 3998

Accepted

Find a New Event To Register

Search

All

Tournaments

Leagues

Event Information	Dates	Location	Registration
<div><div>NPL</div><div>NPL - North Texas 25-26</div><div>\$4,000.00</div></div>	Aug 1, 2025 - May 18, 2026	Frisco, Texas	Closed
<div><div>PRE-ECNL</div><div>Pre-ECNL Boys Florida 2025-2026</div><div>-</div></div>	Aug 1, 2025 - Jul 1, 2026	HENRICO, Virginia	Closed
<div><div>PRE-ECNL</div><div>Pre-ECNL Boys Frontier 2025-26</div><div>-</div></div>	Aug 1, 2025 - Jul 1, 2026	Henrico, Virginia	Closed

Click “Upcoming Games”. A window will appear on the right with your scheduled games. Select the game you need to add staff to.

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Tournaments/Leagues

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Everything and Everyone in one place

ECNL RL

ECNL RL Boys Twin Cities 2025-26

9830 Mayland Drive

HENRICO Virginia 23233

Aug 1, 2025 - Jul 1, 2026

Event ID#3998

Registration Closed: Aug 19, 2025

Prior To Event Start

Application Information

View your team's status, manage payments, upload forms, and access requests, blackouts, and questions, along with financial management options.

Accepted

College Pamphlet Builder

Choose from multiple options to get your college pamphlet ready

Event Contacts

Ania Barrick

Ellen Becken

Schedules

Total Games

2 Games

View Coaching Conflicts

0 Conflict

View Event Full Schedule

Game Information

Upcoming Games

View your upcoming games and select a game for preparation.

2

Missing Signatures

View your games that are still awaiting your signature.

Past Games

View your past games and select a past game to view all details.

Standings and Scores



Once in the Match Game Manager Screen, click on Roster Builder, then choose “Staff” in the window at right to add your staff. Repeat this step for each match in your schedule.

A screenshot of the AthleteOne Game Manager interface. The left sidebar contains a navigation menu with items: Team Dashboard, Team Details, Operations, Calendar/Scheduler, Communication Center, College Center, Tournaments/Leagues (highlighted with a red box), and Financials. The main content area is titled 'Game Manager - Pre Game' and includes sections for Game Details (September 7, 2025, ECNL RL Girls Twin Cities 2025-26), Times (Game Time, Arrival Time), Uniforms, Pre Game (Roster Builder, Create Line Up &amp; Formation, Set Pieces), and Share Game (Share With Fill In Coach, Share Game Cast Code). The 'Roster Builder' option is circled in red with an arrow pointing to it. On the right, a 'Game Manager' window is open, showing an 'Event Roster' section with 'Players' and 'Staff' options. The 'Staff' option is circled in red with an arrow pointing to it. Below the roster options are 'Print' buttons for 'Print Event Roster' and 'Print US Club Roster'.

## How to Access Team Chat in athlete one

Log in to athlete one here: <https://app.athleteone.com/auth/login>

From the left-hand navigation, select “My Accounts”, then “Team Account”. Select your team from the list that will appear on the right.



**My Accounts**  
Everything and Everyone in one place

Select Your Account Type

- Club Account  
Created: 26 Clubs
- Team Account  
Created: 1 Team
- Event Account  
Created: 2 Events

**Team Account** Add

Select Your Team

Prior Lake SC ECNL-RL G13  
PO Box 161  
Prior Lake, MN  
Team ID: 119336

From your Team Dashboard, select “Tournaments/Leagues” from the left navigation, and select your event.

**Tournaments/Leagues-Registration**  
Everything and Everyone in one place

Below are the current events to which your team has already applied. Please select an event to view its details and manage your team's application.

All Tournaments Leagues

ECNL RL  
ECNL RL Boys Twin Cities 2025-26  
Aug 1, 2025 - Jul 1, 2026  
Event ID: 3998  
Accepted

**Find a New Event To Register**

All Tournaments Leagues Search

Event Information	Dates	Location	Registration
NPL - North Texas 25-26 \$4,000.00	Aug 1, 2025 - May 18, 2026	Frisco, Texas	Closed
Pre-ECNL Boys Florida 2025-2026 -	Aug 1, 2025 - Jul 1, 2026	HENRICO, Virginia	Closed
Pre-ECNL Boys Frontier 2025-26 -	Aug 1, 2025 - Jul 1, 2026	Henrico, Virginia	Closed

Click “Upcoming Games”. A window will appear on the right with your scheduled games. Select the game you’d like to start a chat for.



