



SPORTS CONNECT
powered by stack sports

PRE-SEASON CHECKLIST

PREP FOR REGISTRATION

- ☐ Export your NFL FLAG Team Formation report and upload to the Matrix
- ☐ 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 NFL FLAG® 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
- ☐ Validate that your NFL FLAG Matrix is activated and properly integrated
- ☐ Assure that your league dates are updated and can be easily located within the NFL FLAG Matrix

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

- ☐ Watch an on-demand training and register for Sports Connect Academy courses