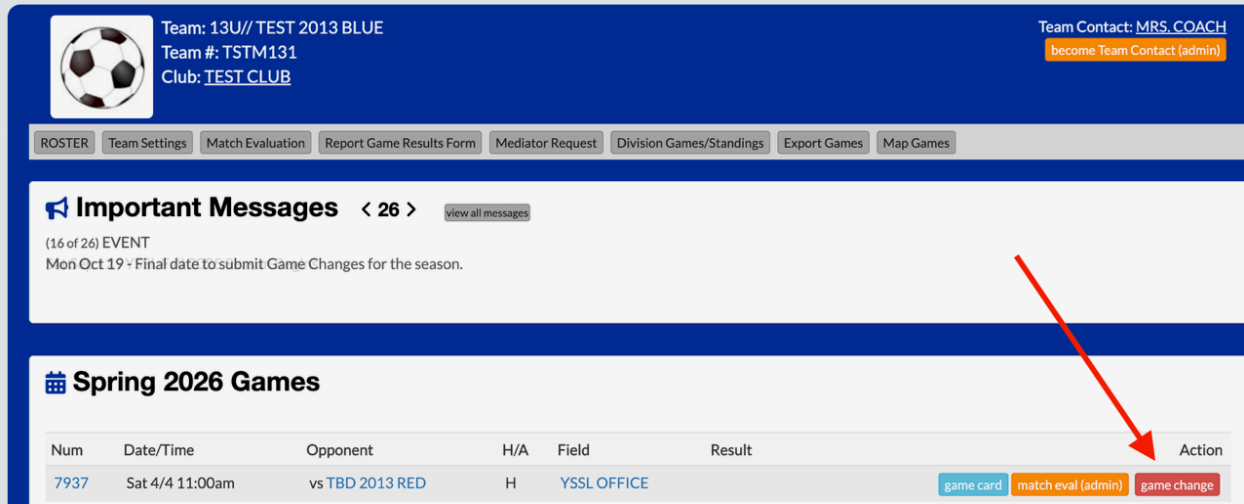


# How to Request a Game Change Waiver

1. On your team page click on the game change button for the game you need to change



Team: 13U// TEST 2013 BLUE  
Team #: TSTM131  
Club: TEST CLUB  
Team Contact: MRS\_COACH  
become Team Contact (admin)

ROSTER Team Settings Match Evaluation Report Game Results Form Mediator Request Division Games/Standings Export Games Map Games

**Important Messages** < 26 > [view all messages](#)  
(16 of 26) EVENT  
Mon Oct 19 - Final date to submit Game Changes for the season.

**Spring 2026 Games**

Num	Date/Time	Opponent	H/A	Field	Result	Action
7937	Sat 4/4 11:00am	vs TBD 2013 RED	H	YSSL OFFICE		<a href="#">game card</a> <a href="#">match eval (admin)</a> <a href="#">game change</a>

2. This will bring you to the game change form, which will have a pop up “Did you approve this game change with the other team?” The answer to this question always needs to be YES because before you do any game change you need to make sure both teams approve of the change. Click the green YES button to continue to the game change form.

Did you approve this game change with the other team?

3. Use the drop downs to choose the correct new information (Date, Time, and/or Location)

### **+** Add Game Change

Game 7937  
Date/Time 04/04/2026 11:00am  
Home Team 13U// TEST 2013 BLUE  
Visiting (Away) Team 13U// TBD 2013 RED  
Field YSSL OFFICE @ TEST 2013 BLUE

⚠ You have 2 of 2 free game changes remaining

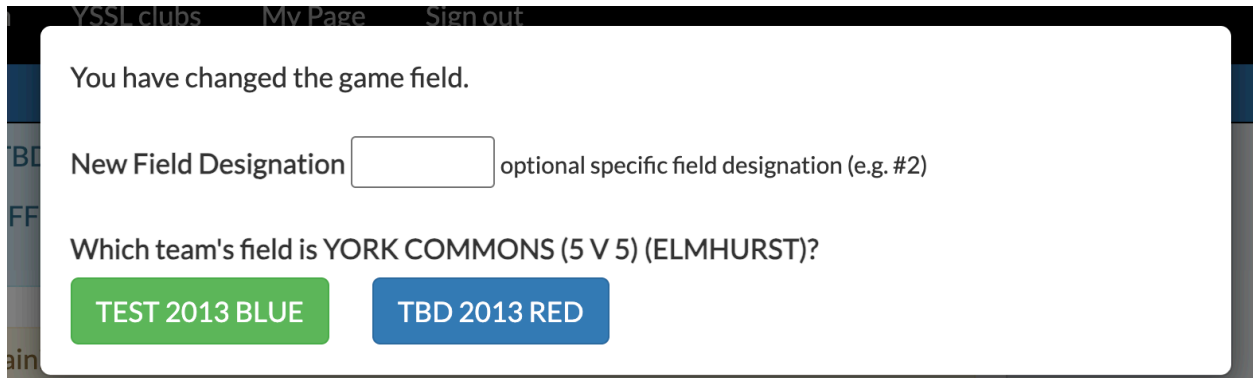
\*Did you approve change with other team?

