USA LEAGUE

GotSport Game Change Request - Quick Reference Guide

STEP 1	From the Coach/Manager Dashboard, click **Team Management**.
STEP 2	Click **Matches**.
STEP 3	Use the filters to narrow your search by team or specific event, then click **Search**.
STEP 4	Locate the match you want to change. Click the **three dots** to the right of the match and select **Request Change**.
STEP 5	Update the match information being requested and click **Save**.
STEP 6	The requesting coach/manager will see the request status as **Pending**.
STEP 7	The opposing team will see the pending request in its match list and can click **Respond**.
STEP 8	The opposing team must select **Agreed** or **Refused**.
STEP 9	If **Agreed**, the request is sent to **USA League for final approval**. Once approved, the match will update on both teams' match lists and show **Request Approved**.

IMPORTANT - A REQUEST IS NOT AN APPROVAL
Both teams must agree to the proposed change, and USA League must provide final approval. A game change is not official until it is approved and reflected on the official GotSport schedule.

USA League Administration