

# Captain How to Reschedule a Match

Video training link for: How to Reschedule a Match Training Video  
<https://www.youtube.com/watch?v=HZZ36lprSRQ>

If all 4 courts at either location are not in playable condition (as determined by **Match Play**) by 9:30 a.m., you may reschedule the entire match.

Both captains must agree upon a date after the host captain has submitted 3 possible dates within the 3- week period.

Once the agreement has been reached. The host captain may enter the “Reschedule” date.

Go to [womenssoftcourtleague.com](http://womenssoftcourtleague.com)  
Log in with Captain’s login (usually Team####) and password.  
You will see a page like this with all your team’s scheduled matches



Go to the match you need to reschedule and click the “Reschedule” button. It will take you to a page that looks like this...

The screenshot shows the 'Edit Match' form. It contains several fields for match details: Season (Test), Level (3.0), Division (A), Scheduled Date (2/11/2023), and Scheduled Time (2:00pm). There are also dropdown menus for Home Team (Star Trek), Visiting Team (Disney Villain), and Host Team (Star Trek). A 'Save' button is located at the bottom of the form.

**Edit Match**

Season: Test  
Level: 3.0  
Division: A  
Scheduled Date: 2/11/2023  
Scheduled Time: 2:00pm  
Home Team: Star Trek  
Visiting Team: Disney Villain  
Host Team: Star Trek  
Save

You may enter the new “Schedule Date” and “Schedule Time” and then “Save”.