



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
- Clone your previous year's registration forms and update as needed
- Ensure you select Little League as your affiliation during registration set up for new programs to gain access to exclusive features
- Post programs to your website using the Registration Listing Module

UPDATE YOUR WEBSITE

- Update your website to the NEW custom Little League website design
- 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 since before the pandemic using the 'Archived Programs' & 'Inactive Player' email groups

DON'T FORGET THE DETAILS

- Upload any necessary volunteer waivers
- Attend a Little League specific training session if you are new to Sports Connect or need a refresher