- Team Dashboard
- Team Details
- Operations
- Calendar/Scheduler
- Communication Center
- College Center
- Tournaments/Leagues**
- Financials

- Switch Roles
- Settings
- System Overview
- Rewards Program
- Sign Out

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## Tournaments/Leagues

Everything and Everyone in one place

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### ECNL RL Boys Twin Cities 2025-26

9830 Mayland Drive  
HENRICO Virginia 23233

Aug 1, 2025 - Jul 1, 2026  
Event ID#3998

Registration Closed: Aug 19, 2025

### Prior To Event Start



#### Application Information

View your team's status, manage payments, upload forms, and access requests, blackouts, and questions, along with financial management options.

[Accepted](#)

#### College Pamphlet Builder

Choose from multiple options to get your college pamphlet ready

### Event Contacts

Ania Barrick

Ellen Becken

### Schedules

Total Games

2 Games

[View Coaching Conflicts](#)

0 Conflict

[View Event Full Schedule](#)

### Game Information



#### Upcoming Games

View your upcoming games and select a game for preparation.

2



#### Missing Signatures

View your games that are still awaiting your signature.



#### Past Games

View your past games and select a past game to view all details.

### Standings and Scores

In the top-right corner, select “Team to Team Chat” to start a conversation with the other team’s approved staff.



- Team Dashboard
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- Tournaments/Leagues**
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## Game Manager - Pre Game

Everything and Everyone in one place

[Back](#)[Team to Team Chat](#)

### Game Details

September 13, 2025

ECNL RL Boys Twin Cities 2025-26

Prior Lake SC ECNL-RL B13

Fusion Soccer Club ECNL RL B13

National Sports Center - Field 29

### Times

Game Time

10:15 AM

[Arrival Time](#)

09:15 AM

### Uniforms

Make adjustments to your game day uniforms.



### Pre Game

Prepare for your upcoming game with the resources below.



#### Roster Builder

Select players here to build your roster for this game.



#### Create Line Up & Formation

Set your line up and formation with our drag and drop tool.



#### Pre Game Note

Add a pregame note for your own viewing about this game.



#### Set Pieces

View and create offensive and defensive set pieces to use in games.

### Share Game

Other information pertaining to your game can be shared below.



#### Share With Fill In Coach

Select a fill in coach as head coach and share game information.



#### Share Game Cast Code

Allow a staff member or parent to use game cast to record live stats.



#### Share College Attendance Code

College coaches scan this code to log their attendance, which is shared

A chat window will appear on the right:

