

Procedure for makeup games.

We already have make-ups being scheduled so now is the time to make sure you have a user name & password. This is the only procedure that can be used to schedule a match - I do not accept email notification.

1. Coaches should contact each other and agree upon a date and time for the makeup.
2. In order to schedule a makeup game, the coach will have to go the home page of the website, click on the "Club Contact Login", and login with his user name and password. Your club contact should have assigned these. If you have not received one, contact them, not me. You will get the club page; click on your team. At the top left of the team page there will be a green icon which says "schedule makeup game". The icon will only appear if the team has make-ups to schedule.
3. Enter the game number in the box and click on the "search games" button. The original game information will appear along with spaces to enter the new information about the makeup. Fill in the information. Click on "check availability" The computer will not take a game on a field which already has a game there. When you have filled in all the blanks hit the update button.
4. An email will be sent to your opponent (provided his email has been added to his club page). The opponent has to likewise agree to the makeup. When this has been done an email is sent to me and, provided that I approve the reschedule, the game is entered on the website. Only then will referees be assigned. Both coaches will receive confirmation that the makeup has been accepted.
5. The makeup date must be at least 3 days in advance of the date that the makeup is posted or I cannot guarantee that referees will be assigned to your match.
6. Make-ups should be played within 2 weeks of the originally scheduled date of the match. Given the early start of the season this may be difficult, but games that are not made up within a reasonable time period are subject to being scheduled by the league. If you are having trouble agreeing you should contact either the Boys Director, Tim Dunn, or the Girls Director, Kathy Kelly. Their contact information is on the Commission page in the *Learn About Maple* section.

This is the only procedure that can be used to schedule make-ups. Please be sure that your club and team pages are up to date and accurate.