



## INDIANA GIRLS LACROSSE ASSOCIATION

### Scheduling / Changing Games on a Computer or on the App

To be able to schedule / change games either on a computer or on the app, you will need to be assigned to your team(s) as a Coach or Team Manager. You can be assigned to multiple teams (Varsity, JV1, JV2).

To be assigned to your team(s), you first have to register following the INGLA Coach or Manager / Volunteer link on the [Registration Page](#).

An admin will then assign you to your team(s).

If you have any questions, please email the INGLA Secretary at [inglacommunications@gmail.com](mailto:inglacommunications@gmail.com) with your name and school/club before proceeding.

Pages 1 – 5: Scheduling Games On A Computer

Pages 6 – 10: Scheduling Games On The App

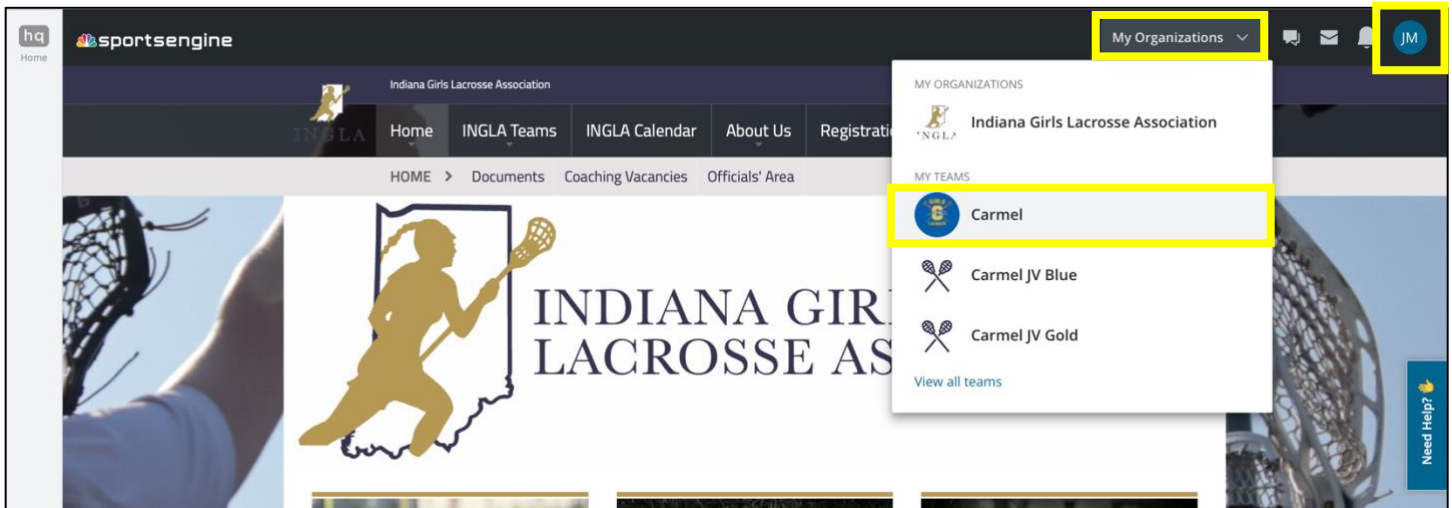
Pages 11 – 12: Deleting Games On A Computer

Pages 13 – 14: Deleting Games On The App

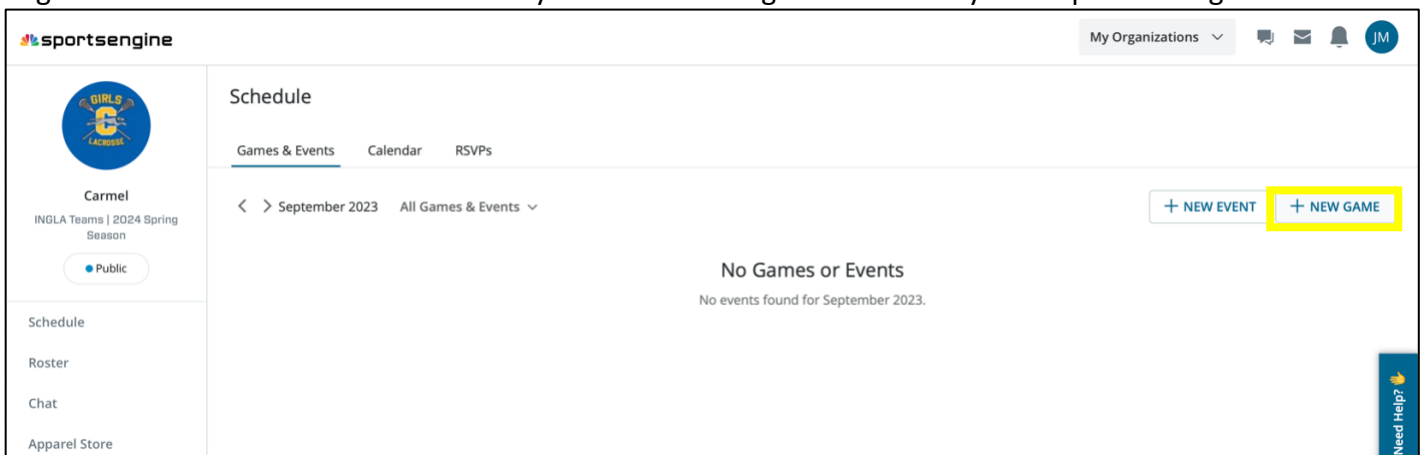
Pages 15 – 16: Canceling Games On A Computer

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## Scheduling Games in INGLA – On a Computer



Log into your INGLA/Sportsengine account. Your picture/initials will be in the top right corner. Click “My Organizations” and then select the team you are scheduling for. This takes you to Sport Management.



Click on New Game (or New Event – for practice, team dinners, etc...).

The 'New Game' form is shown with the following fields highlighted in yellow: Opponent (Noblesville), Home Team (Carmel), Date (04/18/2024), Start Time (7:30 pm), Duration (01:30), and Location Name or Address (Carmel High). The 'Notify Team Now' toggle is turned off. The 'ADD GAME' button is highlighted in blue.

Fill out the form using the drop-down menus. Leave “Notify Team Now” off, do not check it, unless you want notifications sent out each time this is edited.

Start time is local time. Time zone is automatically set at East(Indiana). Only change this if the game will be in a different time zone.

Duration – Varsity is 1hr 30min. JV is 1hr.

Location Name or Address – start typing the high school, or field name, choose from what populates, or put the full address in. Double check with your opponent on game location.

## Scheduling Games in INGLA – On a Computer

**New Game** [X]

Opponent \* Noblesville [v] Home Team \* Carmel [v]

Notify Team Now [toggle]

Date \* 04/18/2024 [calendar]

Start Time \* 7:30 pm [clock] Duration \* 01 : 30 [dropdown] Time Zone [dropdown]

TBD Time

Location Name \* Carmel High School

Location Address 520 E Main St, Carmel, IN 46032, USA

Location or Facility Detail Ex. Field #3

Visible to Team Members Only

CANCEL ADD GAME

Finished schedule for a game at Carmel HS.

**New Game** [X]

Opponent \* Noblesville [v] Home Team \* Carmel [v]

Notify Team Now [toggle]

Date \* 04/18/2024 [calendar]

Start Time \* 7:30 pm [clock] Duration \* 01 : 30 [dropdown] Time Zone [dropdown]

TBD Time

Location Name or Address

- Beaver Material
- Beaver Materials River Road, Noblesville, IN, USA
- Beaver Materials Field at Noblesville High School North 19th Street, Noblesville, IN, USA
- Beaver Materials Corporation East State Road, Mooresville, IN, USA

Arrival Time [dropdown]

CANCEL ADD GAME

Example of typing in field name instead of address.

**New Game** [X]

TBD Time

Location Name \* Carmel High School

Location Address 520 E Main St, Carmel, IN 46032, USA

Location or Facility Detail Ex. Field #3

**Visible to Team Members Only**

Arrival Time 45 minutes early [dropdown]

Uniform Light / White / Home

Team Notes Pack the pantry night. Please have attendees bring non-perishable items to donate and turn in at the ticket booth.

CANCEL ADD GAME

Optional – Once the schedule is filled out, you can scroll down to input information that will only be visible to your team and specific to that game:  
Arrival Time – Drop down choices.  
Uniform – Type in.  
Team Notes – Type in.

When completed, click the “Add Game” button.

## Scheduling Games in INGLA – On a Computer

The screenshot shows the 'Schedule' page for Carmel. The 'Calendar' tab is highlighted. The month 'April 2024' is selected. A table lists a game on April 18th at Carmel High School.

EVENT	DATE	TIME	LOCATION
<input type="checkbox"/> vs. Noblesville	Apr 18	7:30 pm - 9:00 pm EDT	Carmel High School

Once your game(s) are scheduled, they will show up in Sport Management like this. You will need to click the arrows to change the month you are looking at to see games or events scheduled in that month. You can also click “Calendar” to get a full calendar view of the month you are on.

The screenshot shows the game details page for Carmel vs. Noblesville. The page displays game details such as date, time, location, and uniform. A poll asks "Is Joshua going?" with options Yes, Maybe, and No.

**Game Details**

Thursday, April 18 2024  
7:30 pm - 9:00 pm EDT  
Arrive by 6:45 pm  
Carmel High School  
520 E Main St, Carmel, IN 46032, USA  
Uniform  
Light / White / Home  
Team Notes  
Pack the pantry night. Please have attendees bring non-perishable items to donate and turn in at the ticket booth.

Is Joshua going?  
Yes Maybe No  
[Add a Note](#)

If you click the game itself, the game details information will show up.

The screenshot shows the game details page for Noblesville vs. Carmel. The page displays game details such as date, time, location, and uniform. A poll asks "Is Morgan going?" with options Yes, Maybe, and No.

**Game Details**

Thursday, April 18 2024  
7:30 pm - 9:00 pm EDT  
Carmel High School  
520 E Main St, Carmel, IN 46032, USA  
Uniform  
Team Notes

Is Morgan going?  
Yes Maybe No  
[Add a Note](#)

Opposing team view of the same game. Notice the team specific information (input by Carmel) is not listed.