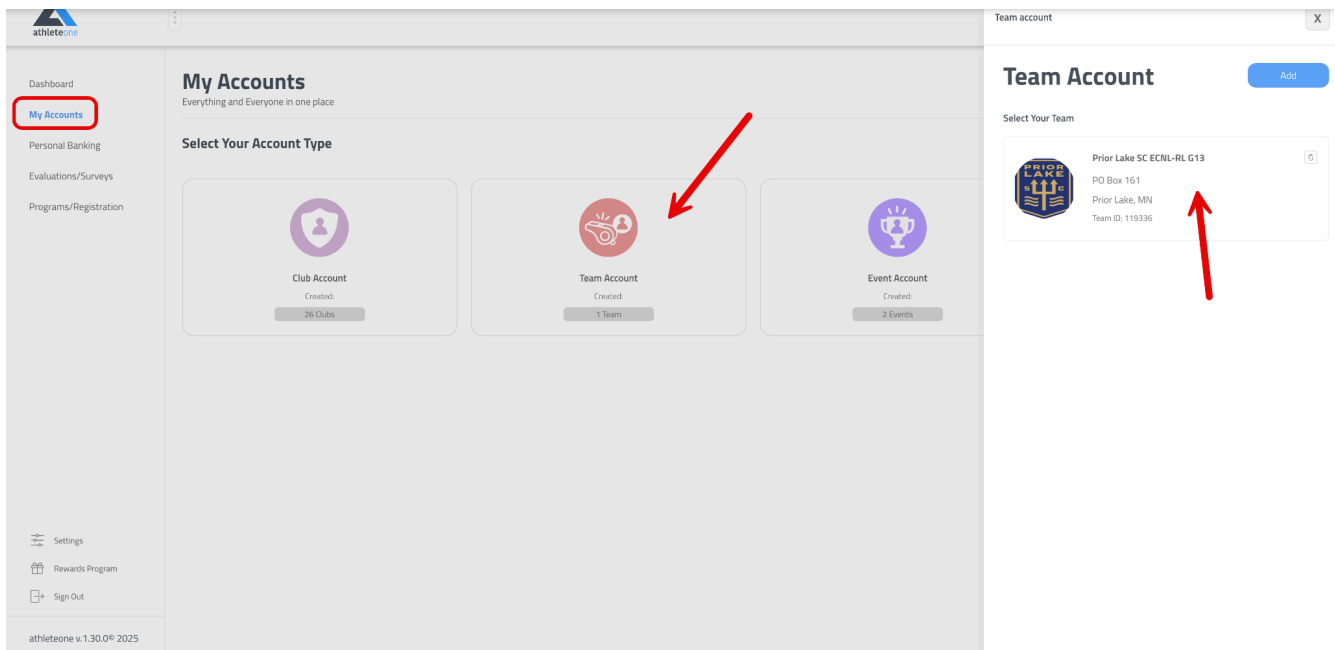


The image shows a screenshot of the athleteone app interface. On the left is a navigation menu with options like Team Dashboard, Team Details, Operations, Calendar/Scheduler, Communication Center, College Center, Tournaments/Leagues, and Financials. The main area is titled 'Game Manager - Pre Game' and contains sections for Game Details (September 13, 2025, ECNL RL Boys Twin Cities 2025-26), Pre Game resources (Roster Builder, Create Line Up &amp; Formation, Set Pieces), and Share Game options (Share With Fill In Coach, Share Game Cast Code). On the right, a 'Team Account' window is open, showing a 'Messaging/Chat' screen for a team account. The chat screen displays the date 'Sep 13, 2025', time '10:15 AM', and location 'B2013 - RL'. It lists participants: Prior Lake SC ECNL-RL B13 and Fusion Soccer Club ECNL RL B13. A message icon with a red 'X' and the text 'No messages yet' is shown, along with a prompt to 'Start the conversation by sending a message.' at the bottom.

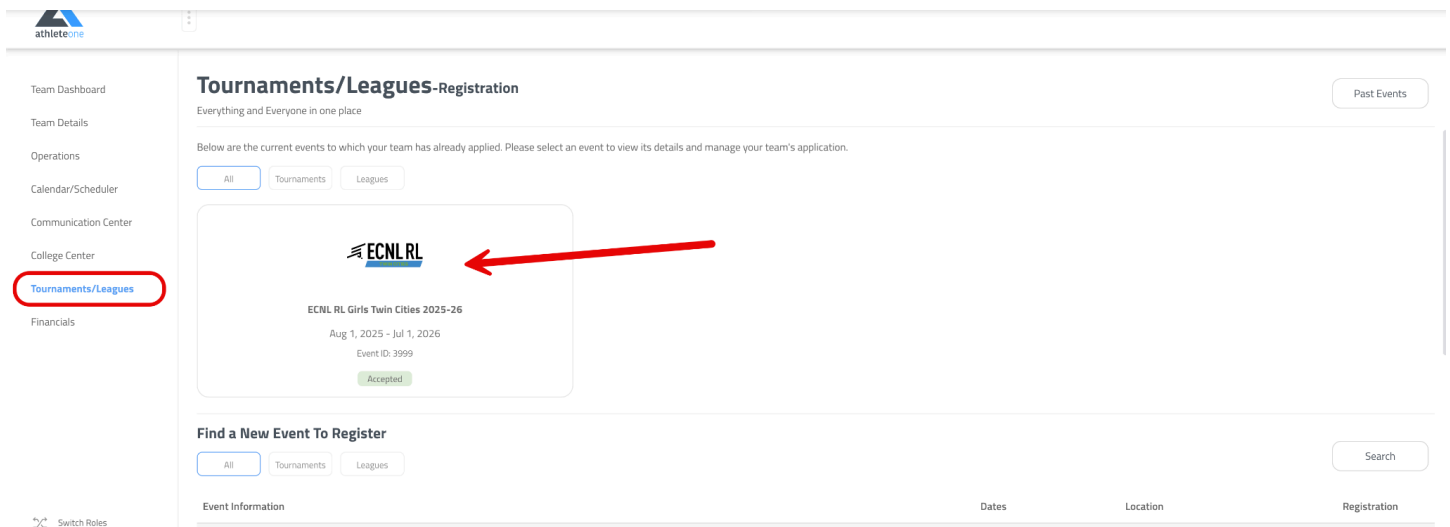
## How to Submit & Complete a Match Change Request in athlete one

Log in to athlete one here: <https://app.athleteone.com/auth/login>

From the left-hand navigation, select “My Accounts”, then “Team Account”. Select your team from the list that will appear on the right.



Navigate to Tournaments/Leagues in the left hand navigation and then select the league.



