

## Team House League – How to reschedule a match on SkyCourt

This document will explain how to use the “Reschedule or Cancel” feature of the Team House league to let your opponent and team captains know that you will not be able to play on the scheduled night. By using this feature you can give your opponent a heads up automatically so they can make other arrangements.

### Indicating you can't play

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 Team House League you are playing in. It will look something like this but without the blue arrow:



The blue arrow in the above screen shot is pointing to the “Reschedule or Cancel” link. When you are unable to play at the scheduled time, please click this link, which will bring up the Reschedule page as seen below.

Player Rankings Leagues & Ladders Courts Joe Blake

### Player availability

Please select the matches that you are not able to play

Date	Court	Position	Opponent	Match
<input type="checkbox"/> Tue Sep 18 @ 4:20 PM	C3	2	Chase Clark	Ryan vs Grant
<input type="checkbox"/> Tue Sep 25 @ 4:20 PM	C4	2	Josh Tress	Wash vs Grant
<input type="checkbox"/> Tue Oct 2 @ 8:20 PM	C1	2	James Black	Grant vs Bond
<input type="checkbox"/> Tue Oct 9 @ 6:20 PM	C4	2	Joe Zadra	Clarke vs Grant
<input type="checkbox"/> Tue Oct 16 @ 7:00 PM	C2	2	Brian Cole	Grant vs Langil
<input type="checkbox"/> Tue Oct 23 @ 7:00 PM	C3	2	Gene Latour	Raikes vs Grant
<input type="checkbox"/> Tue Oct 30 @ 5:40 PM	C3	2	Bruce Hogan	Grant vs Bowmn
<input type="checkbox"/> Tue Nov 6 @ 7:40 PM	C2	2	Chase Clark	Grant vs Ryan
<input type="checkbox"/> Tue Nov 13 @ 7:40 PM	C3	2	Josh Tress	Grant vs Wash
<input type="checkbox"/> Tue Nov 20 @ 7:40 PM	C4	2	James Black	Bond vs Grant
<input type="checkbox"/> Tue Nov 27 @ 5:00 PM	C3	2	Joe Zadra	Grant vs Clarke
<input type="checkbox"/> Tue Dec 4 @ 5:40 PM	C1	2	Brian Cole	Langil vs Grant
<input type="checkbox"/> Tue Dec 11 @ 5:40 PM	C2	2	Gene Latour	Grant vs Raikes
<input type="checkbox"/> Tue Dec 18 @ 4:20 PM	C2	2	Bruce Hogan	Bowmn vs Grant

Enter a message for your opponent, team captain and league administrator

Rich text editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Source.

Then press confirm to remove yourself from the selected matches

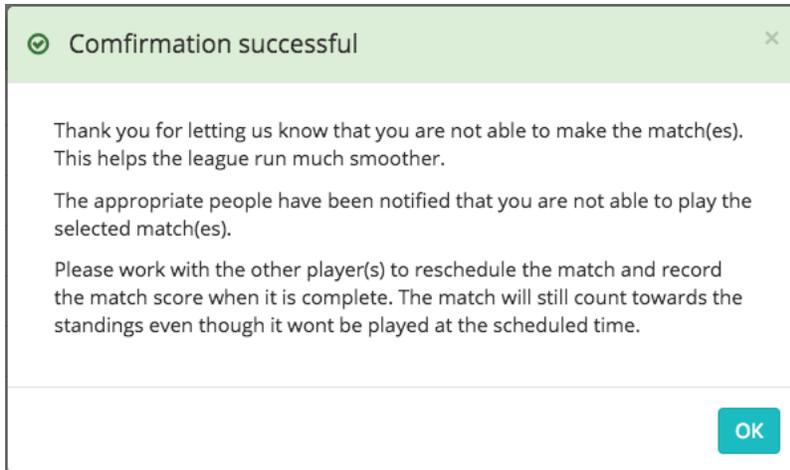
About SkyCourt Contact Us © 2018 - SkyCourt Fitness

To use this screen takes three steps. The first step is to select the dates that you are not available. You can select multiple dates by clicking multiple check boxes (see the blue arrow labeled 1). You might select multiple check boxes if you are going on a business trip or vacation for multiple weeks.

Once you have the dates selected, then you can enter a message to your opponent. You do this by typing in your message into the text edit field pointed to by the blue arrow labeled 2. This message should indicate why you can't make it and will be inserted into the email that is sent to your opponent, team captain and league manager. Example messages might be:

- I am away on business for these dates. Sorry I can't play.
- Something came up last minute. Sorry I have to reschedule tonight's match.

Once you are happy with your message, you select the "Confirm" button to finish the process and send the emails. Once your email has been successfully sent, you will get a confirmation dialog from the system:

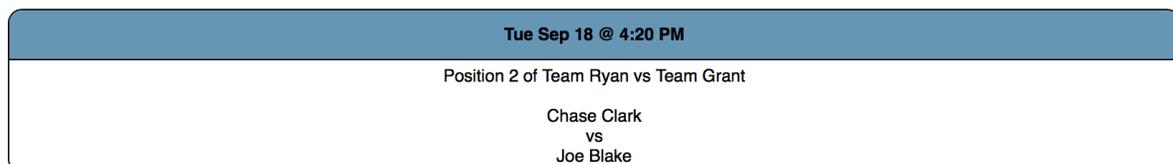


Team leagues have different options and this confirmation dialog will have different wording depending on the settings of the league. This league is setup to have the player reschedule the match.

### Receiving a reschedule email

If your opponent cancels or reschedules a match you were to play, you will receive an email like the following email:

Joe Blake will not be able to play the following match for the league: Tuesday Fall Team House League



Based on the rules of the league, the match will need to be rescheduled. Please make arrangements to play the match at another time.

The league manager(s) have been informed of the rescheduling.

The following is a message from Joe Blake:

Sorry, but a family emergency came up. I wont be able to play tomorrow night. Can we play thursday at lunch instead?

The email will give you instructions on what to do. In this case the league has been setup to have the players reschedule their matches, so the email indicates that Chase and Joe should reschedule. The email provides the date and time of the match and who the match is against. Please make sure you carefully note the date of the match because players could be rescheduling matches weeks in advance. Don't just assume that the rescheduled match is the match you are supposed to play next.

When you receive the email, you can reply to the email using your email client. This reply will be sent back to your opponent. Using this email reply mechanism, you and your opponent can arrange a mutually agreeable time to play the match.