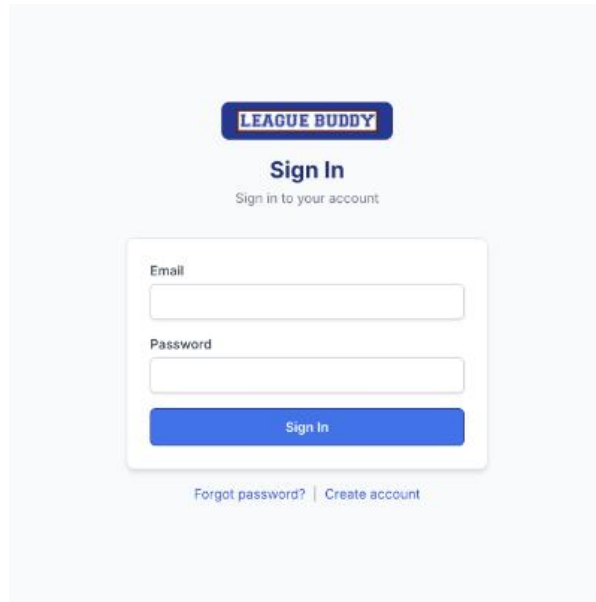


Contents

Accessing League Buddy	2
Directions for Spares.....	3
Set Your Availability	3
Responding to Requests.....	6
Cancelling an Accepted Request	7
Acknowledging a Team's Cancellation.....	8
Directions for Teams (Skips, Thirds)	9
Requesting Spares.....	9
Cancelling a Confirmed Spare Request	11
Acknowledging a Spare's Cancellation	12
Frequently Asked Questions.....	13
For All	13
I cannot cancel a spare request I accepted/sent out. What's going on?.....	13
For Teams (Skips, Thirds).....	13
We're sending a new request for a game a spare cancelled on. Some spares in the list are marked as "Was available before". What does that mean?	13

