## Admin Site How do I use the rainout tool?

Under scheduling/games->utilities->rainout tool, you can pick a game that you want rescheduled due to a rainout. Once you pick a date, it will show you the scheduled games for that day.

		February	▼ 3 ▼ 2018 ▼ Get (	Games		
	18	Select All				
Division	Home vs Away	Time	Resource	Move to Resource		
U6	Team 2 <mark>vs</mark> Team 7	09:00 am	Field 2	Move To - Field 2	Rainout Game?	
U6	Team 1 <mark>vs</mark> Team 8	09:00 am	Field 3	Move To - Field 4	Rainout Game? 🗸	
U6	Team 4 <mark>vs</mark> Team 5	10:00 am	Field 2	Move To - Field 2 •	Rainout Game? 🗸	
U6	Team 3 vs Team 6	10:00 am	Field 3	Move To - Field 3	Rainout Game?	
Continue						

You select the game you want to reschedule by clicking the check box next to the game, then if you want to change the resource the game is played on you can select a new resource from the dropdown.

Clicking continue will take you to a page where it automatically reschedules the games for you. You can choose from the available timeslots for the resource that you chose. Optionally, you can uncheck the game to unschedule it so it can be manually rescheduled later.

Reschedule game(s) from Saturday 2/3/2018							
<u>U6</u> Team 1 <mark>vs</mark> Team 8	Old: Field 3 - 09:00am New: Field 4	Jan 25, 2018 6:30 pm 🔹	Keep Officials? ✓ Reschedule Game? ✓				
<u>U6</u> Team 4 <mark>vs</mark> Team 5	Old: Field 2 - 10:00am New: Field 2	Jan 24, 2018 6:00 pm 🔹	Keep Officials? ✓ Reschedule Game?				
Note to Parents							
Note to Officials							
Rainout Game							

The system automatically sends out an email and text to all the teams notifying them of the rescheduled game. You can also add a custom message to send to the parents and/or officials. Make sure you click rainout game at the bottom in order to save those changes.

## **Admin Site**

Unique solution ID: #1043 Author: MYL Last update: 2018-01-24 20:11

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