# House League – How to reschedule a match on SkyCourt

This document will explain how to use the built in Instant Messaging service to reschedule a house league match.

Players in the house league have their matches scheduled by the system. You are given a time, a court and an opponent. But sometimes there is a need to reschedule that match because you just can't make it to the club at the scheduled time. To facilitate this, SkyCourt has a built in instant messaging system that will allow you to send messages to your opponents. Here's how to use that system.

First, log into SkyCourt. When you log into SkyCourt you land on your home page. Located on your home page will be a tile for the House League you are playing in. It will look something like this:
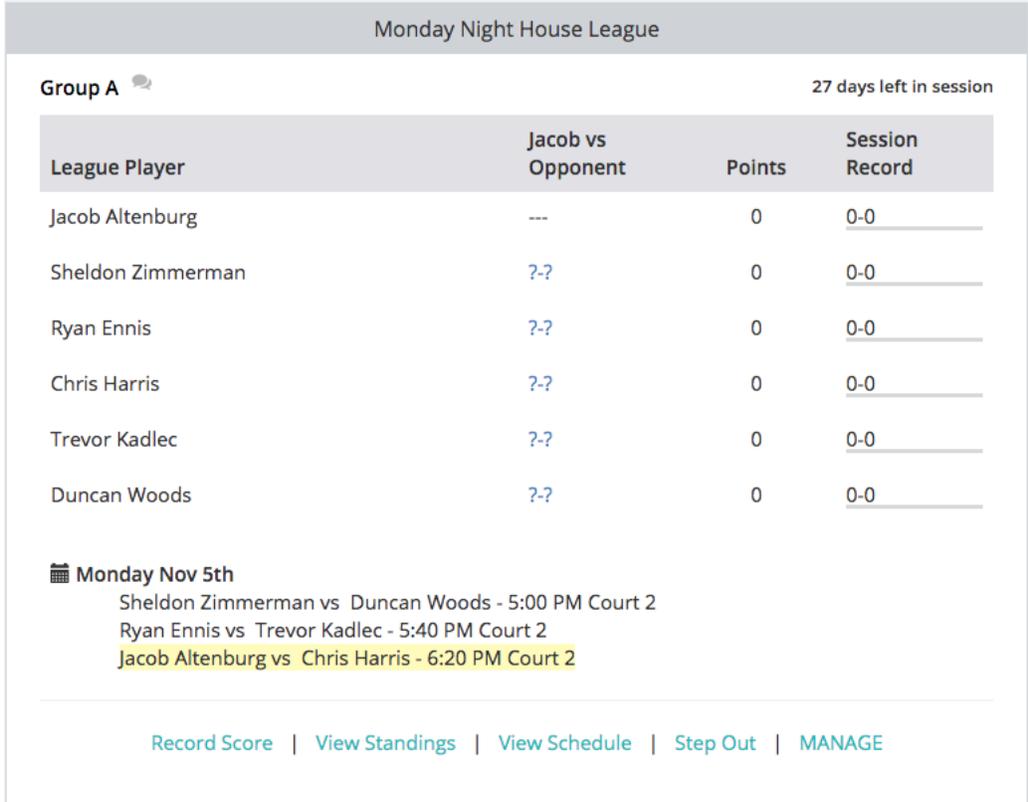
This is a screen shot from Jacob's home page and he is scheduled to play Chris Wednesday Nov 5th at 6:20pm on Court 2. You can tell that because of the yellow highlighted text.

Let's assume that Jacob can't make it that night and wants to see if Chris can play at lunch on Thursday instead. Jacob would first hover over Chris' name or click on Chris's name. This brings up more options as shown in this screen shot.

Monday Night House League

| League Player	Jacob vs Opponent	Points	Session Record
Jacob Altenburg	---	0	0-0
Sheldon Zimmerman	?-?	0	0-0
Ryan Ennis	?-?	0	0-0
Chris Harris	?-?	0	0-0
Trevor Kadlec	?-?	0	0-0
Duncan Woods	?-?	0	0-0

Group A — 27 days left in session

📅 **Monday Nov 5th**
Sheldon Zimmerman vs Duncan Woods - 5:00 PM Court 2
Ryan Ennis vs Trevor Kadlec - 5:40 PM Court 2
Jacob Altenburg vs Chris Harris - 6:20 PM Court 2

Record Score | View Standings | View Schedule | Step Out | MANAGE

The options are (as numbered by the blue arrows)
1. Send an Instant Message to Chris
2. Send an email to Chris
   a. This shows up because Chris is sharing his email address information with people in the club and leagues Chris belongs to. This setting can be changed on your profile page
3. View head to head stats of previous matches against Chris and view Chris' match history

