NOTE: Coaches and managers are reminded to be familiar with their club’s rescheduling policies prior to any rescheduling. DO NOT ENTER ANY RESCHEDULES INTO THE SYSTEM WITHOUT APPROVAL FROM YOUR FIELD ASSIGNOR.
1. Log into Affinity
2. Click on “Teams” (circled in yellow)
3. Click on “Tournament & Schedule Apps.” (circled in green)
4. Click on “Schedules/Game Scoring” (circled in green)
5. Scroll to the game that will be rescheduled and click “Reschedule Game” (circled in green)

NOTE: This is also where you can find the opposing team’s contact information. Click on any team’s name to see their coaches’ and managers’ contact information (circled in yellow)
a. Enter the reschedule specifics including:
   i. Date
   ii. Time (choose AM or PM)
   iii. Venue
   iv. Field Number
   v. Reason for reschedule
b. Click “Send Request” (circled in green)
c. The request will be sent to the visiting team (during open rescheduling period) for approval

d. Next the visiting team will need to do the following steps:
   i. Log into Affinity
   ii. Click on “Teams”
   iii. Click on “Tournament and Schedule Apps.”
   iv. Click on “Schedules/Game Scoring”
   v. Scroll to the game with the pending reschedule request and click on “View Rescheduling History” (circled in green)
vi. Click “Accept Request” to confirm the reschedule.
6. Remember that entering the reschedule into Affinity is the final step in the reschedule process so using the “Send Alternate Request” or “Cannot Reschedule” options should rarely be used:
   a. Avoid starting this process without speaking with the other team and your club’s field assignor
   b. Avoid sending alternate requests
      i. If an alternative request is posed, and that is not accepted, the game will go into “deadlock”
      ii. If the game is in deadlock status, the team who last denied the request must go into “view rescheduling history” and click the button to “reverse deadlock”
   c. Avoid using the cannot reschedule button
      i. If the cannot reschedule button is used, the game will revert to the originally scheduled date, time and field