## Scheduling Games in INGLA – On a Computer

The screenshot displays the INGLA website interface for scheduling a game. On the left, there is a sidebar for the Noblesville team, including a logo, team name, season information, and a 'Public' toggle. The main content area is titled 'Noblesville at Carmel' and has tabs for 'Information', 'Player RSVPs', and 'Staff RSVPs'. The 'Information' tab is active, showing 'Game Details' with a pencil icon for editing. The game details include the date (Thursday, April 18, 2024), time (7:30 pm - 9:00 pm EDT), arrival time (6:45 pm), and location (Carmel High School). Below this, there are sections for 'Uniform' (Dark) and 'Team Notes' (This is their Pack the Pantry night. Please have families bring non-perishable items to donate and turn in at the ticket booth.). To the right, there is a poll for 'Is Morgan going?' with 'Yes', 'Maybe', and 'No' options, and an 'Add a Note' button. A 'Need Help?' button is visible on the far right.

You can then click the pencil icon to edit your game details to add in any information you would like for your team for the game.

***Scroll down for information on how to schedule games through the SportsEngine App.***

# Scheduling Games in INGLA – On the App

3:15

sportengine

Add Team

RITZ the perfect snack for any schedule. SHOP NOW

**N** MY TEAM ADMIN  
Noblesville JV Gold  
INGLA Teams  
2024 Spring Season

**N** MY TEAM ADMIN  
Noblesville JV Black  
INGLA Teams  
2024 Spring Season

**Noblesville** MY TEAM ADMIN  
INGLA Teams  
2024 Spring Season

Activate Now  
Start Activate Your Account and Access Your Secure Content.  
CONTENTLists OPEN

Not seeing a team you were expecting?  
Once you are rostered on the team it will automatically show up here which will allow you to RSVP, chat and so much more!

Still looking for more information? Take a look at our [help article](#).

Teams Schedule Chats Account

Click on the team you want to schedule. Only the teams that you are on the roster for will show up in the app.

3:15

Noblesville  
2024 Spring Season

Schedule Roster Chat

Messages Standings Stats

Photos Videos News

Ad CONTENTLists

Start Activate Now  
Activate Your Account and Access Your Secure Content.  
OPEN

Teams Schedule Chats Account

Click on Schedule.

3:15

Noblesville  
Schedule

Upcoming All

Today  
Sep 06  
Nothing Scheduled Today

Tue Mar 12  
7:30 - 9:00 PM EDT  
Cathedral at Noblesville  
Beaver Materials Field at Noblesville High...

Chloe Yes Maybe No  
Jason Yes Maybe No

Tue Mar 19  
7:00 - 8:30 PM EDT  
Guerin Catholic at Noblesville  
Beaver Materials Field at Noblesville High...

Chloe Yes Maybe No  
Jason Yes Maybe No

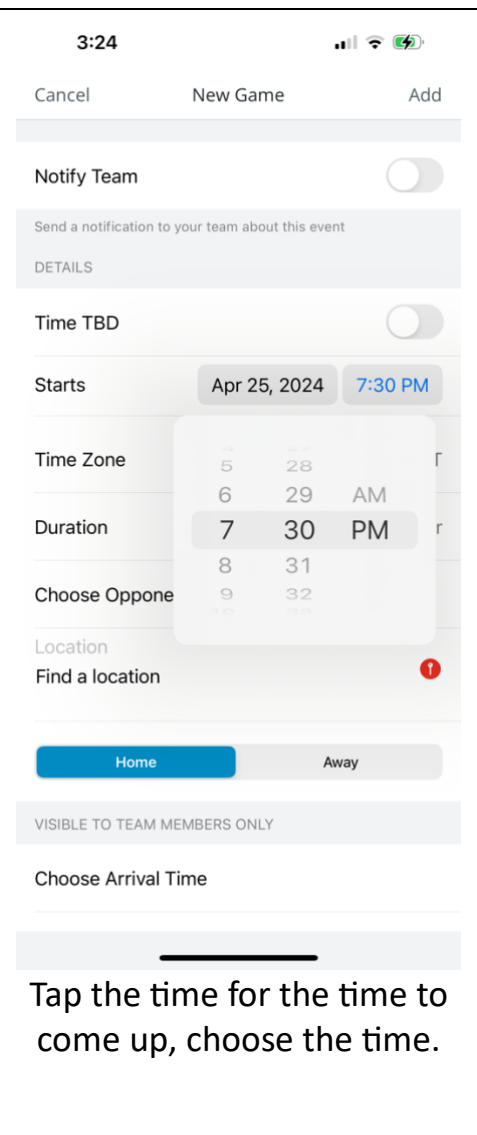
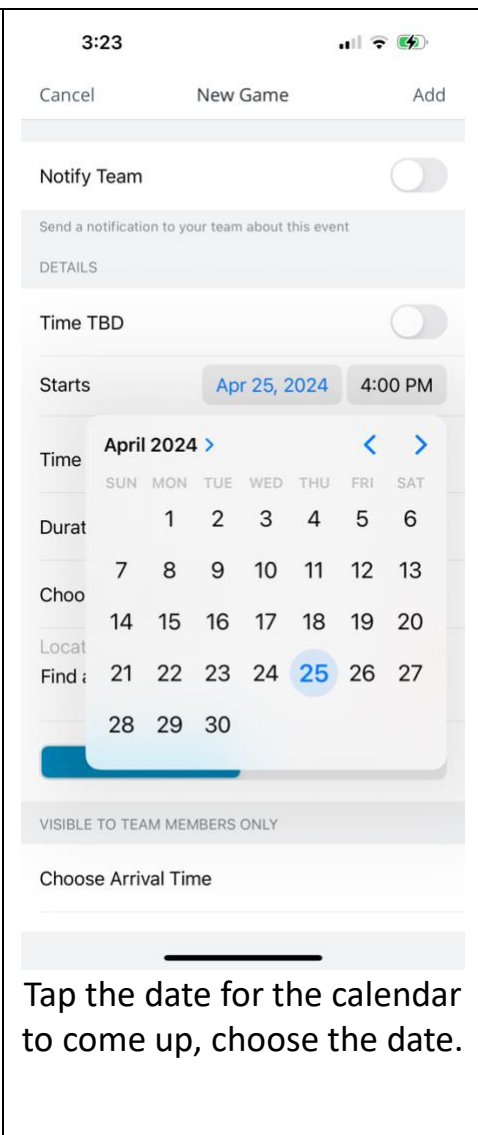
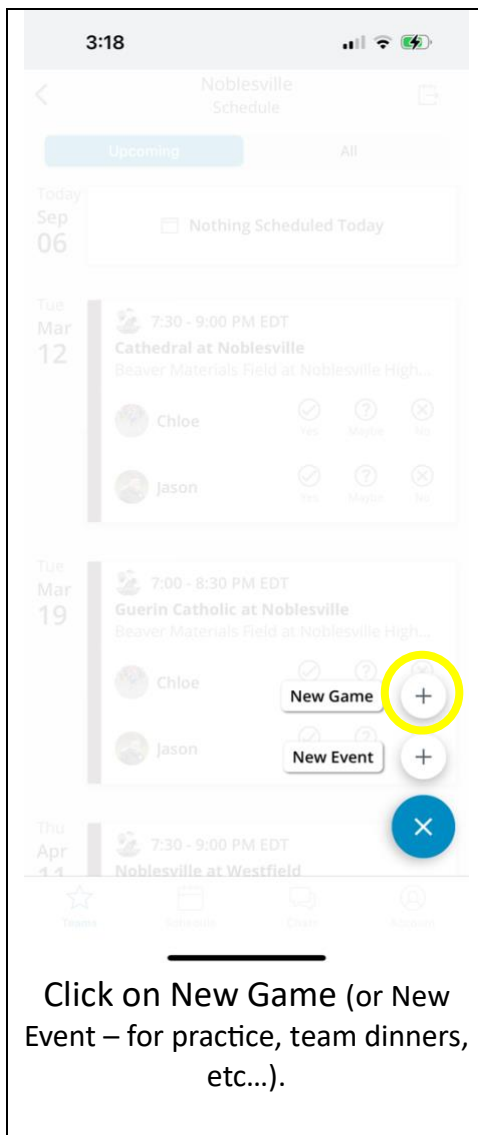
+

