

For Coaches: How to Change a Schedule

You typically have five options under this category. You can: (1) add, (2) change/modify home games, (3) delete home games, (4) submit an entire missing home schedule, or (5) add/delete away games. Listed below is the correct way to make any of these changes. All changes should be sent to: kelbracken@hotmail.com and michelecarman@msn.com and requires 48 hrs. notification

1. **ADD A HOME MATCH:** You email me the following information in the following format:

- A. Date: _____
- B. Time: _____
- C. Site: _____
- D. Home Team: _____ (Do not abbreviate)
- E. Away Team: _____ (Do not abbreviate)
- F. Level: _____ (Varsity, J.V., Middle School)

2. **CHANGE / MODIFY A HOME MATCH:** You email me the following information in the following format:

- A. Arbiter "Game" number: _____
- B. Date: _____
- C. Time: _____
- D. Site: _____
- E. Home Team: _____ (Do not abbreviate)
- F. Away Team: _____ (Do not abbreviate)
- G. Level: _____ (Varsity, J.V., Middle School)
- H. Please change the _____ to _____.

3. **DELETE A HOME GAME:** You email the following information:

- A. Arbiter Game Number: _____
- B. State you are the HOST school.
- C. State you want the game DELETED from your Schedule.

4. **ADD AN ENTIRE HOME SCHEDULE:**

- A. To avoid a late fee of \$25.00, reference your previous submission
 - 1. Submission Date (Must be before 8/1/13 to avoid late fee);
 - 2. Time email sent;
 - 3. Email address Schedule sent to;
 - 4. Email address schedule sent from.

All the above information can be found in your email "sent" history.

B. Email your HOME schedule on the CAVOA SSF provided on the Association Website to www.cavoa.org

C. Allow 1 week for matches to be posted on Arbiter for late schedules

5. **ADD/DELETE AWAY GAMES:** Contact the coach of the **HOST School** and request they contact me about the required changes.