"Agree, Sign & Copy" will SIGN the Contract, AGREE to the terms and COPY the game onto the AWAY team schedule.

If the AWAY team has already entered the same game on their schedule, the "Agree, Sign & Copy" WILL NOT create a DUPLICATE as long as the team, level, date and time match the game contract.
Creating a Contract

Add Event > Add Game > One-by-One

1. **HOME** teams will create game Contracts when they add an event.

2. **HOME** teams will have the option to add Contract Details when they add an event.

**Contract details:** anything you would like to include in the contract. i.e. **Gate Split**

**AWAY** teams may enter away games but this **WILL NOT** create a Contract.

**AWAY** teams will not be able to add Contract Details.
If Contract Details are added to a contract an “!” will be noted on the Details Link.

You may only Sign or Deny these contracts by clicking on the details link (!).

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Denying a Contract
Contract Manager > Details > Deny Event

**AWAY** teams may Deny a Contract
Denying a Contract

- Once a game has been DENIED, the game is removed from the HOME AND AWAY team schedules.

- The New game will need to be RE-ADDED by the Home team after it has been DENIED.

- The HOME team will receive an EMAIL NOTIFICATION of the game denial.

A Reason MUST be given for Contract Denial
View and/or Respond to a Denied Game Contract

Contract Manager >Denied >View Messages
View and/or Respond to a Denied Game Contract
Contract Manager > Denied > View Messages

Contract Manager
Tournament Contracts

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Opponent/Title</th>
<th>Sport</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-30-2019</td>
<td>1:00 PM - 3:00 PM</td>
<td>Heritage</td>
<td>Baseball</td>
<td>Varsity</td>
</tr>
<tr>
<td>04-05-2019</td>
<td>1:00 PM - 3:00 PM</td>
<td>Somerset College Prep</td>
<td>Baseball</td>
<td>Varsity</td>
</tr>
</tbody>
</table>
View and/or Respond to a Denied Game Contract

Oldest Message will be displayed on the bottom of the thread

Sender | Message
-------|---------
I agree.

I will give you 1/3 of the gate.

Shanell Young 4/3/2019 at 1:26 PM | Game Denied - Baseball Varsity (4/5/2019) vs. Demo
I want half of the money!
How to Cancel an Executed/Signed Game Contract

This may **ONLY** be done with written **MUTUAL** Agreement between the teams.

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How to Cancel an Executed/Signed Game Contract

Contract Manager

<table>
<thead>
<tr>
<th>PENDING / EXECUTED</th>
<th>DENIED</th>
<th>CANCELLED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Pending</td>
<td>Show Executed</td>
<td>All Schools</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Opponent/Title</td>
</tr>
<tr>
<td>02-11-2019</td>
<td>8:00 PM</td>
<td>Bye</td>
</tr>
<tr>
<td>03-14-2019</td>
<td>2:00 PM - 3:00 PM</td>
<td>Bye</td>
</tr>
<tr>
<td>03-19-2019</td>
<td>5:00 PM - 6:00 PM</td>
<td>Bye</td>
</tr>
<tr>
<td>03-20-2019</td>
<td>3:00 PM - 4:00 PM</td>
<td>Bye</td>
</tr>
<tr>
<td>03-21-2019</td>
<td>1:00 PM - 2:00 PM</td>
<td>Bye</td>
</tr>
<tr>
<td>03-25-2019</td>
<td>1:00 PM - 2:00 PM</td>
<td>Bye</td>
</tr>
<tr>
<td>03-29-2019</td>
<td>5:00 PM - 7:00 PM</td>
<td>Bye / Baseball same date test</td>
</tr>
<tr>
<td>04-01-2019</td>
<td>1:00 PM - 2:00 PM</td>
<td>Mission Viejo</td>
</tr>
<tr>
<td>04-02-2019</td>
<td>1:00 PM - 2:30 PM</td>
<td>Bye</td>
</tr>
</tbody>
</table>

Click on the Details Folder

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# How to Cancel an Executed/Signed Game Contract

## Game Details

**School:** Bye  
**Year:** 2018-19  
**Sport:** Baseball  
**Level:** Varsity  
**Facility:**  
**Date:** 4/2/2019  
**Time From:** 1:00 PM  
**Time To:** 2:30 PM  
**Location:** Home  
**Game Type:** Non-District  
**Title:**  
**Contract Details:** test

1. Click on Cancel Contract
2. Note the reason for the Cancellation  
   - a) Reason  
   - b) Reschedule/Cancelled  
   - c) New Date/Time/Location
3. Confirm Cancellation

---

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How to Cancel an Executed/Signed Game Contract

1. The Away Team will be emailed the cancel confirmation
2. The game will be placed in the Cancelled Tab within the Contract Manager
3. The game will be removed from both teams schedules
4. The HOME team must create a new contract for the new game
Contract Notes

1. Teams should add HOME games only to avoid confusion
2. Remember to add contract details for any additional contract terms i.e. Gate Split
3. You can now Agree/Sign/Copy in one step
4. Once a game contract has been DENIED, it is removed from the Home team and Away team schedules
5. The new game will need to be RE-ADDED by the Home team after it has been DENIED.
6. Upon mutual written agreement you can Cancel a signed contract
   a) The game will be removed from both schools schedules