Thu Apr 04  
7:30 - 9:00 PM EDT

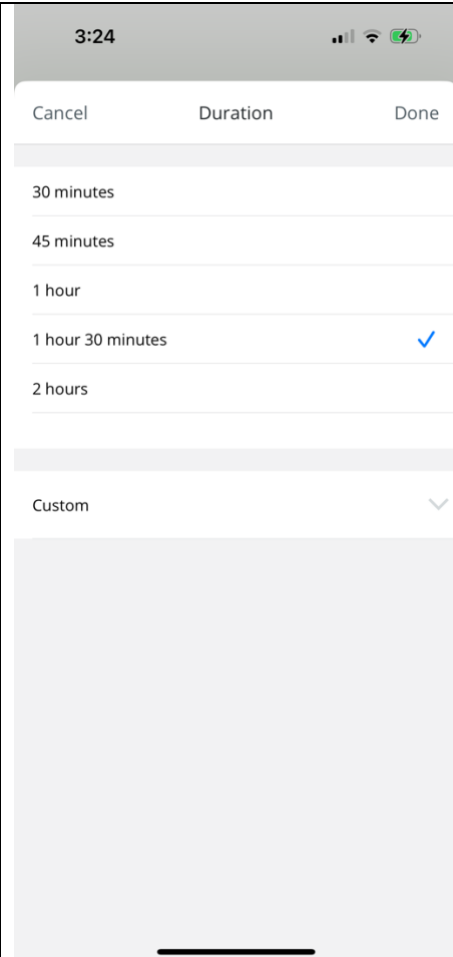
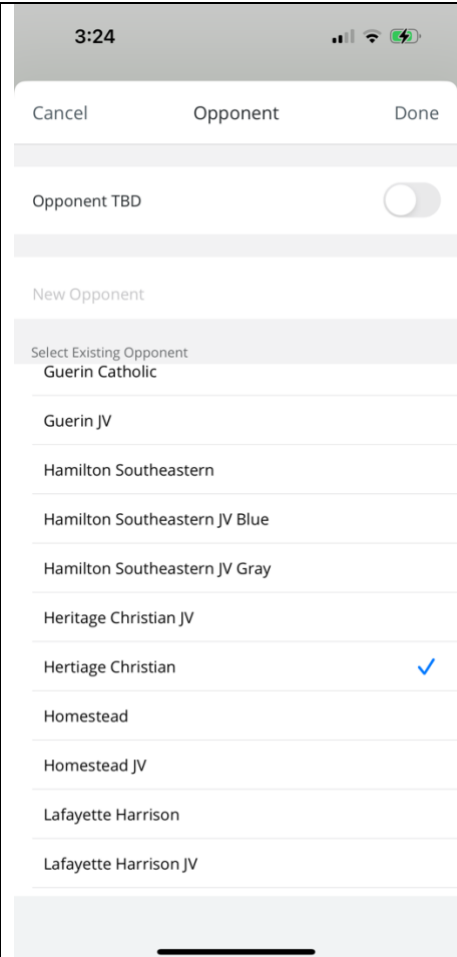
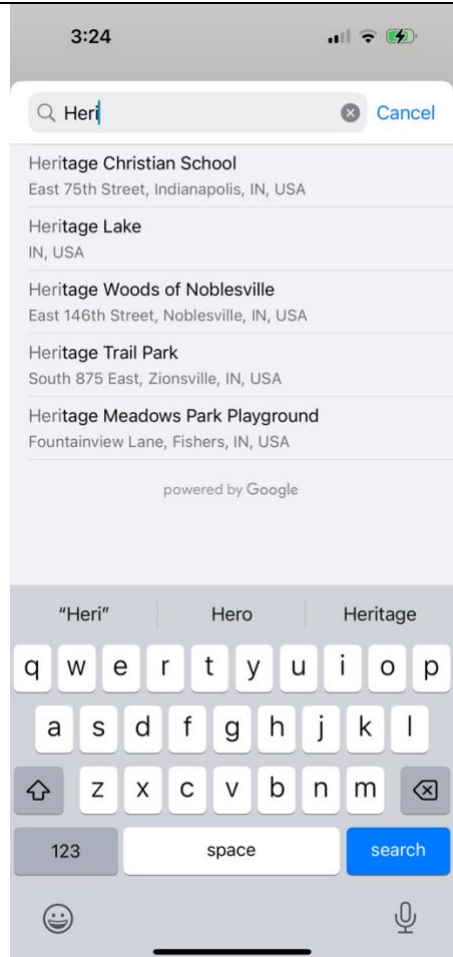
Teams Schedule Chats Account

Click the plus button near the bottom right.

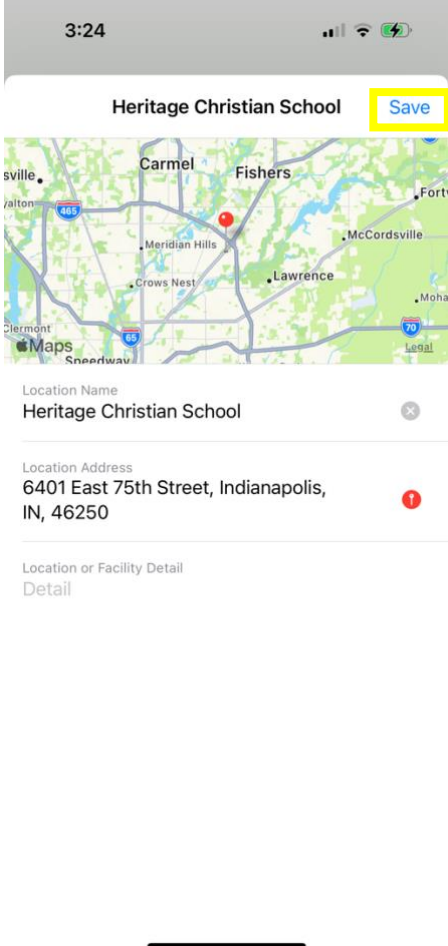
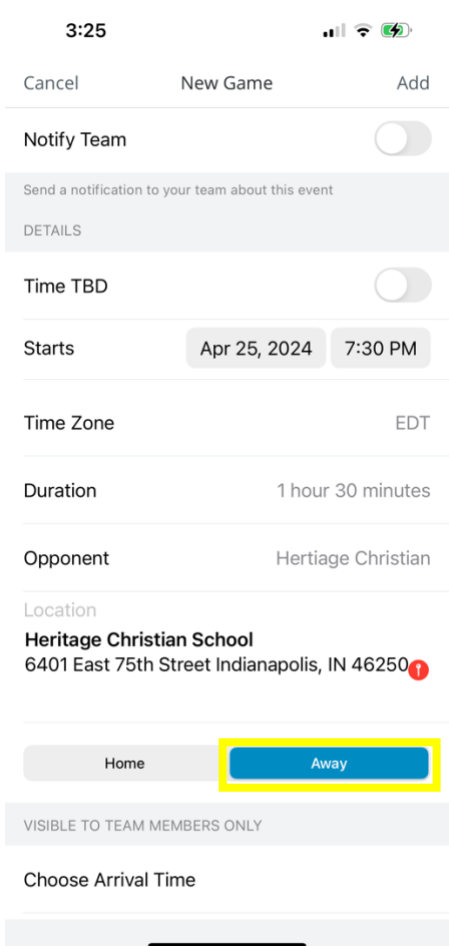
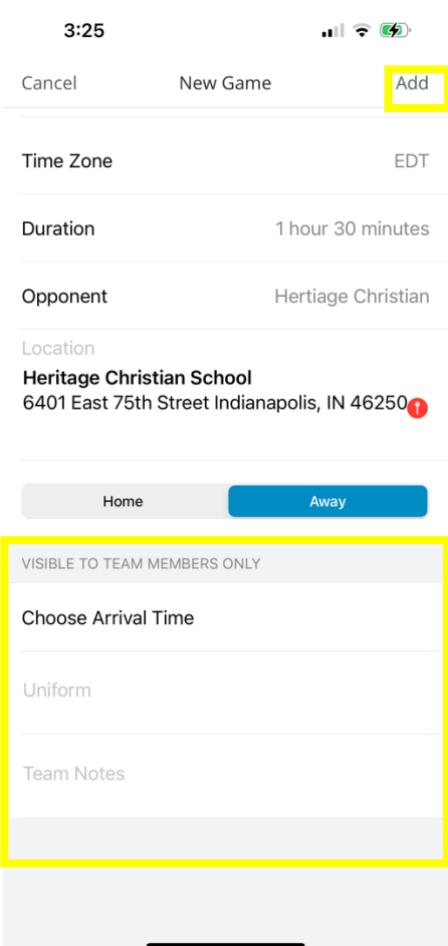
## Scheduling Games in INGLA – On the App



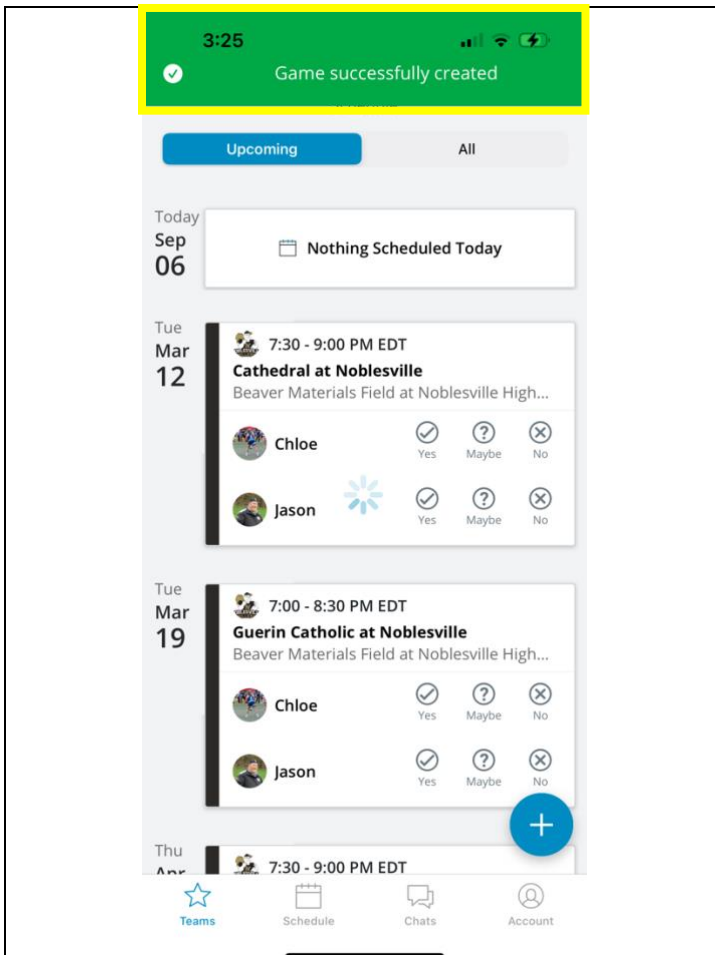
# Scheduling Games in INGLA – On the App

 <p>3:24</p> <p>Cancel Duration Done</p> <p>30 minutes</p> <p>45 minutes</p> <p>1 hour</p> <p>1 hour 30 minutes ✓</p> <p>2 hours</p> <p>Custom ▾</p> <p>Tap the duration, choose the duration.</p>	 <p>3:24</p> <p>Cancel Opponent Done</p> <p>Opponent TBD</p> <p>New Opponent</p> <p>Select Existing Opponent</p> <p>Guerin Catholic</p> <p>Guerin JV</p> <p>Hamilton Southeastern</p> <p>Hamilton Southeastern JV Blue</p> <p>Hamilton Southeastern JV Gray</p> <p>Heritage Christian JV</p> <p>Hertiage Christian ✓</p> <p>Homestead</p> <p>Homestead JV</p> <p>Lafayette Harrison</p> <p>Lafayette Harrison JV</p> <p>Tap the opponent, scroll through, and choose the opponent.</p>	 <p>3:24</p> <p>Heri Cancel</p> <p>Heritage Christian School East 75th Street, Indianapolis, IN, USA</p> <p>Heritage Lake IN, USA</p> <p>Heritage Woods of Noblesville East 146th Street, Noblesville, IN, USA</p> <p>Heritage Trail Park South 875 East, Zionsville, IN, USA</p> <p>Heritage Meadows Park Playground Fountainview Lane, Fishers, IN, USA</p> <p>powered by Google</p> <p>"Heri" Hero Heritage</p> <p>q w e r t y u i o p</p> <p>a s d f g h j k l</p> <p>z x c v b n m</p> <p>123 space search</p> <p>Tap the location, start typing and choose the location.</p>
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## Scheduling Games in INGLA – On the App