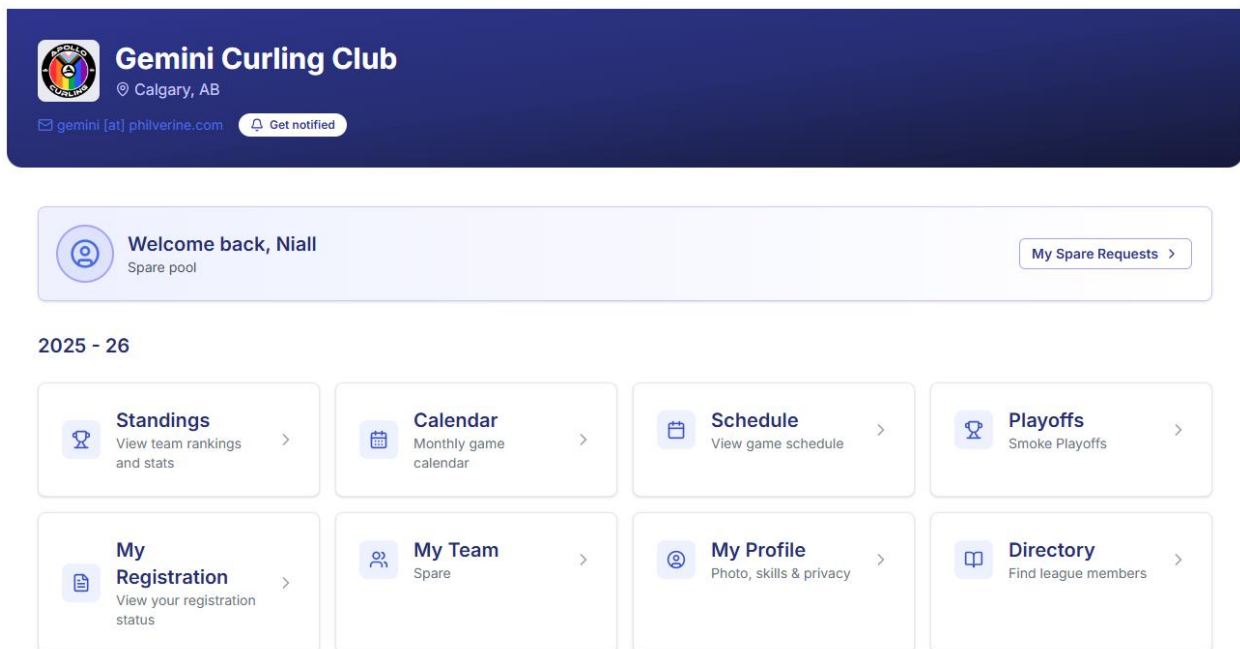
Accessing League Buddy

Navigate to the [League Buddy](#) website and log in using the credentials you were provided.



The image shows the League Buddy Sign In page. At the top is the League Buddy logo. Below it is the text "Sign In" and "Sign in to your account". There are two input fields: "Email" and "Password". Below these fields is a blue "Sign In" button. At the bottom, there are links for "Forgot password?" and "Create account".

Clicking on the league you belong to brings you to your **dashboard**.



The image shows the Gemini Curling Club dashboard. At the top is the club's header with the logo, name "Gemini Curling Club", location "Calgary, AB", email "gemini[at]philverine.com", and a "Get notified" button. Below the header is a welcome message "Welcome back, Niall" with a profile icon and "Spare pool". To the right is a button for "My Spare Requests". Below this is a section for the current season "2025 - 26" with eight tiles: "Standings" (View team rankings and stats), "Calendar" (Monthly game calendar), "Schedule" (View game schedule), "Playoffs" (Smoke Playoffs), "My Registration" (View your registration status), "My Team" (Spare), "My Profile" (Photo, skills & privacy), and "Directory" (Find league members).

This dashboard may look slightly different depending on whether you are a member of a team or the spare list.

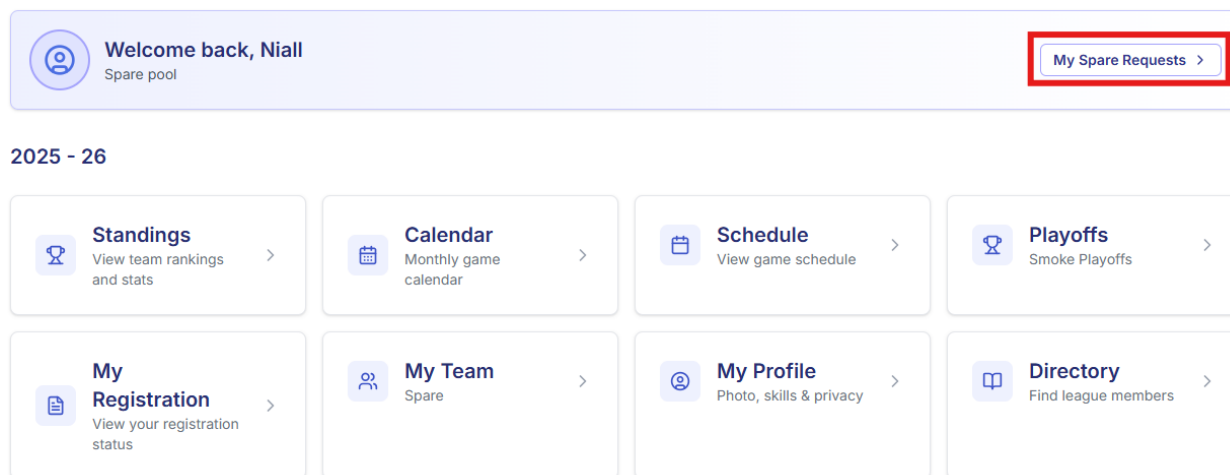
Directions for Spares

Set Your Availability

League Buddy allows you to display when you are not available to spare so that teams know who can be contacted. This can be done three ways:

1. Dates away: for when you will be unavailable during a specific time frame
2. Draw times: for when you will not be available during the same draws each week
3. Single draws: for one-off draws where you won't be available

To set your availability, click on the **My Spare Requests** button on your dashboard:



On the **Spare Requests** page, click on the **When I can't play** button:

Spare Requests

Requests from teams who need you.

