

# Registration 7-day Checklist



## Appoint online form builder(s)

Who will build your forms online? What educational resources are available?

NOTES



## Outline your registration process

What information do you need to collect? What is your fee structure for the season? How do you want to structure this online?

NOTES



## Build your registration form(s)

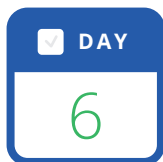
Log in to your TeamSnap account (or other platform), apply what you've mapped out during day 2 and leverage your resources.



## Time to test!

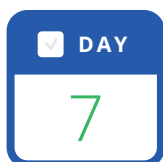
Recruit additional members for testing and QA your form(s)

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## Market your registration

Communicate your registration opening dates and deadlines through social media channels, blog posts, emails and word of mouth. Make sure your online registration is easy to find.



## The big launch: activate, share & celebrate

Activate and share your online form by opening your registration dates and times. In TeamSnap, can do this in advance or the day of, depending on your preference.