

How to assure that your team receives updates on your Practice and Game Reschedules

1. At the beginning of each season, before you start rescheduling games and practices, email Webmaster@slpsa.com with the following information.
 - a. **Coaches name, email address, zip code, and the team code** that you are coaching (i.e. Boys U12C201, or G09Y202, etc.)
 - b. **Manager's name and email address, if they are going to be doing your practice and game rescheduling (either way, they will be using your login)**, and you want them to receive the "change confirmations" from Arbiter to make sure the changes have been made. If you wish to receive them instead, let us know, and we'll make sure that you are listed as the contact on Arbiter for all confirmations.
2. If you, as the coach, are going to be doing your own scheduling or rescheduling, etc., then the manager information is not necessary.
3. The person who you designate as the person to receive the confirmations will then be sent an email invitation to join the group. They will need to sign in with the login and password that Arbiter sends them. Once they have done that, we will be able to set them up to receive the confirmations.