

# 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

Games on February 3, 2018

Sort By: Time , Level , Resource

Select All ☐

Division	Home vs Away	Time	Resource	Move to Resource	
U6	Team 2 vs Team 7	09:00 am	Field 2	Move To - Field 2	Rainout Game? <input type="checkbox"/>
U6	Team 1 vs Team 8	09:00 am	Field 3	Move To - Field 4	Rainout Game? <input checked="" type="checkbox"/>
U6	Team 4 vs Team 5	10:00 am	Field 2	Move To - Field 2	Rainout Game? <input checked="" type="checkbox"/>
U6	Team 3 vs Team 6	10:00 am	Field 3	Move To - Field 3	Rainout Game? <input type="checkbox"/>

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

U6 Team 1 vs Team 8	Old: Field 3 - 09:00am New: Field 4	Jan 25, 2018 6:30 pm	Keep Officials? <input checked="" type="checkbox"/> Reschedule Game? <input checked="" type="checkbox"/>
U6 Team 4 vs Team 5	Old: Field 2 - 10:00am New: Field 2	Jan 24, 2018 6:00 pm	Keep Officials? <input checked="" type="checkbox"/> Reschedule Game? <input type="checkbox"/>

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.

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Author: MYL

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