

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.