




























RETURNING TO PLAYHQ

CHECKLIST FOR CLUB ADMINS



TASK	WHERE IN PLAYHQ	RESOURCES	COMPLETE
Set up or update club bank account (if applicable)	My Organisation > Overview > Payments	  	<input type="checkbox"/>
Set your club fees	Competitions > My Competitions > Registration > Configure 'Participant to Club' form	  	<input type="checkbox"/>
Set up custom fields (if applicable)	Competitions > My Competitions > Registration > Custom Fields	  	<input type="checkbox"/>
Mark their Forms visible when ready to open registrations	Competitions > My Competitions > Registration > Configure 'Participant to Club' form	  	<input type="checkbox"/>
Review and potentially update Contacts list	My Organisation > Overview > Contacts	  	<input type="checkbox"/>
Review and potentially update Details page	My Organisation > Overview > Details	  	<input type="checkbox"/>
Review and potentially update Notification page	My Organisation > Overview > Notifications	  	<input type="checkbox"/>
Update your Club Registration Form link for 2023 season (i.e., on club website or social media channels etc)	Competitions > My Competitions > Registration > Configure 'Participant to Club' form	  	<input type="checkbox"/>
When ready send out Registration Email to your players/parents potentially via Mailchimp	Settings > General > Integrations	  	<input type="checkbox"/>