

PSA Volleyball Game Swap Example

Step 1: Login to MySAM account and find your team which has a scheduling conflict. Click on the team name.

The screenshot shows a team profile for "Team PL-Panthers-Hamilton" starting on Dec 9th, 2017. The season is "Volleyball-Winter 2017-2018". The next game is scheduled for Saturday, Jan 27 at 6:30pm at PSA, featuring "PSA 1 - Red 1 PL-Set for Life-Ho vs PL-Panthers-Hamilton". The team's financial status is "Team Owes \$0.00" and "Paid \$0.00". At the bottom, there are buttons for "RSVP", "Message", "Share", "Invite", and "Team". The team name "Team PL-Panthers-Hamilton" is circled in red.

Step 2: Click on "Schedules" to see your full schedule for the season.

Team PL-Panthers-Hamilton

[Schedules](#) [Standings](#) [Team](#)

Team Balance \$0.00

Description

Starting 12/09/2017 Volleyball-Winter 2017-2018
Volleyball Leagues, Competitive, Females only
All Ages
Games 1

Step 3: Make a note of your opponent. For game swaps, you will need to find another team who is playing the same opponent. To do this, click on their name to pull up their season schedule.

Sat Jan 27th 6:30pm	Game 01h 00m	PL-Panthers-Hamilton @ PL-Set for Life-Ho @ PSA on PSA 1 - Red 1	RSVP
Sat Feb 3rd 6:30pm	Game 01h 00m	PL-Panthers-Hamilton @ MU-No Limits-Hernandez @ PSA on PSA - Murphy 8	RSVP
Sat Feb 10th 8:30pm	Game 01h 00m	PL-Intensity -Vaughn/Irwin @ PL-Panthers-Hamilton @ PSA on PSA 1 - Red 1	RSVP
Sat Feb 17th 6:30pm	Game 01h 00m	PL-Eclipse-Wang @ PL-Panthers-Hamilton @ PSA on PSA 1 - Red 1	RSVP

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Step 4: Find a game time/date your team would be able to swap for on their schedule. In this example, you'd like to see if Intensity-Vaughn/Irwin would be able to switch.

Sat Jan 27th 7:30pm	Game 01h 00m	PL-Eclipse-Wang @ PL-Impact Premier-Navarro @ PSA on PSA 1 - Red 1
Sat Jan 27th 8:30pm	Game 01h 00m	PL-Intensity -Vaughn/Irwin @ PL-Eclipse-Wang @ PSA on PSA 1 - Red 1
Sat Feb 3rd 5:30pm	Game 01h 00m	PL-Eclipse-Wang @ PL-DC Queens 11/12-Heath @ PSA on PSA 1 - Red 2
Sat Feb 10th 5:30pm	Game 01h 00m	PL-Set for Life-Ho @ PL-Eclipse-Wang @ PSA on PSA 1 - Red 1
Sat Feb 17th 6:30pm	Game 01h 00m	PL-Eclipse-Wang @ PL-Panthers-Hamilton @ PSA on PSA 1 - Red 1

Step 5: Click on the team you'd like to swap with and make sure they do not have another game scheduled for the new time and that they are at the same location. Also, check that they would be able to play at the game time you are trying to find a swap for.

Sat Jan 27th 8:30pm	Game 01h 00m	PL-Intensity -Vaughn/Irwin @ PL-Eclipse-Wang @ PSA on PSA 1 - Red 1
Sat Feb 3rd 7:30pm	Game 01h 00m	PL-Intensity -Vaughn/Irwin @ MU-No Limits-Hernandez @ PSA on PSA - Murphy 8
Sat Feb 10th 7:30pm	Game 01h 00m	PL-Natural Disasters-Street @ PL-Intensity -Vaughn/Irwin @ PSA on PSA 1 - Red 1
Sat Feb 10th 8:30pm	Game 01h 00m	PL-Intensity -Vaughn/Irwin @ PL-Panthers-Hamilton @ PSA on PSA 1 - Red 1

✓ No game on February 17th.

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Step 6: Open the “Game Swap Email Template” on PSA Volleyball’s website.

Send	From ▼	wpellham@PSAPLANO.ORG
	To...	(Get Email From League Contact Sheet)
	Cc...	
Subject		Proposed Game Swap

Hi Coach,

I am unable to field a team of 5 players on **(game date needing to be swapped)** and would like to propose a game swap with your team.

Currently, I am scheduled to play **(opposing team on day you are unavailable)** at **(game time)** at **(PSA location)** on **(game date needing to be swapped)**.

Would your team be able to swap your game with my team for your **(proposed game time)** match on **(proposed new game day)** versus **(same opposing team)** at **(PSA location)**?

If you confirm that your team can make this swap, I will forward this message to the Volleyball Director to change on our team schedules. If not, I will reach out to other teams for a game swap.

Thank you!

Step 7: Fill in the information for your conflict game and the game you’d like to swap for. Retrieve the email address for the League Contact Information sheet sent by PSA in the beginning of the season, or email the director and ask for contact information.

Send	From ▼	wpellham@PSAPLANO.ORG
	To...	(Get Email From League Contact Sheet)
	Cc...	
Subject		Proposed Game Swap

Hi Coach,

I am unable to field a team of 5 players on **February 17th** and would like to propose a game swap with your team.

Currently, I am scheduled to play **PL-Eclipse-Wang** at **6:30pm** at **PSA 1** on **February 17th**.

Would your team be able to swap your game with my team for your **8:30pm** match on **January 27th** versus **PL-Eclipse-Wang** at **PSA 1**?

If you confirm that your team can make this swap, I will forward this message to the Volleyball Director to change on our team schedules. If not, I will reach out to other teams for a game swap.

Thank you!

Whitney- Panthers Coach

Step 8: Once you receive confirmation that the opposing team can swap, FORWARD THEIR EMAILED APPROVAL TO THE DIRECTOR. This final step is required for your game swap to be approved. Approval must be received in order for the swap to be official.