 **When I can't play**

Sent Requests (0)

Received Requests (0)



No spare requests received.

When teams need a sub, their requests will appear here.

On the **When I can't play** page, click the **Add** button:

When I can't play

You're available for everything unless you say otherwise here. Teams won't see you for draws you've blocked out.

You've blocked 0 date ranges, 0 draw times and 0 single draws.

[+ Add](#)

Nothing blocked — you're available for every draw.
Add a rule if there are dates or times you can never make.

On the **Block out a time** pop-up, select the appropriate tab, fill out the fields, then click **Save**:

Block out a time ×

Dates away Draw times Single draws

A holiday or trip — every draw in the range.

From  To 

Leave "To" empty to block a single day.

Note (optional)

Cancel Save

Dates away tab

Block out a time ×

Dates away Draw times Single draws

A time you can never make, e.g. the early draw.

Draw times this season

From  Until 

On these days
☒ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

All days selected means the time is blocked whenever it comes up.

Note (optional)

Cancel Save

Draw times tab

Block out a time ×

Dates away Draw times Single draws

One-off — just this game.

Which draw?

Tue, Aug 4 20:15 - Sheet B

Tue, Aug 4 18:30 - Sheet A

Tue, Aug 4 18:30 - Sheet A

Tue, Aug 4 20:15 - Sheet B

Note (optional)
e.g. away for work

Cancel Save

Single draws tab

Your **When I can't play** page will update with your unavailability. To delete, click on the **Trash Can** button:

When I can't play[+ Add](#)

You're available for everything unless you say otherwise here. Teams won't see you for draws you've blocked out.

You've blocked 0 date ranges, 1 draw time and 0 single draws.

🕒 20:15–22:00 on Sun, Tue, Wed, Thu, Fri, Sat
Need my beauty sleep

[Draw times](#)

For any games that fall within the days and/or times you've specified, you will not appear as available to teams.

Responding to Requests

The [Received Requests](#) tab of the [Spare Requests](#) page shows the date and time of the game you've received a spare request for, as well as the requesting team:

Spare Requests

Requests from teams who need you.

 When I can't play

Sent Requests (0)

Received Requests (2)

 Tue, Aug 4  20:15

From **Hurry Hard Hooligans** (Douglas Guard)

 Accept

 Decline

 Tue, Jul 28  18:30

From **Rock Lobsters** (Skye Curl)

 Please help spare group!

Already filled — respond

If a request has already been filled, the entry will update appropriately; however, you can still signal to the team that you're available to play in case the original spare drops out. You can do this by clicking on the **Already filled – respond** button and clicking the **Yes, I was free** button on the [This game already has a spare](#) pop-up:

This game already has a spare

×

Tue, Aug 4 at 20:15 · Hurry Hard Hooligans

Someone else picked this one up. Could you have played it?

If you say yes, this team can come back to you if their spare drops out or they need another. Saying no means they won't ask again for this game.

No, I was busy

Yes, I was free

Should the original spare drop out, and the team wants to send out another request, this flags your name as being available when the original request was sent.

Alternatively, you can click the **No, I was busy** button to confirm with the requesting team that you are not available. This will remove your name from the list of available spares, should the original spare drop out and the team decides to send another request.

Either way, the requesting team will be notified that you have acknowledged the request and the status of the request will update:

📅 Tue, Aug 4 ⌚ 20:15

From **Hurry Hard Hooligans** (Douglas Guard)

Acknowledged

For requests that haven't been filled yet, select the **Accept** or **Decline** button, as appropriate.

