

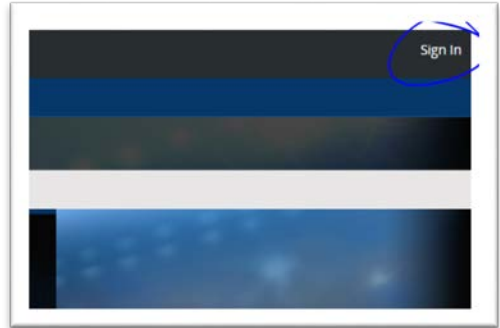


SAYB COACHES WEB PORTAL HELP **Moving Scheduled GAMES**

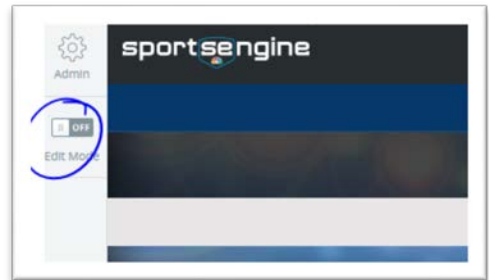
To move a cancelled game:

1. Navigate to your team page at sayb.org
 2. Sign in to your sports engine account use link at upper right. (A.)
 3. Select edit mode in the upper left (B.)
 4. Select "Manage Team" (This will open a new window in Sports Engine environment) (C.)
 5. Select "NEW GAME" at right. (D.)
 6. Use drop down to select opponent, Home team, time etc. Finish by selecting the green add game button.
 7. Go to the game that was rained out and edit the game details. There is a status button" (E.) there make sure you select "cancelled" this will update your schedule and you opponent's.
- *This is the home team's responsibility*
 - *If the game is against a non SAYB team then the SAYB team takes the responsibility.*

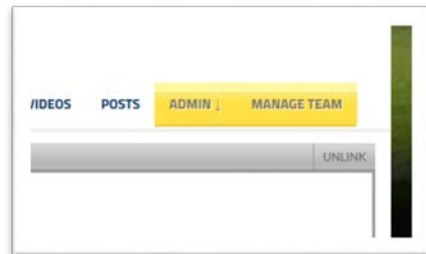
A.



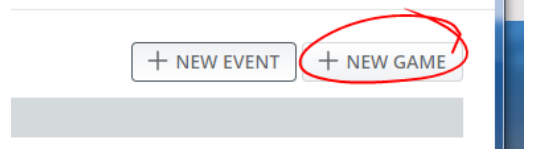
B.



C.



D.



E.