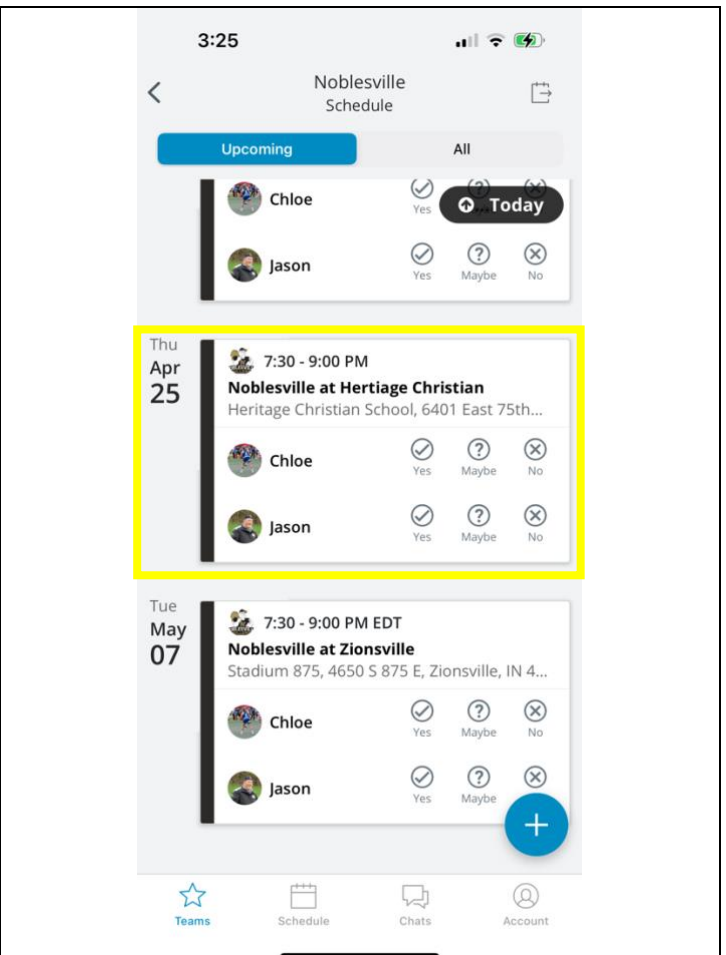
 <p style="text-align: center;"><b>Heritage Christian School</b> <span style="border: 1px solid yellow; padding: 2px;">Save</span></p> <p>Location Name Heritage Christian School</p> <p>Location Address 6401 East 75th Street, Indianapolis, IN, 46250</p> <p>Location or Facility Detail Detail</p> <p style="text-align: center;">—————</p> <p style="text-align: center;">Verify location and click save.</p>	 <p style="text-align: center;">Cancel    New Game    Add</p> <p>Notify Team <input type="checkbox"/></p> <p>Send a notification to your team about this event</p> <p>DETAILS</p> <p>Time TBD <input type="checkbox"/></p> <p>Starts    Apr 25, 2024    7:30 PM</p> <p>Time Zone    EDT</p> <p>Duration    1 hour 30 minutes</p> <p>Opponent    Heriitage Christian</p> <p>Location <b>Heritage Christian School</b> 6401 East 75th Street Indianapolis, IN 46250</p> <p style="text-align: center;">Home    <span style="border: 1px solid yellow; padding: 2px;">Away</span></p> <p>VISIBLE TO TEAM MEMBERS ONLY</p> <p>Choose Arrival Time</p> <p>Uniform</p> <p>Team Notes</p> <p style="text-align: center;">—————</p> <p style="text-align: center;">Make sure Home/Away is correct. The highlighted (blue) is the chosen choice.</p>	 <p style="text-align: center;">Cancel    New Game    <span style="border: 1px solid yellow; padding: 2px;">Add</span></p> <p>Time Zone    EDT</p> <p>Duration    1 hour 30 minutes</p> <p>Opponent    Heriitage Christian</p> <p>Location <b>Heritage Christian School</b> 6401 East 75th Street Indianapolis, IN 46250</p> <p style="text-align: center;">Home    <span style="border: 1px solid yellow; padding: 2px;">Away</span></p> <p>VISIBLE TO TEAM MEMBERS ONLY</p> <p>Choose Arrival Time</p> <p>Uniform</p> <p>Team Notes</p> <p style="text-align: center;">—————</p> <p style="text-align: center;">Optional – add in team specific information. Then click Add.</p>
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## Scheduling Games in INGLA – On the App



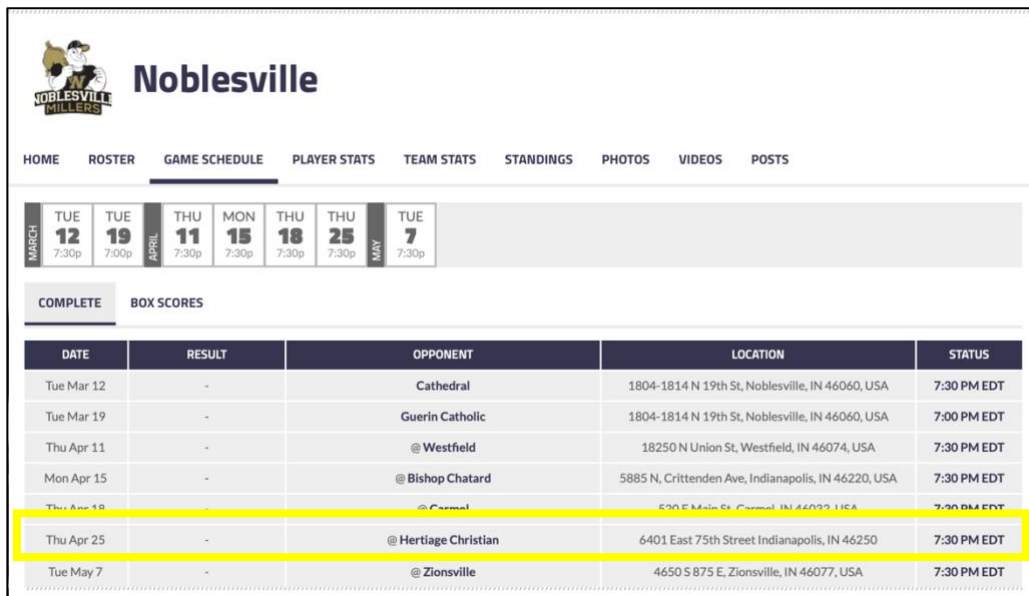
The screenshot shows the INGLA app interface. At the top, a green notification banner reads "Game successfully created". Below this, the "Upcoming" tab is selected, showing a calendar view. The schedule for Noblesville is displayed, with games for Tuesday, March 12 and Tuesday, March 19. Each game entry includes the time, opponent name, location, and response options for two players, Chloe and Jason (Yes, Maybe, No). A blue plus sign is visible at the bottom right of the schedule list.

You will receive a notification that the game was created.



The screenshot shows the "Noblesville Schedule" page in the app. The "Upcoming" tab is selected. The schedule lists games for today, Tuesday, March 12, Tuesday, March 19, and Thursday, April 25. The game on Thursday, April 25, "Noblesville at Heritage Christian" at Heritage Christian School, 6401 East 75th..., is highlighted with a yellow box. It shows a 7:30 - 9:00 PM EDT game with response options for Chloe and Jason.

The game will show up on your schedule, in the app, in Sport Management and on the website.

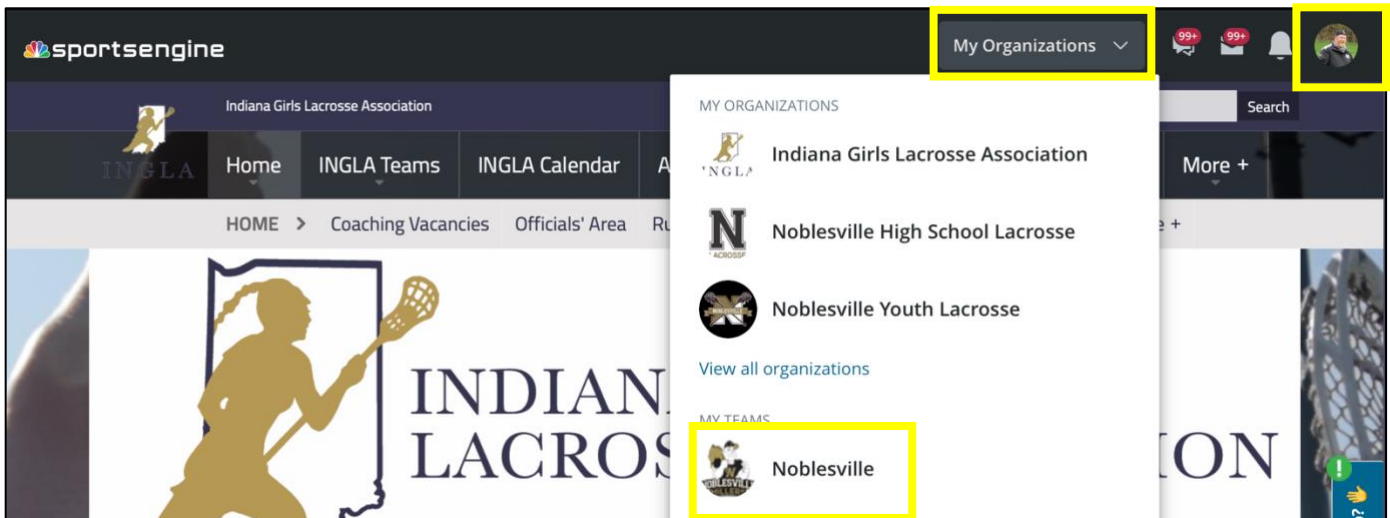


The screenshot shows the Noblesville website's "GAME SCHEDULE" page. The navigation menu includes HOME, ROSTER, GAME SCHEDULE, PLAYER STATS, TEAM STATS, STANDINGS, PHOTOS, VIDEOS, and POSTS. The schedule is displayed in a calendar format, with the game on Thursday, April 25, highlighted in yellow. Below the calendar is a table of "COMPLETE" games with columns for DATE, RESULT, OPPONENT, LOCATION, and STATUS.