Click “Game Change Request”. A window will appear on the right with several options. “My Team Game Change Request”



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Team Dashboard  
Team Details  
Operations  
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Communication Center  
College Center  
**Tournaments/Leagues**  
Financials

### Tournaments/Leagues

Everything and Everyone in one place

9830 Mayland Drive  
HENRICO Virginia 23233

Aug 1, 2025 - Jul 1, 2026  
Event ID#3999  
Registration Closed: Aug 7, 2025

**ECNL RL**  
Twin Cities

**Event Contacts**  
Ania Barrick  
Ellen Becken

**Game Information**

- Upcoming Games** (2)  
View your upcoming games and select a game for preparation.
- Game Change Request** (circled)  
Manage your teams game change request, and other teams game change request.

**Missing Signatures**  
View your games that are still awaiting your signature.

**Schedules**  
Total Games  
View Coaching Conflicts  
View Event Full Schedule

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### Game Change Request

ECNL RL Girls Twin Cities 2025-26  
Aug 1, 2025 - Jul 1, 2026  
Event ID: 3999

#### Game Change Options

Select one

- My Team Game Change Request** (circled)  
Allows you to request game changes for your team matches
- Game Change Request By Other Teams  
Other Teams request to changes for matches against your team
- Game Change Notifications & Emails  
Individuals that will receive all game change request from other Teams

In the list of “Upcoming Games”, click the edit icon pencil to access the change request form.

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Team Dashboard  
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College Center  
**Tournaments/Leagues**  
Financials

### Scheduling - My Game Change Request


Everything and Everyone in one place

ECNL RL Girls Twin Cities 2025-26  
August 1, 2025 - July 1, 2026  
Event ID#3999

**ECNL RL**  
Twin Cities

1 UPCOMING GAMES  
0 PENDING REQUEST  
0 APPROVED REQUEST  
0 DENIED REQUEST

**Filters**  
Division Flight Type

Game Info	Teams & Venues	Game #	Type	Edit
Sep 14, 2025 10:15 AM G2013 - RL	Prior Lake SC ECNL RL G13 St Croix ECNL RL G13 National Sports Center - Field 29	954313	Group Play	

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Enter the new details in the Game Change Request window that opens on the right and click “submit”. The match will then show up in your “Pending Requests” until approved by your opponent and the league.





**Scheduling - My Game Change Request**  
Everything and Everyone in one place

**ECNL RL Girls Twin Cities 2025-26**  
August 1, 2025 - July 1, 2026  
Event ID#3999

**1** UPCOMING GAMES   **0** PENDING REQUEST   **0** APPROVED REQUEST

**Filters**

Division: [Dropdown]   Flight: [Dropdown]   Type: [Dropdown]

**Game Info**   **Teams & Venues**

**Sep 14, 2025**  
10:15 AM  
G2013 - RL

**Prior Lake SC ECNL RL G13**  
**St Croix ECNL RL G13**  
National Sports Center - Field 29

**Pages 1**

**Game Change Info**  
ECNL RL Girls Twin Cities 2025-26  
GM#954313

**Sep 14, 2025**   **Prior Lake SC ECNL RL G13**  
**10:15 AM**   **St Croix ECNL RL G13**  
G2013 - RL   National Sports Center - Field 29

**Change To**

Game Date: 14.09.2025   Game Time: 10:15 AM

Complex Name: [Dropdown]  
Venue Name: [Dropdown]  
Reason Type: [Dropdown]  
Reason Description: [Text Area]

**Submit**

To view change requests submitted by your opponent, that may need your response, select “Game Change Request by Other Teams” after clicking “Game Change Request” on the League page.

**Tournaments/Leagues**  
Everything and Everyone in one place

**ECNL RL**  
Aug 1, 2025 - Jul 1, 2026  
Event ID#3999  
Registration Closed: Aug 7, 2025

**Event Contacts**  
Ania Barrick  
Ellen Becken

**Game Information**

**Upcoming Games**   **Missing Signatures**

**Game Change Request**  
Manage your teams game change request, and other teams game change request.

**Standings and Scores**  
Our Teams Standings   Leader Boards

**Game Change Request**

**Game Change Options**

Select one

**My Team Game Change Request**  
Allows you to request game changes for your team matches

**Game Change Request By Other Teams**  
Other Teams request to changes for matches against your team

**Game Change Notifications & Emails**  
Individuals that will receive all game change request from other Teams



Here you will see a list of requests that need your attention, as well as those that have already been approved or denied.

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Scheduling - Game Change Request By Others

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ECNL RL Girls Twin Cities 2025-26

August 1, 2025 - July 1, 2026

Event ID#3999

0

NEED ATTENTION

0

MY APPROVED REQUEST

0

MY DENIED REQUEST

Filters

Division

Flight

Type

Game Info

Teams & Venues

Requested

Game #

Type

Org. GM

No records to show

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