For now, let's focus on Instant Messaging. To do that, click on the message bubble icon pointed to by arrow 1. This brings up the instant messaging window with Chris selected as the target.
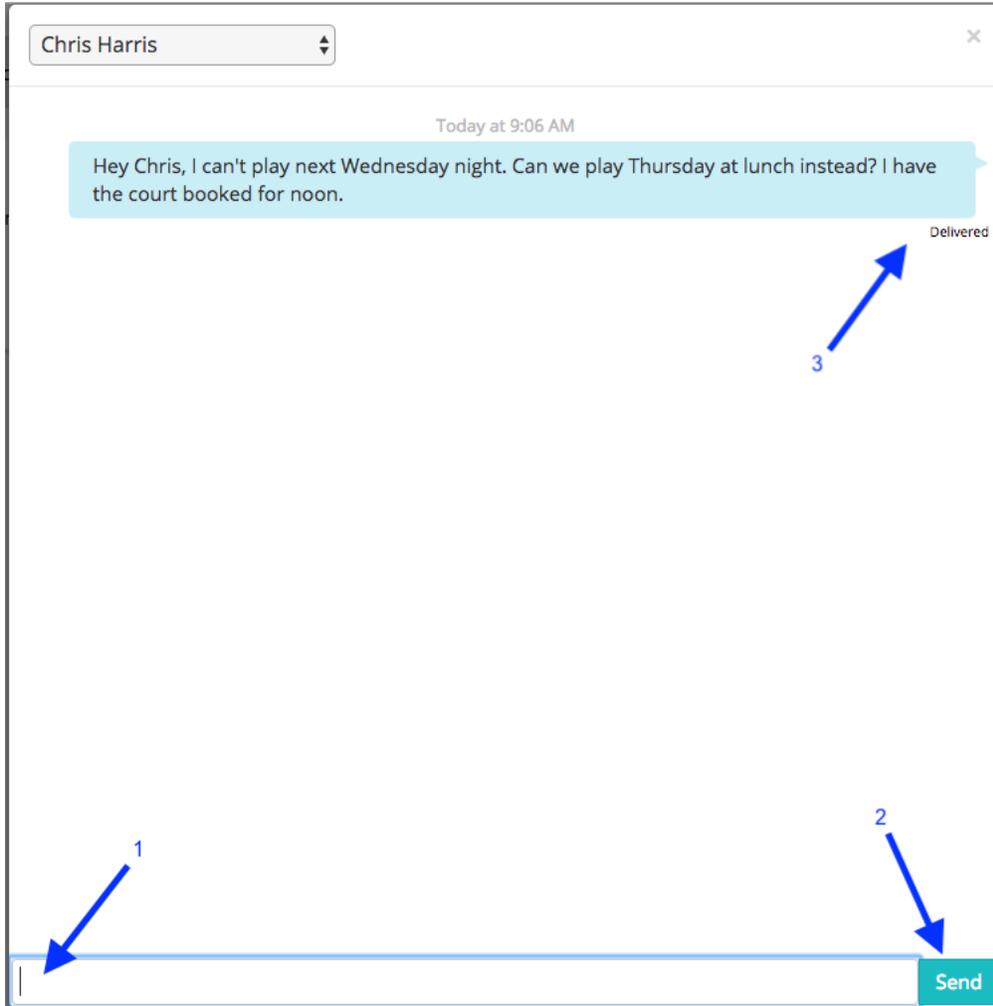
When the messaging dialog comes up, you are ready to type your message. Your message shows up at the bottom of the screen as indicated by arrow 1. This area gets bigger as you type longer messages.

When you are ready to send your message, press the send button (arrow 2). When the message has been successfully registered on the system, it will show up in the chat window (arrow 3). Above your message is the time that it was sent. Below your chat is the status of the last message sent. In this case it shows Delivered because Chris has not yet read the message. Once Chris has read the message, this will change to Read.

At this point, the system determines if Chris is available to see the message or now. If Chris is logged into SkyCourt, then SkyCourt gives Chris 5 minutes to see the message. If Chris doesn't read the message within 5 minutes, or Chris is not logged in, then the system will email the message to Chris. The email will look like this:

A new message has been sent to you on SkyCourt Test from *Jacob Altenburg*

Wednesday, Oct 31

Jacob Altenburg

      Hey Chris, I can't play next Wednesday night. Can we play Thursday at lunch instead? I have the court

9:06 AM booked for noon.

Good luck on the court.

You are receiving this because you are part of this chat group.
Reply to this email directly or **view the conversation on SkyCourt**

Chris can either click on the link "view the conversation on SkyCourt", or he can reply directly using his mail client. If Chris chooses to reply to the message in his mail client, the message will be added to the conversation on SkyCourt and the same rules will apply about sending email to Jacob. If Jacob is on SkyCourt and views the message within 5 minutes, then no email will be sent.

Once the system receives the email response from Chris, it is added to conversation:

Chris Harris	⇕	✕

Today at 9:06 AM

Hey Chris, I can't play next Wednesday night. Can we play Thursday at lunch instead? I have the court booked for noon.

Delivered

Chris Harris   9:14 AM

Next thursday at lunch works fine. What court did you book?

Send

When you log into SkyCourt, you can tell that you have a new message because on the home page, the chat bubble icon will turn blue. When there is an unread message, you don't have to click on Chris' name to see the message icon, it just shows up.

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Ryan Ennis	?-?	0	0-0
Chris Harris 💬	?-?	0	0-0
Trevor Kadlec	?-?	0	0-0
Duncan Woods	?-?	0	0-0

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Using the Instant Messaging system like this it becomes easy to reschedule those matches without having to go through the front desk.