Cancelling an Accepted Request

If you can no longer fulfill a request you've already accepted, find the game you can't attend, then click the **I can't make it** button:

📅 Tue, Aug 4 ⌚ 20:15

From **Hurry Hard Hooligans** (Douglas Guard)

Accepted

⊗ I can't make it

The **Ask to cancel this spare** pop-up appears, which notifies you that your commitment remains until they confirm your cancellation. Provide a reason (if desired), then click on the **Send request** button:

Ask to cancel this spare

×

Tue, Aug 4 at 20:15 · Hurry Hard Hooligans · Morag House

ⓘ This sends a request to the other party. **The commitment stays on until they confirm it** — so nobody is left guessing whether the spare is turning up.

Reason (optional) — e.g. work has come up

Back

Send request

Once the team acknowledges your cancellation, the status of the request will update appropriately:

📅 Tue, Aug 4 ⌚ 20:15

From **Hurry Hard Hooligans** (Douglas Guard)

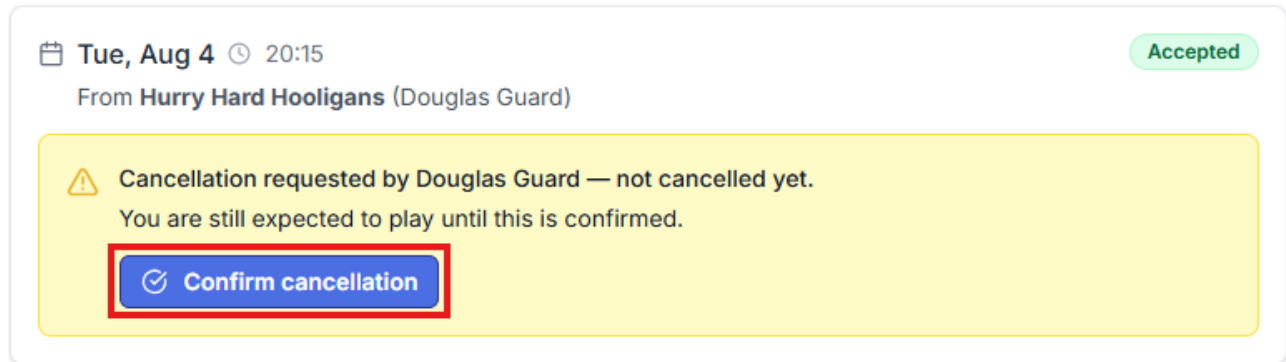
Cancelled by agreement. You're free for this slot again.

Cancelled

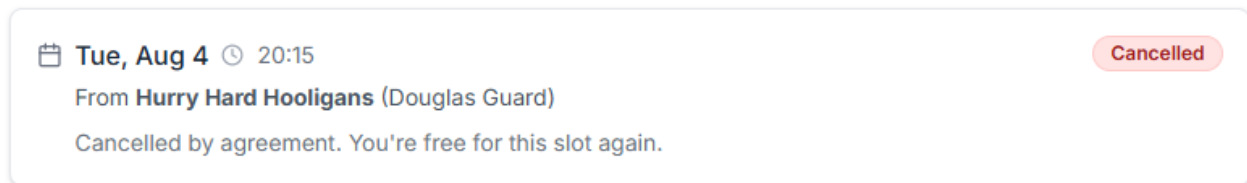
Cancellations can only be sent through League Buddy up to a certain amount of time before the start of the game (speak with your league representative). Communication outside of League Buddy may be required.