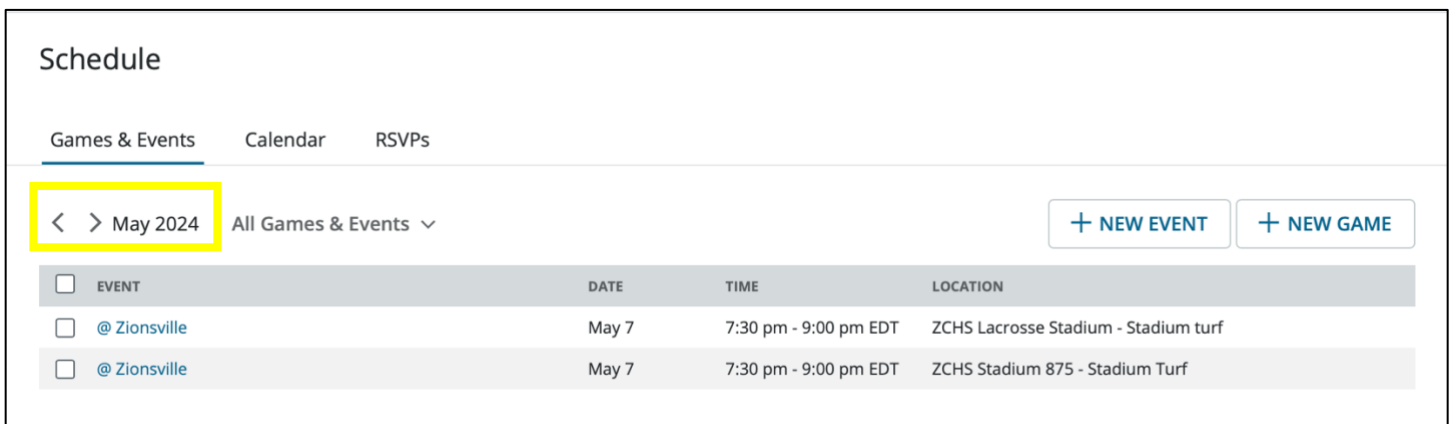
DATE	RESULT	OPPONENT	LOCATION	STATUS
Tue Mar 12	-	Cathedral	1804-1814 N 19th St, Noblesville, IN 46060, USA	7:30 PM EDT
Tue Mar 19	-	Guerin Catholic	1804-1814 N 19th St, Noblesville, IN 46060, USA	7:00 PM EDT
Thu Apr 11	-	@ Westfield	18250 N Union St, Westfield, IN 46074, USA	7:30 PM EDT
Mon Apr 15	-	@ Bishop Chatard	5885 N, Crittenden Ave, Indianapolis, IN 46220, USA	7:30 PM EDT
Thu Apr 18	-	@ Carmel	530 E Main St, Carmel, IN 46032, USA	7:30 PM EDT
Thu Apr 25	-	@ Heritage Christian	6401 East 75th Street Indianapolis, IN 46250	7:30 PM EDT
Tue May 7	-	@ Zionsville	4650 S 875 E, Zionsville, IN 46077, USA	7:30 PM EDT

Game on the website.

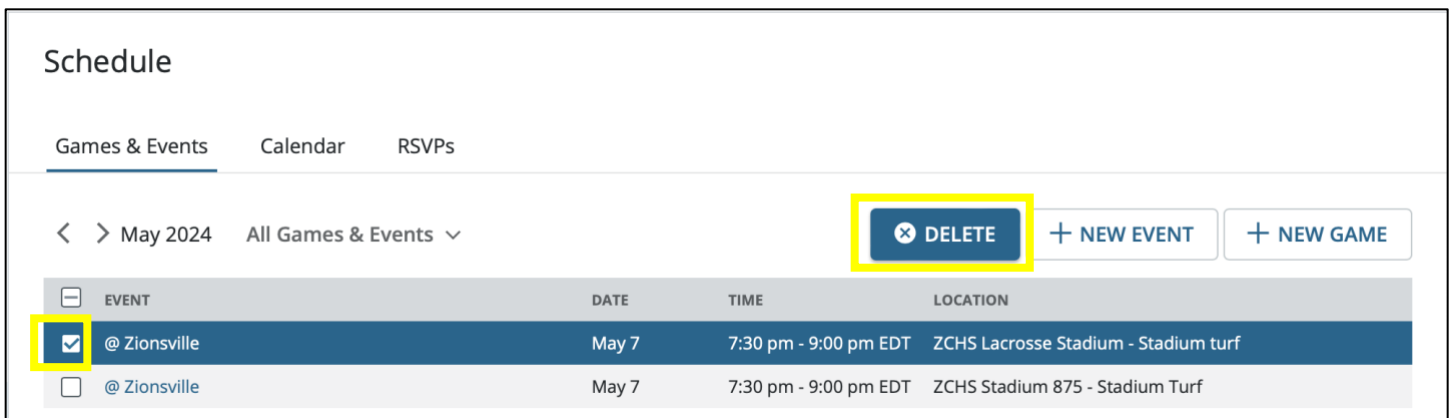
## Deleting Games in INGLA – On a Computer



Log into your INGLA/Sportsengine account. Your picture/initials will be in the top right corner. Click “My Organizations” and then select the team for the scheduling you are looking to change. This takes you to Sport Management.



Use the directional arrow to get to the month of the game you are wanting to delete.



Click the box next to the game you want to delete. It will highlight and the “Delete” button will also highlight.

## Deleting Games in INGLA – On a Computer

The screenshot shows the 'Schedule' page with tabs for 'Games & Events', 'Calendar', and 'RSVPs'. The current view is for 'May 2024' and 'All Games & Events'. A table lists two events: '@ Zionsville' on May 7 at 7:30 pm - 9:00 pm EDT at 'ZCHS Lacrosse Stadium - Stadium turf' (checked) and '@ Zionsville' on May 7 at 7:30 pm - 9:00 pm EDT at 'ZCHS Stadium 875 - Stadium Turf' (unchecked). A 'DELETE' button is visible. A modal dialog box is open with the title 'Delete Noblesville at Zionsville' and a close button. The message inside reads: 'Noblesville at Zionsville will be permanently deleted from the Noblesville schedule.' At the bottom of the dialog are 'CANCEL' and 'DELETE EVENT' buttons, with the latter highlighted by a yellow box. A 'Need Help?' button is on the right side.

When you click delete, a warning box will appear. You will then have to click “Delete Event”.

The screenshot shows the 'Schedule' page after the deletion. The 'Games & Events' tab is active. The table now only contains one event: '@ Zionsville' on May 7 at 7:30 pm - 9:00 pm EDT at 'ZCHS Stadium 875 - Stadium Turf'. A yellow box highlights the upper right corner of the page, where a notification would appear. The 'DELETE EVENT' button from the previous screenshot is still visible in the top right area.

A notification will be in the upper right had corner indicating the game has been deleted (could not screen shot fast enough). The schedule will then be updated, and the deleted game will be removed.

## Deleting Games in INGLA – On The App

3:15

sportsengine

Add Team

RITZ the perfect snack for any schedule. SHOP NOW

**N** MY TEAM ADMIN  
Noblesville JV Gold  
INGLA Teams  
2024 Spring Season

**N** MY TEAM ADMIN  
Noblesville JV Black  
INGLA Teams  
2024 Spring Season

**N** MY TEAM ADMIN  
Noblesville  
INGLA Teams  
2024 Spring Season

Activate Now  
Start Activate Your Account and Access Your Secure Content.  
CONTENTLISTS OPEN

Not seeing a team you were expecting?  
Once you are rostered on the team it will automatically show up here which will allow you to RSVP, chat and so much more!

Still looking for more information? Take a look at our [help article](#).

Teams Schedule Chats Account

Click on the team you want to schedule. Only the teams that you are on the roster for will show up in the app.

3:15

Noblesville  
2024 Spring Season

Schedule Roster Chat

Messages Standings Stats

Photos Videos News

Ad CONTENTLISTS  
Start Activate Now  
Activate Your Account and Access Your Secure Content.  
OPEN

Teams Schedule Chats Account

Click on Schedule.

3:15

Noblesville  
Schedule

Upcoming All

Today  
Sep 06  
Nothing Scheduled Today

Tue  
Mar 12  
7:30 - 9:00 PM EDT  
Cathedral at Noblesville  
Beaver Materials Field at Noblesville High...

Chloe Yes Maybe No

Jason Yes Maybe No

Tue  
Mar 19  
7:00 - 8:30 PM EDT  
Guerin Catholic at Noblesville  
Beaver Materials Field at Noblesville High...

Chloe Yes Maybe No

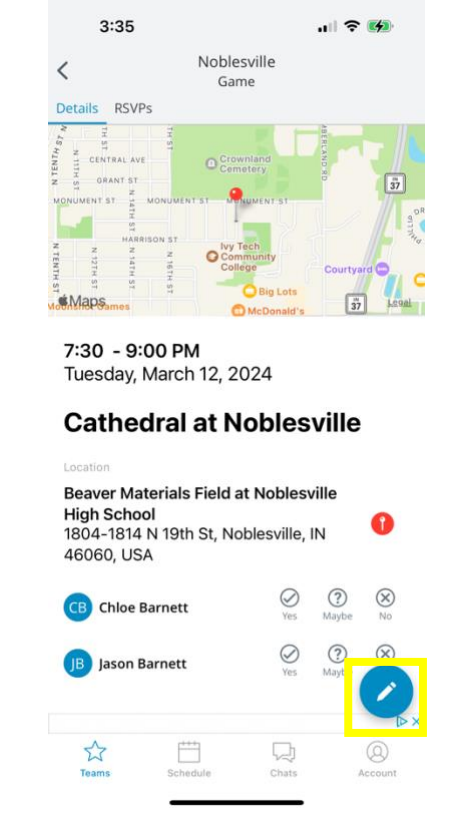
Jason Yes Maybe No

Thu  
Apr 4  
7:30 - 9:00 PM EDT

Teams Schedule Chats Account

Click on the game you want to edit.

