

How to Reschedule a Game – long version

1. Log into GotSport: <https://system.gotsport.com/>
2. Go to your game schedule and navigate to the game you need to reschedule (see the 'How to View your Game Schedule' guide [here](#))
3. Use GotSport chat function (see screen shot below) to communicate with your opponent. If it is a **Home** game, you will need to find, with your coach first and then your opponent, at least two different dates/times to send to Fusion to see if there is an open field at that day/time for your rescheduled game. Once you have agreed on at least two new dates, move on to step 4.

• **Be sure to use GotSport chat function so TCSL can see that both teams have agreed to a Reschedule:**

879	Minnesota NPL 2022-23	Sat 04/22/2023	02:30pm CDT	Wayzata High School - Turf 3		Fusion Soccer Club Boys 06 Select 1		Minneapolis United 17U/2006 Boys Premier	NPL Premier	Scheduled	
1259	Minnesota NPL 2022-23	Fri 05/19/2023	06:00pm CDT	Fernbrook Athletic Fields - Fernbrook Athletic Fields #2		Kellix-Intra Soccer Club 06 Boys NPL2		Fusion Soccer Club Boys 06 Select 1	NPL Premier	Scheduled	
1283	Minnesota NPL 2022-23	Sun 05/21/2023	03:00pm CDT	Fernbrook Athletic Fields - Fernbrook Athletic Fields #1		Fusion Soccer Club Boys 06 Select 1		Hudson Soccer Association 06B WWFC	NPL Premier	Scheduled	

Once here, you will select "New Message", Type your communication in the provided box, and hit "Save"

The screenshot shows the GotSport web interface. At the top, there's a navigation bar with 'GotSport' logo and various menu items like Dashboard, Account, Reporting, Team Management, etc. Below this, a sidebar on the left has 'Teams', 'Registrations', and 'Matches'. The main content area shows a 'Match' details section with a table listing matches. Below the match details, there's a 'Comments' section. In the 'Comments' section, a 'New Message' button is highlighted with a red box. Below it, there's a text input area for sending a message, also highlighted with a red box. At the bottom of the input area, there are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.

4. If the game is a **Home** game, submit Fusion's Reschedule form which requests a new date/time for your game. You must submit two potential new game date/times.

5. Fusion's Reschedule form is located on the Rescheduling tab on the Fusion website and [here](#).

6. Within 2 days you'll receive an email from Chris Hunt (Fusion's field scheduler) with the available field/date/time to meet your request.

7. Use the GotSport chat to confirm new date/time with opponent.

8. Once the opponent confirms, confirm back to Fusion by replying to Chris Hunt's email saying you'll take it.

9. If you are the **Home** team, submit a 'Request Change' in GotSport to get approvals and request GotSport schedule be updated with new game details.

***This is the last step, do not submit 'Request Change' screen until you've confirmed all reschedule details with your opponent.**

- See screen shots on next page

- Here is who will be notified that you have submitted the Change Request:

The TCSL office will approve the reschedule and update the master schedule. Upon approval, the following individuals will receive a notification email with the rescheduled game details: home team contacts, away team contacts, home team field coordinator, home team referee assignor.

10. If this is an **Away** game, your opponent will find a new date/time

- Use GotSport chat to confirm the new date/time for the game you receive from the opponent

Request Change Screenshots

Once teams have communicated via the “Chat” above and a date/time/location is agreed upon, the home team submits a “Request Change” to the TCSL office with details of the new date/time/location.

****Do not submit the “Request Change” until the home club has confirmed field availability and the opponent has agreed to the new date/time.****

The screenshot shows the TCSL Team Management interface. The top navigation bar includes links for Dashboard, Account, Reporting, Team Management (active), Team Scheduling, Program Registrations, Forms, Referee, and Family. The left sidebar has links for Teams, Registrations, and Matches. The main content area displays a table of matches for the Minnesota NPL 2021-22 season. The table columns are Number, Event, Date, Time, Venue, Home Team, Away Team, Division, and Status. A dropdown menu is open for the match between Fusion Soccer Club Boys 08 Select 1 and Wave SC 08 Boys Kalewale, showing options: Print Match Card, Match Stats, Home Bulk Match Stats, Away Bulk Match Stats, Home Match Day Roster, and Request Change (highlighted in yellow).

Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status
380	Minnesota NPL 2021-22	Fri 09/17/2021	07:00pm CDT	Plymouth Creek Playfields - B	Fusion Soccer Club Boys 08 Select 1	Wave SC 08 Boys Kalewale	NPL	Scheduled
373	Minnesota NPL 2021-22	Sun 09/19/2021	04:30pm CDT	Steve Michaud Park - Michaud - 09	Lakerville Soccer Club 2008 Boys - Selects	Fusion Soccer Club Boys 08 Select 1	N	
385	Minnesota NPL 2021-22	Fri 09/25/2021	01:00pm CDT	Wayzata High School - Turf 1	Fusion Soccer Club Boys 08 Select 1	EFSC 08 Boys NPL	N	
371	Minnesota NPL 2021-22	Sun 09/26/2021	01:00pm CDT	Wayzata High School - Turf 1	Fusion Soccer Club Boys 08 Select 1	St. Paul Blackhorns 08 Boys Red	NPL	Scheduled
382	Minnesota	Sun	10:00pm	Lewin Park - Lewis	Edina SC 2008	Fusion Soccer	NPL	Scheduled

Enter the agreed upon reschedule details and click “Save”.

The screenshot shows the 'Request Change' modal form. The form fields are: Venue (Plymouth Creek Playfields), Field (B2), Date (07/06/2023), Time (07:30 PM), and Notes (empty). A green circle highlights the 'Save' button at the bottom left of the modal.

11. This will trigger an email to the away team to approve this reschedule:

Summer 2023 - TCSL
Division: State

[Print Match Card](#)

Home Team  Wright County Soccer Club 2007 WCS Boys Select	vs	Away Team  Fusion Soccer Club Boys 07 Navy 1
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Venue Rockford High School - RHS-9 (Lower Grass)	Status Scheduled
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Date
Wednesday, June 21 2023, 7:30pm CDT

Pending Request (No Response) Last Updated 11 minutes	Wed 06/21/2023	07:30pm CDT	Rockford High School - RHS-9 (Lower Grass)	Respond
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12. The away team needs to click "Agreed", then Save

Respond To Request ✕

Date Wed 06/21/2023
Time 07:30pm CDT
Venue Rockford High School - RHS-9 (Lower Grass)

Home Team Comments
Can we adjust the game time to 5:45 pm, same location and date to accommodate field scheduling?

Your Response

Select Response ▼

Select Response
Agreed
 Refused

[Save](#)

13. TCSL office will update details of the rescheduled game in GotSport

14. Manager needs to edit the game details in PlayMetrics to reflect the new, rescheduled field/date/time