Acknowledging a Team's Cancellation

If a confirmed spare is no longer needed for a game, the team will send you a cancellation notification. This ensures that you don't show up to a game unnecessarily. To acknowledge their cancellation, navigate to the game and click on the **Confirm cancellation** button:



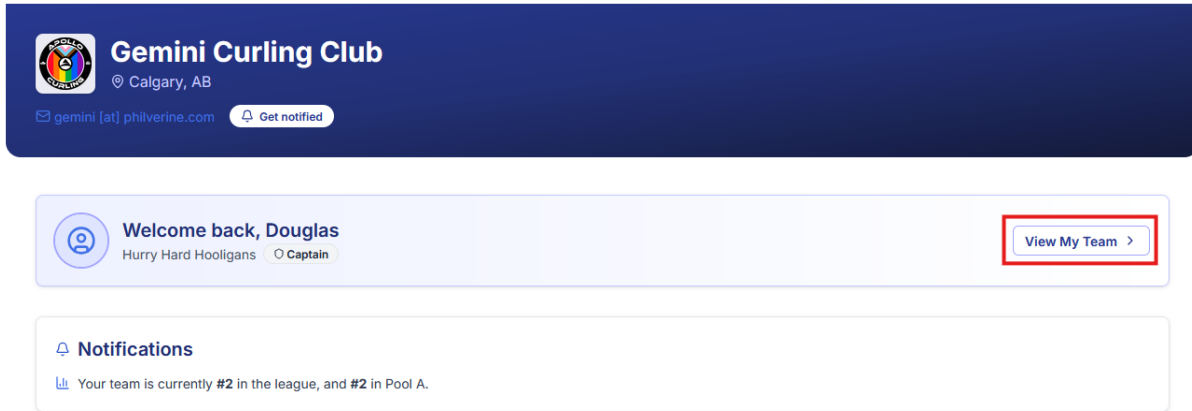
The status of the request will then update to Cancelled and you will be available again for that draw:



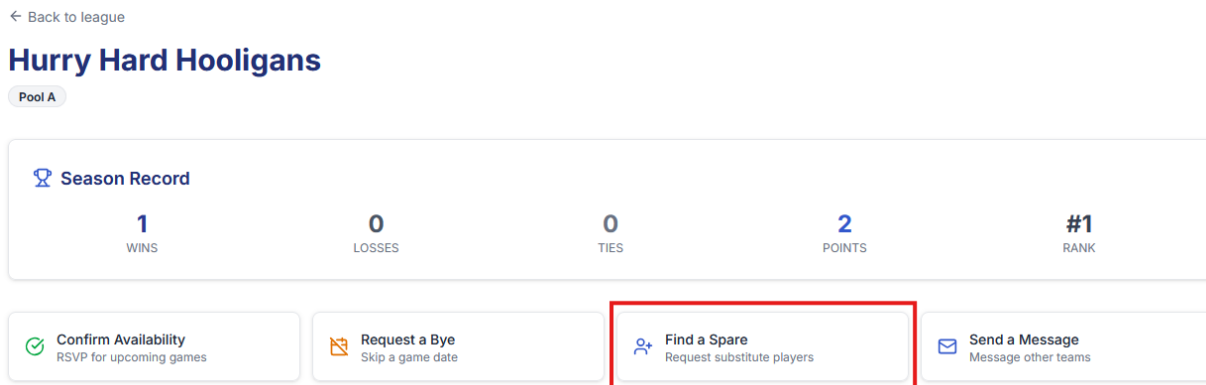
Directions for Teams (Skips, Thirds)

Requesting Spares

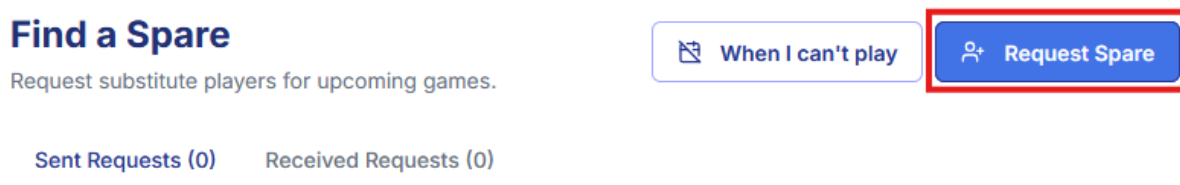
On your **dashboard**, click on the **View My Team** button:



On your **team summary** page, click on the **Find a Spare** button:



On the **Find a Spare** page, click on the **Request Spare** button:



No spare requests sent yet.

