




























RETURNING TO PLAYHQ

CHECKLIST FOR LEAGUE ADMINS



TASK	WHERE IN PLAYHQ	RESOURCES	COMPLETE
Review & potentially update Contacts	My Organisation > Overview > Contacts	  	<input type="checkbox"/>
Review & potentially update Notifications	My Organisation > Overview > Notifications	  	<input type="checkbox"/>
Review & potentially update Admins	My Organisation > Admins	  	<input type="checkbox"/>
Set up transfer preference	Competition Management > Competition > Settings		<input type="checkbox"/>
Set up new player approval	Competition Management > Competition > Settings	  	<input type="checkbox"/>
Set up exception dates	Competition Management > Competition > Season > Settings	  	<input type="checkbox"/>
Set up Age Restrictions	Competition Management > Competition > Season > Settings	  	<input type="checkbox"/>
Set up Age Groups	Competition Management > Competition > Season > Settings	  	<input type="checkbox"/>
Set up Custom Fields	Competition Management > Competition > Season > Registration > Custom Fields	  	<input type="checkbox"/>
Review & potentially update Club Management Settings (including adding League fees)	Competition Management > Competition > Season > Registration > Club	 	<input type="checkbox"/>