

## **How to Reschedule a Game – short version**

1. Log into GotSport: <https://system.gotsport.com/>
2. Go to your game schedule and navigate to the game you need to reschedule
3. Use GotSport chat function to communicate with your opponent about reschedule
  - If it is a Home game, you need to find at least two different dates/times to send to Fusion
4. If the game is a Home game, submit Fusion's Reschedule form located [here](#).
  - Within 2 days you'll receive an email from Chris Hunt
  - Use GotSport chat to confirm new date/time with opponent
  - Once opponent confirms, confirm back to Fusion by replying to Chris Hunt's email you'll take the field/date/time offered
5. If this is an Away game, your opponent will find a new date/time
  - Use the GotSport chat to confirm the new date/time for the game you receive from opponent
6. 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.
  - Away team must approve 'Request Change'
7. TCSL office will update details of the rescheduled game in GotSport
8. Manager needs to edit the game details in PlayMetrics to reflect the new, rescheduled field/date/time