## Deleting Games in INGLA – On The App



3:35

Noblesville Game

Details RSVPs

7:30 - 9:00 PM  
Tuesday, March 12, 2024

### Cathedral at Noblesville

Location  
Beaver Materials Field at Noblesville High School  
1804-1814 N 19th St, Noblesville, IN 46060, USA

CB Chloe Barnett  
JB Jason Barnett

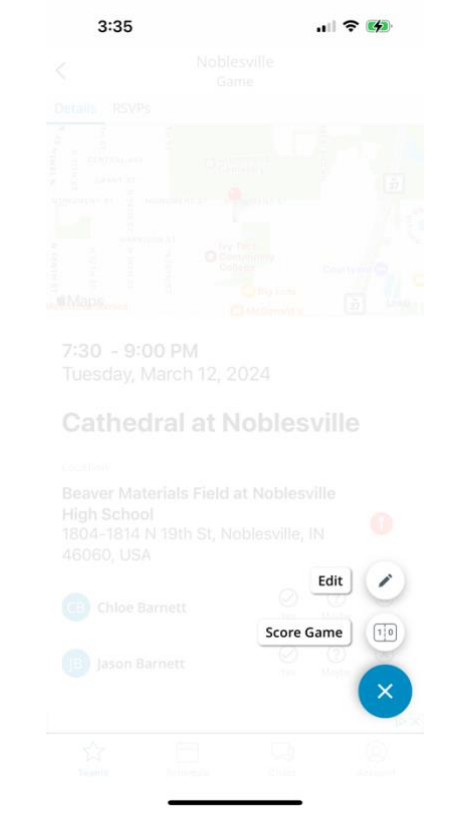
Yes Maybe No

Yes Maybe No

✎

Teams Schedule Chats Account

The selected game will show, there will be an edit button (circle with a pencil) in the bottom right corner. Click the "Edit" button.



3:35

Noblesville Game

Details RSVPs

7:30 - 9:00 PM  
Tuesday, March 12, 2024

### Cathedral at Noblesville

Location  
Beaver Materials Field at Noblesville High School  
1804-1814 N 19th St, Noblesville, IN 46060, USA

CB Chloe Barnett  
JB Jason Barnett

Yes Maybe No

Yes Maybe No

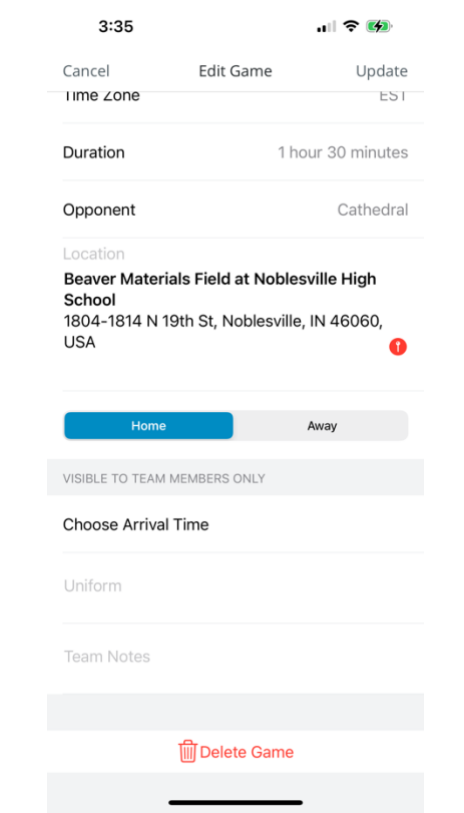
Edit

Score Game

✎

Teams Schedule Chats Account

The screen will change. Click the "Edit" button (the word or pencil) again.



3:35

Cancel Edit Game Update

Time zone EST

Duration 1 hour 30 minutes

Opponent Cathedral

Location  
Beaver Materials Field at Noblesville High School  
1804-1814 N 19th St, Noblesville, IN 46060, USA

Home Away

VISIBLE TO TEAM MEMBERS ONLY

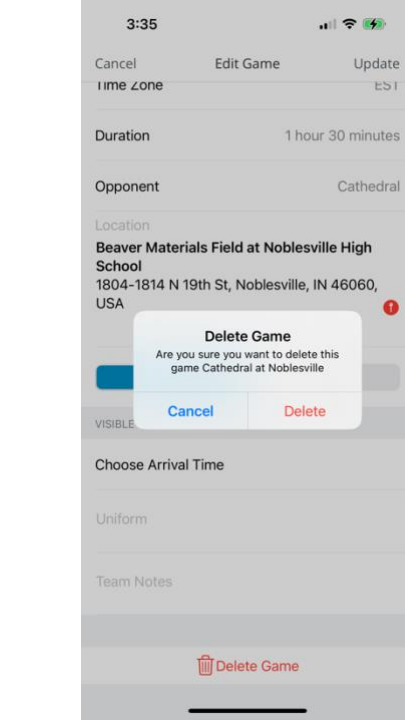
Choose Arrival Time

Uniform

Team Notes

Delete Game

The screen will change. Scroll down and "Delete Game" will be present. Click it.



3:35

Cancel Edit Game Update

Time zone EST

Duration 1 hour 30 minutes

Opponent Cathedral

Location  
Beaver Materials Field at Noblesville High School  
1804-1814 N 19th St, Noblesville, IN 46060, USA

Delete Game

Are you sure you want to delete this game Cathedral at Noblesville

Cancel Delete

VISIBLE TO TEAM MEMBERS ONLY

Choose Arrival Time

Uniform

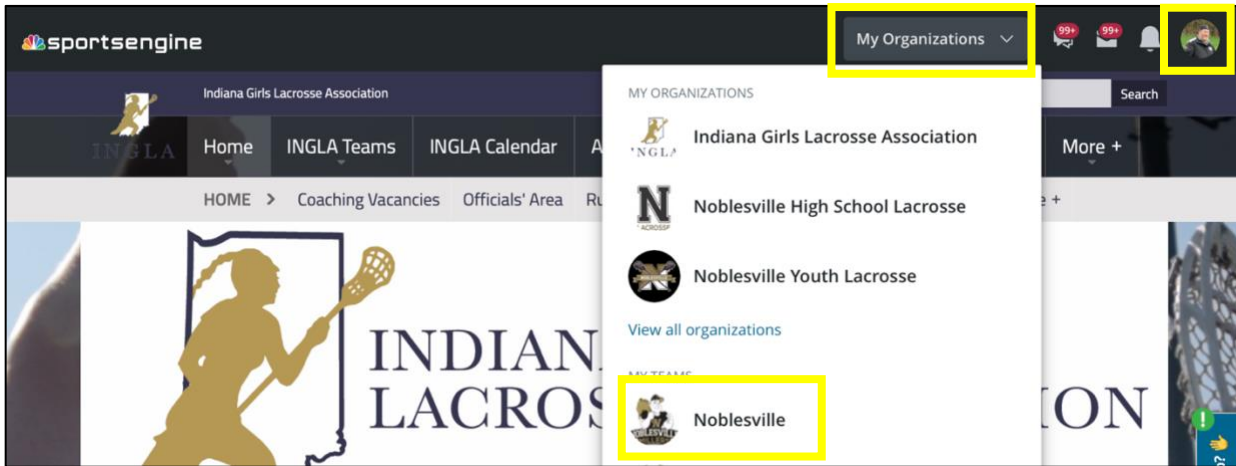
Team Notes

Delete Game

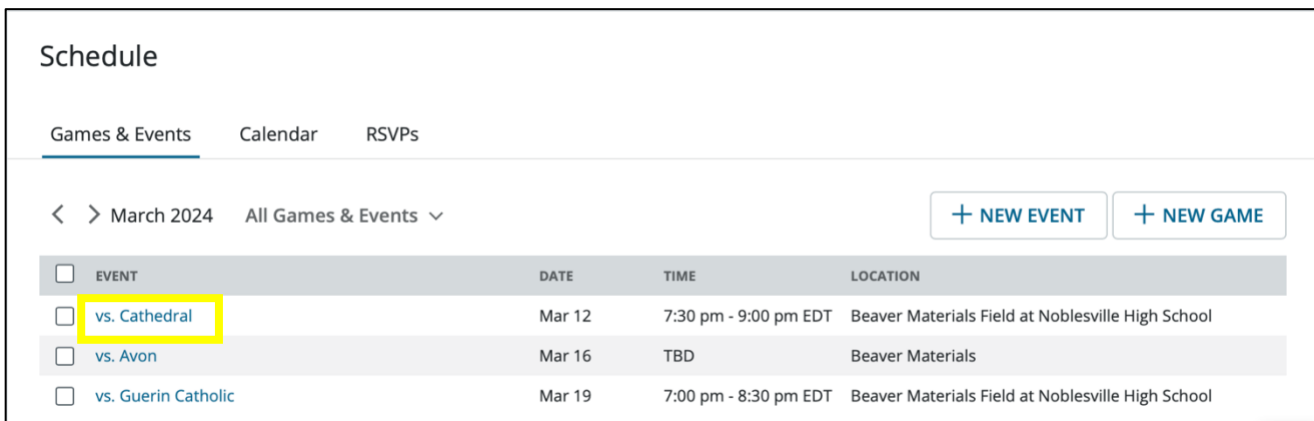
When you click delete, a warning box will appear. You will then have to click "Delete".