Click "Request Spare" when you need a sub for an upcoming game.

On the **Request a Spare** pop-up, select the appropriate game, the number of spares needed, and which spares to contact, then click the **Send Requests** button. You can also include a message if desired:

Request a Spare

Select Game

Tue, Aug 4 — vs Guard Dogs

20:15 · Sheet B

Players Needed

1

Select Spares to Contact (3 selected)

Available for this draw. Hidden: 3 already playing in this draw, 1 unavailable for this draw.

☒ Alasdair Hurry Spare

☐ Beathag Extraend The Bitters

☒ Bridie Line Spare

☐ Catriona Handle The Hammer Time

Message (optional)

e.g., We need a lead for Tuesday night's game. We'll cover your drinks!

Cancel

Send Requests

League Buddy will notify you of the requests that have been sent:

Request a Spare

Requests sent!

3 spare requests sent. Players will be notified by email.

Done

Your **Find a Spare** page will also update with the requests that have been sent. The status of each request will update as spares respond to them:

Find a Spare

Request substitute players for upcoming games.

When I can't play

Request Spare

Sent Requests (3)

Received Requests (0)

Tue, Aug 4 20:15

Sent to Alasdair Hurry

Acknowledged

Tue, Aug 4 20:15

Sent to Bridie Line

Declined

Tue, Aug 4 20:15

Sent to Morag House

Accepted

Cancel this spare

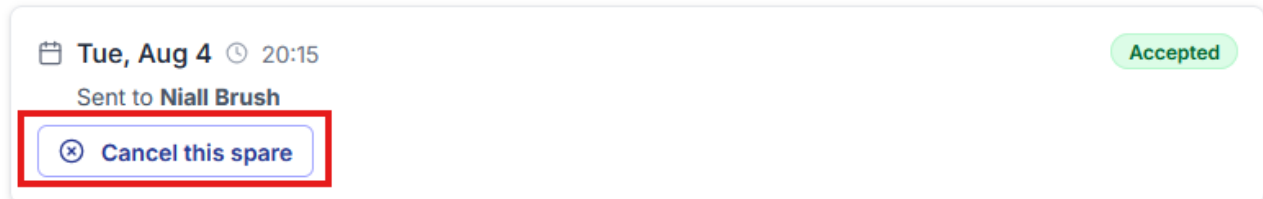
- 10 -

V1.0 Sep 10, 2026

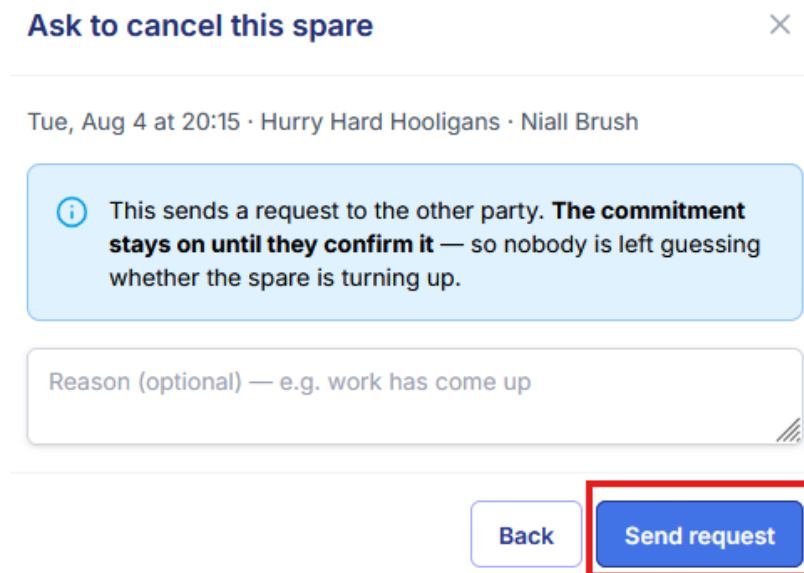
Note: the “Acknowledged” status indicates they are not the spare that accepted the request but have seen it and provided their availability, should the original spare cancel.

