










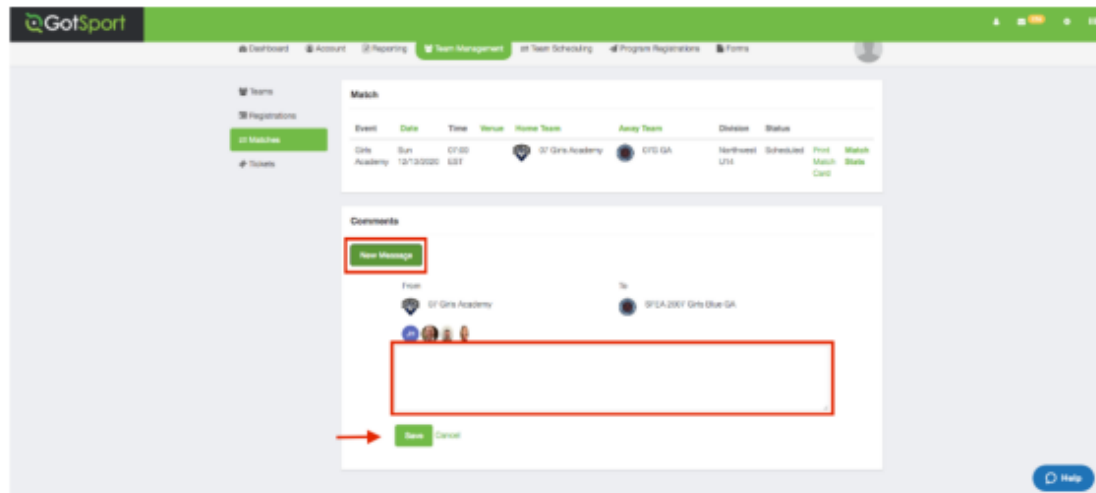
## How to Reschedule a Game – long version

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	 Kelix-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"



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 Fusion's website under Scheduling 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.\*\***

Dashboard Account Reporting **Team Management** Team Scheduling Program Registrations Forms Rosters Family

Teams Registrations **Matches**

My Teams: Select One Event: Minnesota NPL 2021-22 Search

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 Kolawole	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	Scheduled
381	Minnesota NPL 2021-22	Fri 09/25/2021	03:30pm CDT	Wayzata High School - Turf 1	Fusion Soccer Club Boys 08 Select 1	EPSC 08 Boys NPL	N	Scheduled
371	Minnesota NPL 2021-22	Sun 09/26/2021	03:30pm CDT	Wayzata High School - Turf 1	Fusion Soccer Club Boys 08 Select 1	St. Paul Blackhawks 08 Boys Red	NPL	Scheduled
382	Minnesota NPL 2021-22	Sun 09/27/2021	12:30pm CDT	Lewis Park - Lewis	Edina SC 2008	Fusion Soccer Club Boys 08 Select 1	NPL	Scheduled

Print Match Card  
Match Stats  
Home Bulk Match Stats  
Away Bulk Match Stats  
Home Match Day Roster  
**Request Change**

Enter the agreed upon reschedule details and click "Save".

Request Change

Venue: Plymouth Creek Playfields Field: B2

Date: 07/06/2023 Time: 07:30 PM

Notes:

Save

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

Summer 2023 - TCSL  
Division: State

[Print Match Card](#)

<b>Home Team</b>  Wright County Soccer Club 2007 WCS Boys Select	vs	<b>Away Team</b>  Fusion Soccer Club Boys 07 Navy 1
---	----	---

<b>Venue</b> Rockford High School - RHS-9 (Lower Grass)	<b>Status</b> Scheduled
--	----------------------------

**Date**  
Wednesday, June 21 2023, 7:30pm CDT

<b>Pending Request</b> ( No Response ) Last Updated 11 minutes	Wed 06/21/2023	07:30pm CDT	Rockford High School - RHS-9 (Lower Grass)	<div style="border: 2px solid green; border-radius: 10px; padding: 5px; display: inline-block;">Respond</div>
--	----------------	-------------	--	---

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

*/s/*

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