## Canceling Games in INGLA – On A Computer

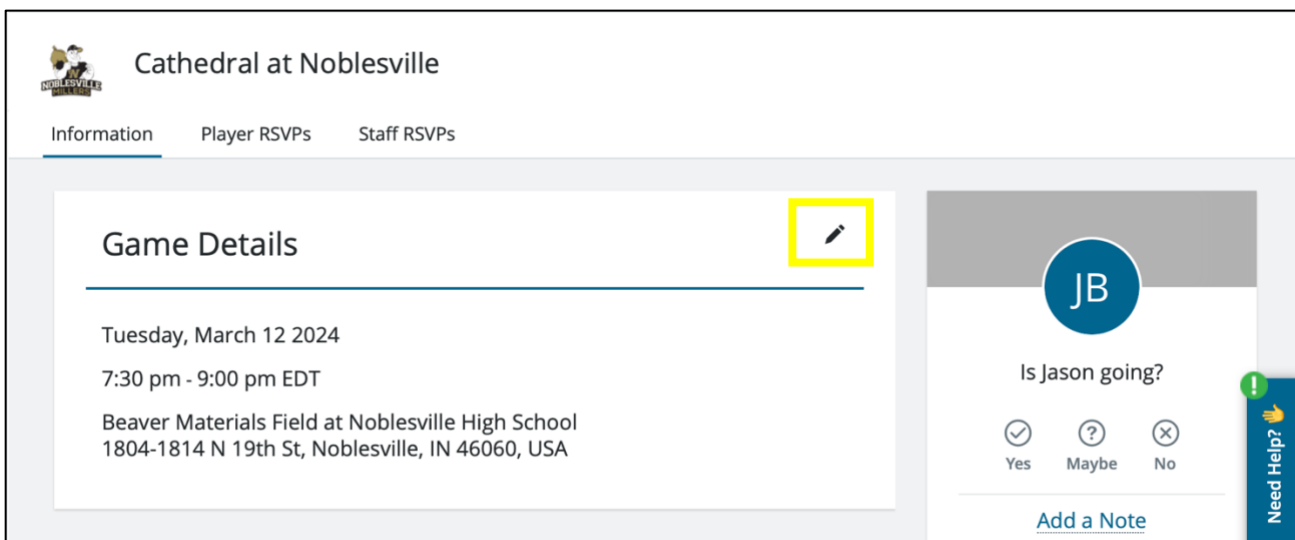
If a game is scheduled and has to be canceled (not deleted) due to any reason; weather, travel, staffing, etc., **DO NOT DELETE** the game from the schedule. Please cancel the game.



Log into your INGLA/Sportsengine account. Your picture/initials will be in the top right corner. Click “My Organizations” and then select the team for the scheduling you are looking to change. This takes you to Sport Management.

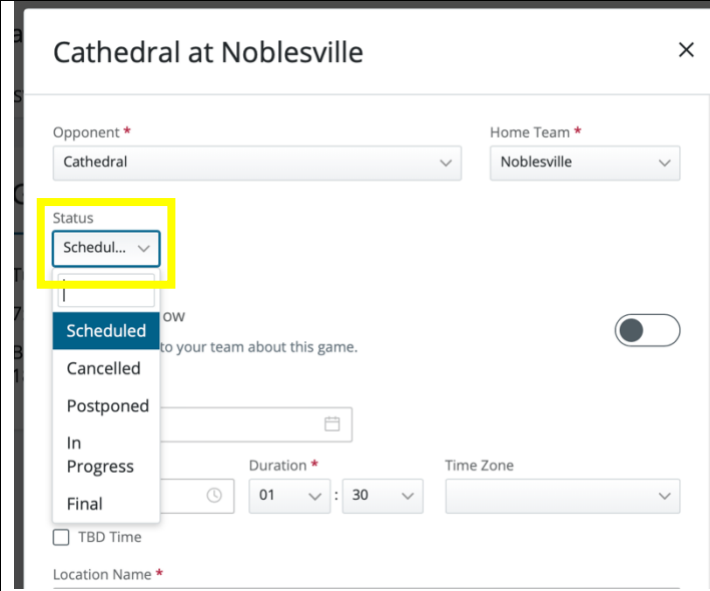


Click on the game (name of the opposing team) that needs to be canceled.

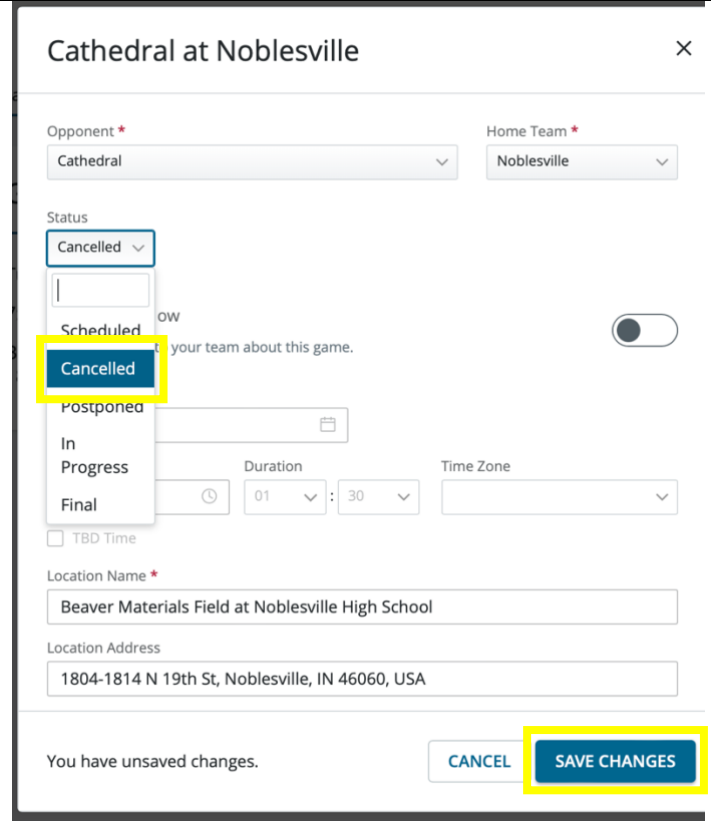


Game Details will open up. Click the “Edit” pencil.

## Canceling Games in INGLA – On A Computer



A screen with the game information will appear. The "Status" will show "Scheduled". Click the drop-down arrow and click "Cancelled".



"Cancelled" will then be highlighted. Click "Save Changes" to finish.

### UPCOMING EVENTS

**MAR 12** Cathedral at Noblesville

Cancelled 🚫

1804-1814 N 19TH ST,  
NOBLESVILLE, IN 46060, USA

Tag(s): Noblesville

The game will show "Canceled" on your Team Page Upcoming Events as well as On the INGLA Teams Game Schedule.

## INGLA Teams

HOME
GAME SCHEDULE
PLAYER STATS
TEAM STATS
STANDINGS

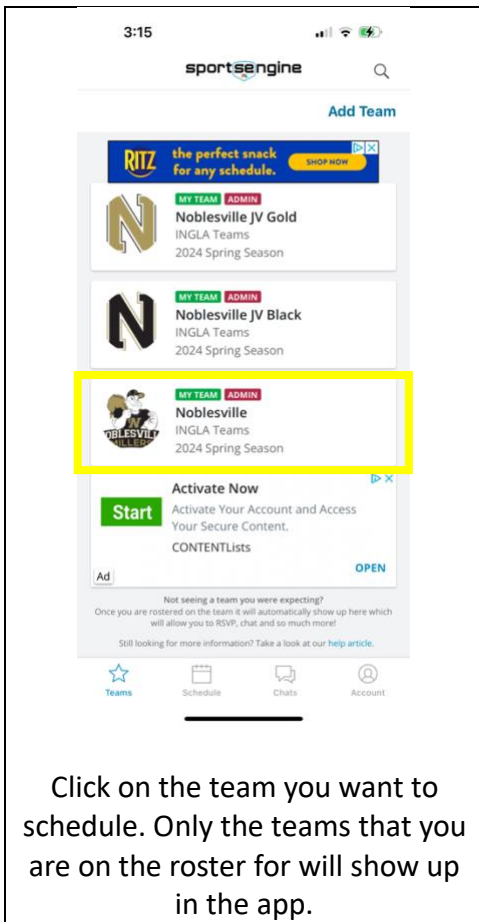
SEPTEMBER	SAT 9	OCTOBER	WED 18	MARCH	FRI 1	SAT 2	TUE 5	WED 6	THU 7	FRI 8	SAT 9	MON 11	TUE 12	WED 13	THU 14	SAT 16	SUN 17	MON 18	TUE 19	WED 20	THU 21
	1 Gm		1 Gm		1 Gm	5 Gms	4 Gms	1 Gm	4 Gms	1 Gm	3 Gms	5 Gms	4 Gms	3 Gms	8 Gms	9 Gms	4 Gms	1 Gm	6 Gms	2 Gms	8 Gms

**TUESDAY, MARCH 12, 2024**

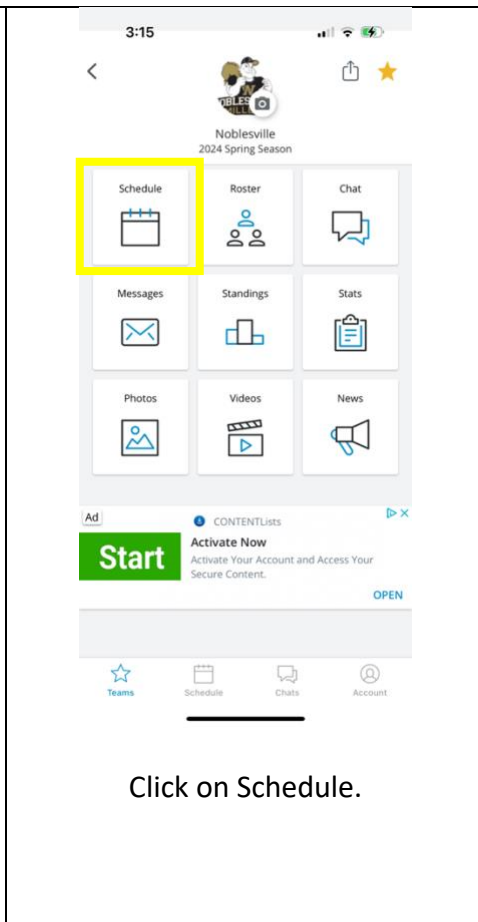
BY DATE    BOX SCORES

VISITOR	V	HOME	H	LOCATION	STATUS
Cathedral JV Blue (0-0-0)	-	Noblesville JV Black (0-0-0)	-	1804-1814 N 19th St, Noblesville, IN 46060, USA	6:00 PM EDT
Avon (0-0-0)	-	Hertiage Christian (0-0-0)	-	6401 E 75th St, Indianapolis, IN 46250, USA	6:00 PM EDT
Park Tudor JV (0-0-0)	-	Fishers JV Red (0-0-0)	-	13000 Promise Rd, Fishers, IN 46038, USA	6:30 PM EDT
Cathedral	-	Noblesville	-	1804-1814 N 19th St, Noblesville, IN 46060, USA	Cancelled