Cancelling a Confirmed Spare Request

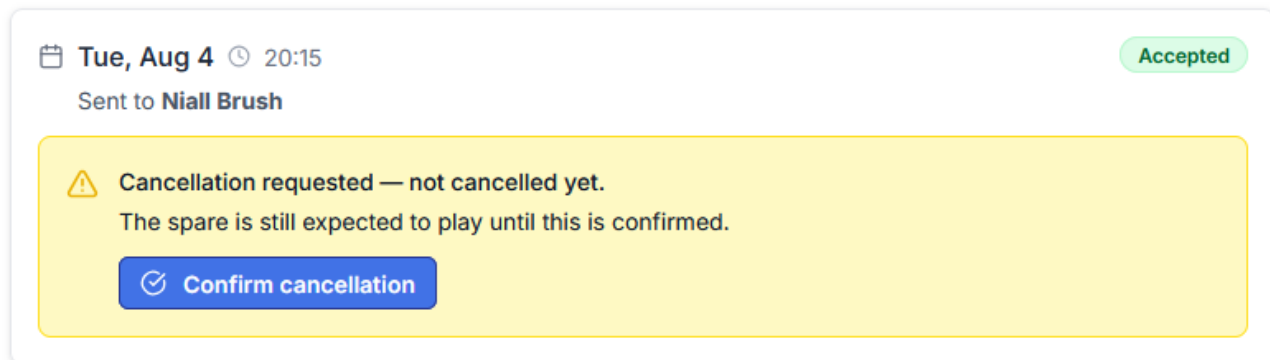
To inform a spare who has accepted your request that they are no longer needed, find the game they're no longer needed for, then click the **Cancel this spare** button:



On the **Ask to cancel this spare** pop-up, provide a reason (if desired), then click the **Send request** button:



The request will update with a notification saying that confirmation is pending from the spare:



Once the spare confirms they've been notified of and acknowledges the cancellation, the status will update to Cancelled:

 **Tue, Aug 4**  20:15

Cancelled

Sent to **Niall Brush**

Cancelled by agreement. You can request another spare for this game.

Cancellations can only be sent through League Buddy up to a certain amount of time before the start of the game (speak with your league representative). Communication outside of League Buddy may be required.

Acknowledging a Spare's Cancellation

If a confirmed spare is no longer able to make a game, they will send you a notification. This needs to be acknowledged and confirmed so that they know you will not be expecting them anymore. This will also allow you to make a new request for that game.

Find the game they can't attend, then click the **Confirm cancellation** button:

 **Tue, Aug 4**  20:15

Accepted

Sent to **Morag House**

 **Cancellation requested by Morag House — not cancelled yet.**
The spare is still expected to play until this is confirmed.

 **Confirm cancellation**

The request will then update to show it's been cancelled and that a new request can be made:

 **Tue, Aug 4**  20:15

Cancelled

Sent to **Morag House**

Cancelled by agreement. You can request another spare for this game.

Frequently Asked Questions

For All

I cannot cancel a spare request I accepted/sent out. What's going on?

Cancellations cannot be made up to a certain period before the game is scheduled to start in League Buddy (the exact amount of time is set by your league). You will need to contact the spare(s)/team directly.

For Teams (Skips, Thirds)

We're sending a new request for a game a spare cancelled on. Some spares in the list are marked as "Was available before". What does that mean?

When a request is sent to multiple spares and all available spots are filled before all spares can respond, they can notify the requesting team of their availability for that game, should the original spares cancel. If they say they were available, their name is tagged with the "Was available before" badge:

Select Spares to Contact (0 selected)

Available for this draw. Hidden: 3 already playing in this draw, 1 already asked for this game.

☐	Alasdair Hurry	Spare	Was available before
☐	Beathag Extraend	The Biters	

If the spare instead declared that they weren't available, their name would not appear in the list for this game.