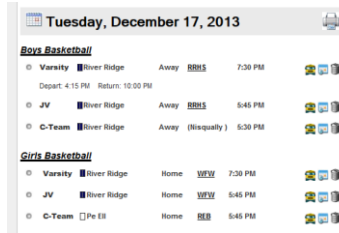


Rescheduling/Postponing Contest

1. Login and navigate to school page (Choose school logo at top of page).



2. Scroll down to the daily schedule.



3. Choose the schedule/calendar icon for the contest to be postponed.



4. This will take you to the Reschedule Event page.

Reschedule Event:

Boys Basketball

C-Team River Ridge Away (Nisqually) 5:30 PM

Date: December 17, 2013
 Time: 5:30 PM
 Venue: Select a Venue -OR- Nisqually

Comment:

Swap Home/Away

Reschedule Date TBD Cancel

5. Change the date/time and select reschedule, or
6. Select Date TBD if reschedule information is unknown.

7. You will be prompted to notify subscribers, select yes.

Event Change

Event has been updated.

Do you want to notify subscribers of this change?

Yes No

8. Edit who you want to receive the email, default will be as seen in picture.

To:

School Recipients:

- School Girls Basketball Subscribers
- School Athletic Directors/Secretaries
- School Girls Basketball Head Coach(s)
- School Girls Basketball JV/C Coaches

League Recipients:

- League Girls Basketball Subscribers
- League Athletic Directors/Secretaries
- League Girls Basketball Head Coaches
- League Girls Basketball JV/C Coaches

Other Recipients:
 Specify email addresses (separate by comma or semi-colon):

9. Edit messages if you would like and select send.

Messaging:

Email Subject: Rescheduled: C Girls Basketball, W F West @ Port Angeles

Email Body:

Please note the following event change:

C Girls Basketball
 W F West @ Port Angeles

Old Schedule:

Date: Saturday December 14, 2013
 Time: 3:15 PM
 Place: Port Angeles High School (PAHS)

New Schedule:

Date: Saturday December 14, 2013
 Time: 3:15 PM
 Place: Port Angeles High School (PAHS)

Twitter Text Alert:

RESCHEDULED

C Girls Basketball
 W F West @ Port Angeles

New Schedule:
 Sat Dec 14 2013
 3:15 PM
 PAHS

Send Cancel

10. You will be taken to a page that will tell you how many emails were sent.