

PRE-SEASON CHECKLIST

PREP FOR REGISTRATION

- ☐ Ensure your website is up to date with registration deadlines, scholarship information, and any early-bird specials
- ☐ Reach out to players who owe money from last season
 - Use the "Send Balance Statement" action from the orders tab OR
 - Send a bulk email to the "Open Orders" email group
- ☐ Update site-wide coupons and discounts
- ☐ Copy your previous year's registration forms and update as needed
- ☐ Ensure you select the proper affiliation during registration set up for new programs to gain access to exclusive features
- ☐ Update merchant account contact in payment settings if necessary

UPDATE YOUR WEBSITE

- ☐ Update your website to your preferred custom website design
- ☐ Post programs to your website using the Registration Listing Module
- ☐ Open your online, customizable Fan Wear store
- ☐ Update administrative permissions for new and overturned board members and volunteers

COMMUNICATE WITH MEMBERS

- ☐ Use the bulk email tool to communicate details of your new season
 - Reach recent players using the 'All Active Users' email group
 - Reach players who haven't been active using the 'Archived Programs' & 'Inactive Player' email groups

DON'T FORGET THE DETAILS

- ☐ Upload any necessary volunteer waivers
- ☐ Attend a training webinar or enroll in a Sports Connect Academy course if are a new admin or need a refresher.
- ☐ Find videos, articles and answers to your most frequently asked questions by visiting our Help Center.