



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 families 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 [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 custom [Little League website design](#)
- If your league doesn't have a logo, [create one with these easy tools](#)
- 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 previous players who haven't registered yet using the ["Archived Programs" & "Inactive Player" email groups](#)

DON'T FORGET THE DETAILS

- Upload any necessary [volunteer waivers](#)
- Use the [new Little League eligibility map](#) to view players within and outside of your league's boundary during registration
- Watch [recorded Little League-specific training sessions](#) or [join a live general training](#) if you are new to Sports Connect or need a refresher