



Preparation for the new season

Prepared for
All customers

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Season switch checklist

#	Topic	Done by
1.	Switch the season	
2.	Create new seasonal teams	
3.	Add players and staff to the new teams	
4.	Prepare friendly games and tournaments	
5.	Update calendar filters	
6.	Create new accounts for new players and staff	
7.	Update and/or create new workgroups	
8.	De-activate accounts	
9.	Create new default templates for the Training module	
10.	Create a planning for each team regarding training	
11.	Archive your shadow teams and create new ones	
12.	Create new Categories inside the Video library	

1. SEASON SWITCH

Click your picture at the right top corner.

Inside the settings you can see the CLUB tab You can switch at any moment, but be aware it has consequences for other users.

Ea.

When creating a game /a training / etc. we check the current season.

But for preparation you can always switch at a quiet moment.

2. CREATE NEW SEASONAL TEAMS

Early in the current season you can already create the seasonal teams for the next season.

This can be done via the Main dashboard -> My Teams.

Click the Action menu

Click Subscribe team into current season

Make sure to create a new team

NEVER change the season of an existing team!!

**If you create a game inside the new season, then a new seasonal team is automatically created by the system.*

3. ADD PLAYERS AND STAFF TO THE NEW TEAMS

Add the players and staff to the team.

Also new players can already be added.

If your club/federation is also using the scouting module, then most likely the profiles of the new players can be added easily. Otherwise, new profiles must be created.

**the players can be imported from a previous seasonal team..*

4. PREPARE FRIENDLY GAMES AND TOURNAMENTS

Make sure to create the new friendly games and tournaments within the correct season.

**If you create a game inside the new season, then a new seasonal team is automatically created by the system.*

For Netherlands and Belgium, the league games can be imported as soon as the Federations have published it.

5. UPDATE CALENDAR FILTERS

You can only update calendar filters if the season is switched to the new season. Edit the current filters and add the new created teams. So each existing filter needs to be checked.

6. CREATE NEW ACCOUNTS FOR NEW PLAYERS AND STAFF

For the new Players and Staff a User Account must be created.

Make sure the correct email is linked to the account, this is needed for notifications and for password reset purpose.

If new profiles are created in step 3, then the profile can easily be linked to the account. If no profile is created yet, then the checkbox "**Auto generate a person profile for this user account**" can be used.

7. UPDATE AND/OR CREATE USER WORKGROUPS

Make sure the workgroups are up to date.

Simple trick, ea;

Current workgroup U15 = Rename to U16

Add new accounts, remove wrong account.

Then all Shared objects from the past remain "shared".

8. DE-ACTIVATE ACCOUNTS

When people leave the club, also the account needs to be de-activated.

Make sure this is done on a regular basis, otherwise people may still login and see confidential info.

9. CREATE NEW DEFAULT TEMPLATES FOR THE TRAINING MODULE

For each team a new "Default template" must be created.

You can duplicate an existing one and adjust the content of it.

Make sure following tabs are up to date:

- Invited users
- Attended players
- Attended staff
- Content – at least one Step needs to be available

10. CREATE A PLANNING FOR EACH TEAM REGARDING TRAINING

If a team has a training schedule on a regular basis, then create this planning inside the calendar. Link the created "Default template" to the planning.

Then the coaching staff only needs to create the content of the executed training.

11. ARCHIVE YOUR SHADOW TEAMS AND CREATE NEW ONES

Current shadow teams can be archived by unticking the checkbox "**Current shadow team**".

Then by default this shadow team is hidden but can still be accessed using the correct filtering.

12. CREATE NEW CATEGORIES INSIDE THE VIDEO LIBRARY

Inside the Video Library new categories related to the new season must be created.

When using the correct category structure, it is always easy to find the video or playlist you are looking for.

ALWAYS A STEP AHEAD

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