\*New Date  /  /   
New game date (mm/dd/yyyy)

\*New Time  :    
New game time (hh:mm am/pm)

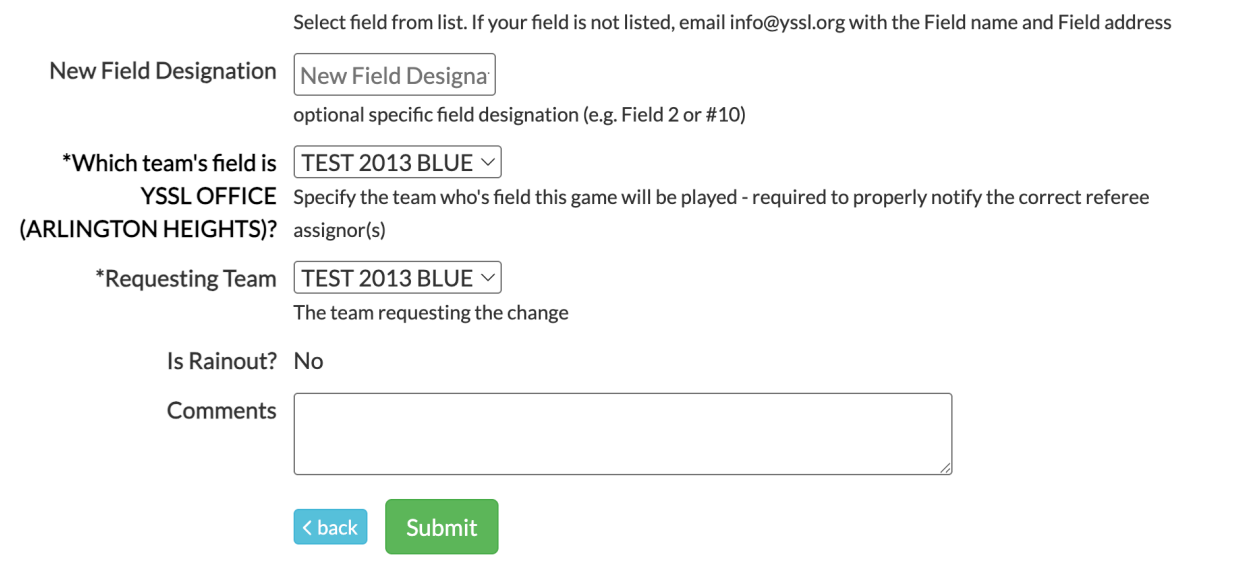
\*New Field   
Select field from list. If your field is not listed, email info@yssl.org with the Field name and Field address

4. If you change the field location you will get a pop up box like this which determines which team does the field belong to (so the system can give the game to the correct assignor), make sure you select correctly. click the correct team to continue.



The screenshot shows a white pop-up box with a dark border. At the top, it says "You have changed the game field." Below this is a text input field labeled "New Field Designation" with a placeholder "New Field Designation" and a note "optional specific field designation (e.g. #2)". Underneath is the question "Which team's field is YORK COMMONS (5 V 5) (ELMHURST)?" and two buttons: a green button labeled "TEST 2013 BLUE" and a blue button labeled "TBD 2013 RED".

5. If there is a field designation or comments please enter them now. then click the green Submit button to submit the game change to the league.



The screenshot shows a form with the following fields and labels:

- Select field from list. If your field is not listed, email info@yssl.org with the Field name and Field address**
- New Field Designation**  optional specific field designation (e.g. Field 2 or #10)
- \*Which team's field is**  **YSSL OFFICE** Specify the team who's field this game will be played - required to properly notify the correct referee assignor(s)
- (ARLINGTON HEIGHTS)?**
- \*Requesting Team**  The team requesting the change
- Is Rainout?** No
- Comments**
- 

6. Be aware that if you have used both of your free games changes for this team, or if the game you are trying to move has an original game date less than 5 days to today's date then the system will show you the below screen and require a fee to be paid to make the game change.

## Game Change Fee Required

Club: TEST CLUB


Team: 13U// TEST 2013 BLUE

Game Number: 7937


Date: 04/11/26

Time: 11:00am

Field: [2107] YSSL OFFICE

 This game change requires the following fees to be paid:

change less than 5 days out: \$75

Total fee: \$75 

You must pay the game change fee using the PayPal Pay Now button below before this game change will be accepted. If you feel this fee should be waived, please click the REQUEST FEE WAIVER button below and follow the instructions. The league will review this request and either waive the fee or deny the request. You can see the status of waiver requests at the bottom of your team page.

**Pay Now**



**REQUEST FEE WAIVER**

[< back to team page](#)

Quick

7. You have two options when this screen appears.
  - a. Pay the fee by clicking the Pay Now button
    - If you choose this option you will be redirected to a secure site to enter your credit card information to pay the \$75 fee. Once you submit the payment please wait to be redirected back to the YSSL website for the game change to process.
  - b. Request a Fee Waiver, by clicking the Request Fee Waiver Button
    - If you choose this option you will see the following pop up

**yssl.org says**

If you believe the fee for this change should be waived click OK to request a fee waiver from the league?

Cancel

OK

8. Click the Ok button and you will see this form. Enter the reason you are requesting the fee be waived. then click the Submit Fee Waiver Request button. This will send the request to the league, but the game change will not be processed until the waiver is approved by the

league. If the Waiver is denied you will receive a notice of the waiver being denied and a request for you to re-enter the game change and pay the fee.

---

## **Game Change Waiver Request**

Game: 7937

New Game Date/Time: 4/11/2026/ @ 11:00am

Game Field: 2107 YSSL OFFICE @13U// TEST 2013 BLUE

Reason for Waiver

The Park District contacted us today to let us know they have double booked the field and have to move the date.

Submit Fee Waiver Request

cancel and return to team page