



West Michigan Youth Soccer Association

How to update/change blackout date requests

Login and go to the Team account.

At the top of the page – click on Team Registration tabs

In the below area – pick the correct event

Portage SC 2013 Green

Team Registrations

Event

Search Event Name Search

Event	Age	Gender	Event Start Date	
MSPSP Fall 2021	U9	Female	2021-08-01	Rosters
2021 Fall Schedule	U9	Female	2021-08-01	Rosters
2021/2022 Rosters	U8	Female	2021-08-01	Rosters

At the top – Scheduling Requests

Team Registration - Portage SC 2013 Green

Info Registration Billing Roster **Scheduling Requests** Schedule Team History

Application Information

Event Group: 2021 Fall Schedule

Club Name: Portage Soccer Club

Team Name: Portage SC 2013 Green

Team Association

Actions



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Moved the calendar to show the date you want, click on it

Team Registration - Portage SC 2013 Green

Info Registration Billing Roster Scheduling Requests Schedule Team History

Scheduling Requests

Fields

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

today < >

Bloutout

? H

Go to month by clicking arrow

At the top of the calendar a New Request pops up, click on New Blackout.

Team Registration - Portage SC 2013 Green

Info Registration Billing Roster Scheduling Requests Schedule Team History

Scheduling Requests

Fields

New Request

New Blackout New Request

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

today < >

Bloutout

? H



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then click the blue Create Schedule Param button

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Info Registration Billing Roster **Scheduling Requests** Schedule Team History

Scheduling Requests

Fields

New Blackout

Start Date

09/18/2021

Create Schedule Param

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11 Blackout
12	13	14	15	16	17	18
19	20	21	22	23	24	25

It will then show as a Blackout date on the calendar

Team Registration - Portage SC 2013 Green

Info Registration Billing Roster Scheduling Requests **Schedule** Team History

Scheduling Requests

Fields

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11 Blackout
12	13	14	15	16	17	18 Blackout
19	20	21	22	23	24	25
26	27	28	29	30	1	2



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If you want to remove a blackout:

1. go to the date click on the Blackout button for that date.
2. At the top a popup box for the date will show with Update Schedule Param in blue or a red button to Remove.
3. Click the red Remove button

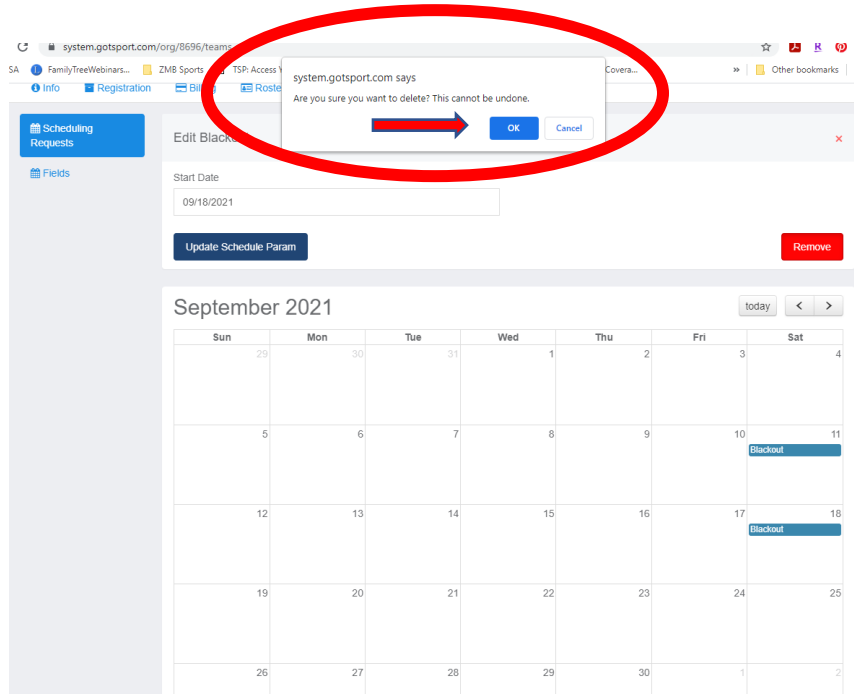
The screenshot shows the 'Edit Blackout' interface. At the top, there is a 'Start Date' field containing '09/18/2021'. Below this field are two buttons: 'Update Schedule Param' (blue) and 'Remove' (red). A red arrow labeled '2' points from the 'Remove' button back to the 'Update Schedule Param' button. Below the buttons is a calendar for 'September 2021'. The calendar shows dates from 29 to 25. A 'Blackout' button is visible on the 11th and 18th. The 'Blackout' button on the 18th is circled in red and labeled with a red '1'. The 'Remove' button in the popup box is labeled with a red '3'.



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A popup question will ask you Are you sure you want to delete? This cannot be undone. Click the blue OK.



You will see the Blackout request is now gone from that date.

