Reschedule Procedures:

Please send scheduler one email. Do not forward email chains. Scheduler email address is lauren.horne@nasa-ga.org

- 1. We really need 7 days notice on reschedules whenever possible.
- 2. Requests should be submitted in this format:
 - a. Home Team Name
 - b. Original Game Date, Time, Location
 - c. Game Number
 - d. Opponent Name:
 - e. Proposed Reschedule Date
 - f. ***You should have already agreed on the proposed reschedule dates with your opponents before submitting to scheduler.
- 3. Once the request is received, the scheduler will send you available make up days, times, fields.
- 4. You must confirm back and agree to the reschedule date. Referees and fields will be booked after the game has been confirmed back to the scheduler.
- 5. Once confirmed back to the scheduler, you must contact your Age Group Coordinator at Georgia Soccer to change the date in the affinity system.
- 6. Notify scheduler once game date has been changed in affinity system.