TEAMWORKS

BACK TO SCHOOL GAME PLAN

Hey Teamworks Super Users! Are you ready for your student-athletes to return to campus?
Use this timeline to bring some order to the chaos and ensure you're prepared for a winning season!

PLANNING

Train Admin
Provide new or supplemental training so all Super Users know what they need to do and how to do it.

Update Year
Update the academic year and compliance rules.

Update Forms
Create new forms and/or update existing ones.

Update Rosters
Roll over and update rosters, groups, and profiles.

Build Calendars
Create new team and master calendars and link to displays in your facility.

Build Travel Schedules
Start creating new trips, itineraries, files, tasks, and other travel-related activities.

Upload Files
Ensure new handbooks, documents, videos, maps, and other files are ready to share.

Department Prep
Work with Compliance, Academic, and NIL staff to ensure their systems are ready for a new year.

Prep Comms
Ready message blasts, news posts, chat groups, and other comms.

STAFF RETURNS

STUDENTS RETURN

EXECUTION

Invite & Educate
Send links to student-athletes, coaches, and staff to join Hub and access how-to resources.

Provide Support
Provide support and help with password resets.
Monitor login completion and send reminders.

Complete Profiles
Fill in any outstanding required information and create tasks to drive Beginning of Year form completion.

Update Schedules
Update class schedules, set appointment reminders, and sync external calendars.

Complete Documents
Send reminders for any outstanding forms or documents.

SEASON BEGINS

More Back to School Resources
To get detailed checklists, templates, and access help articles, scan here or visit: https://qrco.de/return-to-play