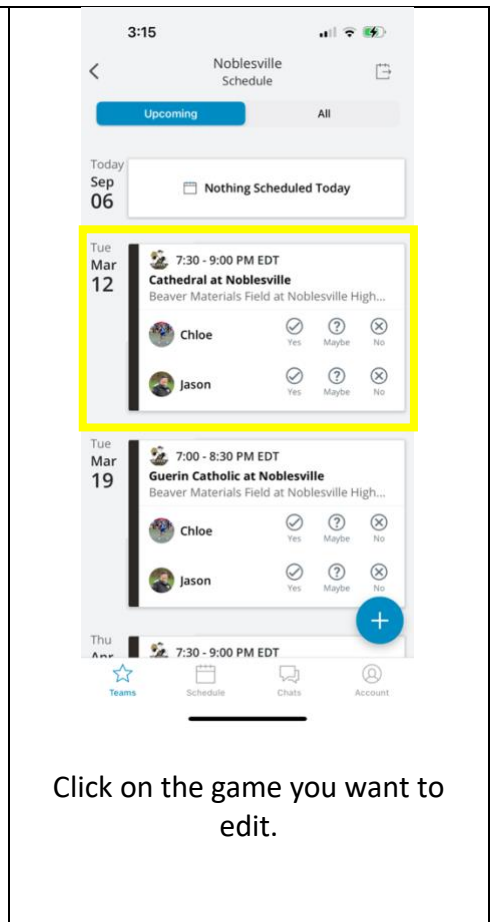
## Canceling Games in INGLA – On The App



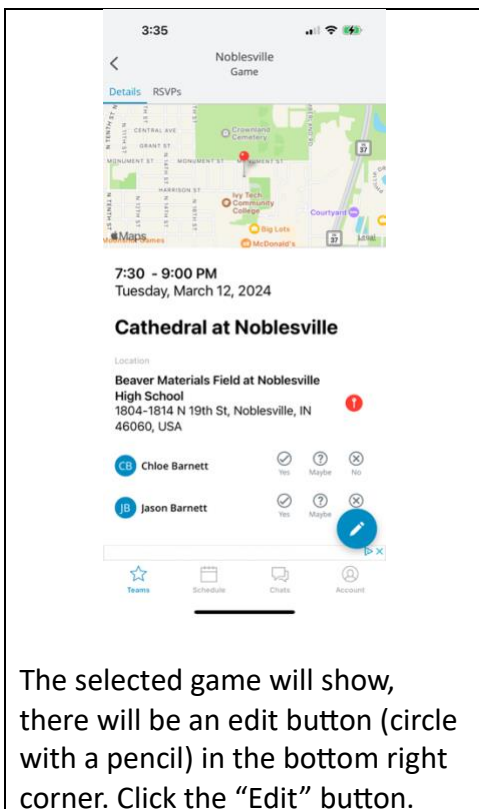
Click on the team you want to schedule. Only the teams that you are on the roster for will show up in the app.



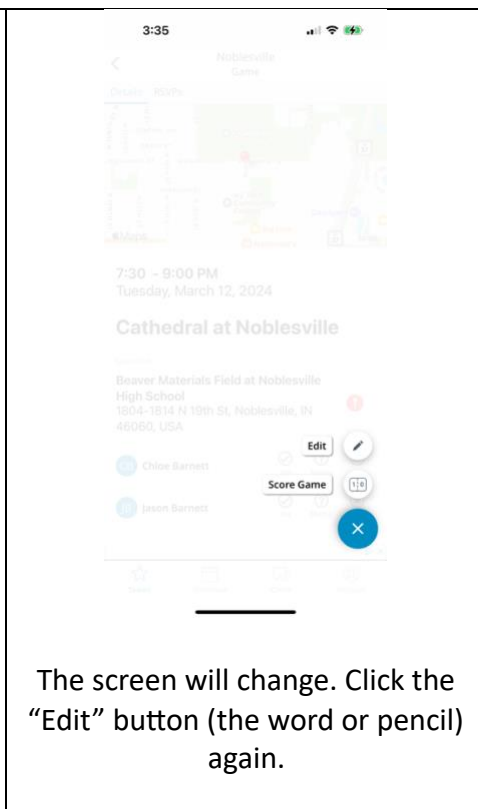
Click on Schedule.



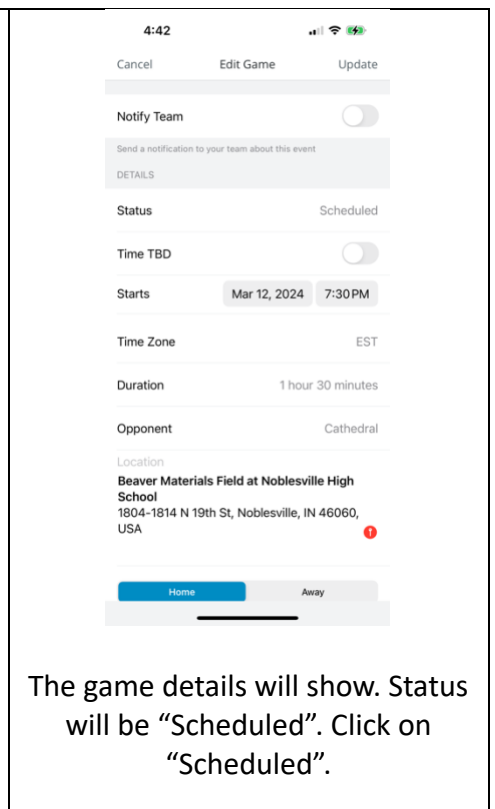
Click on the game you want to edit.



The selected game will show, there will be an edit button (circle with a pencil) in the bottom right corner. Click the "Edit" button.

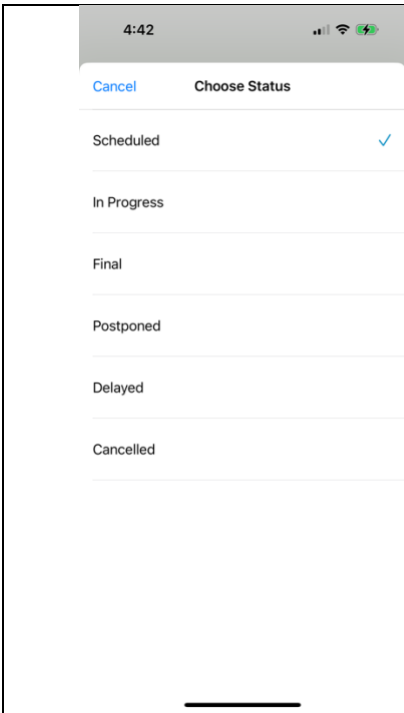


The screen will change. Click the "Edit" button (the word or pencil) again.

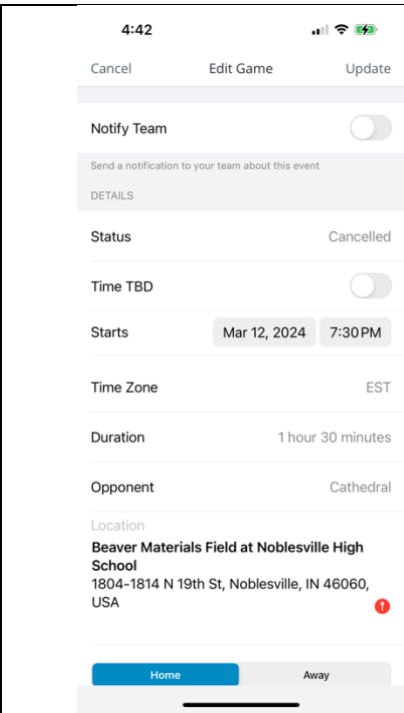


The game details will show. Status will be "Scheduled". Click on "Scheduled".

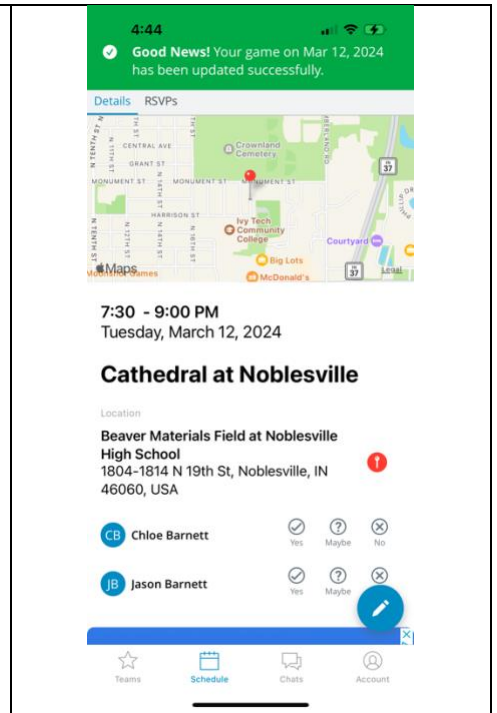
## Canceling Games in INGLA – On The App



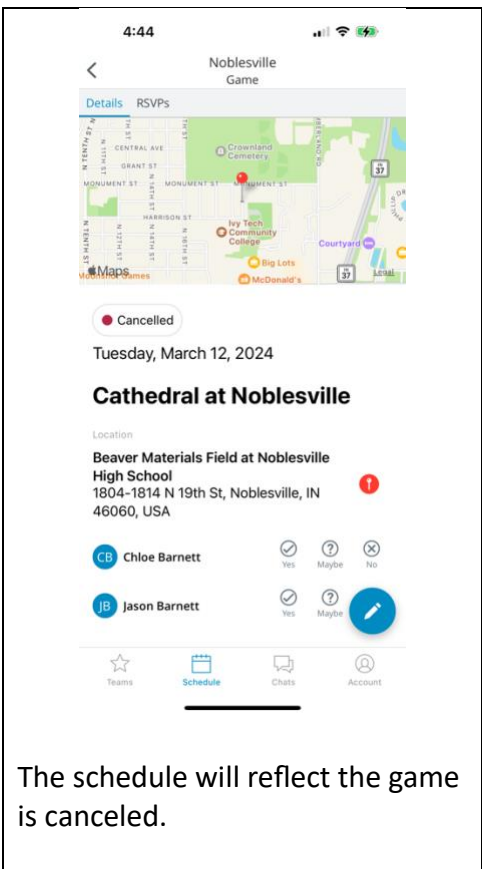
Choose Status will appear. Click on "Cancelled".



Status will show canceled. To finish, click "Update".



A notification will show indicating the schedule has been updated.



The schedule will reflect the game is canceled.