



Admin New Season Checklist

The one-page runbook admins tick through when rolling a fresh season live in Teamo, from Season Setup to comms.



1. Create a New Season

- Open **Manage Club** → **Setup** → **Season Setup** and choose **+ Create New Season** (or Options → Create New Season). Name it, set the start date, and save. It appears as a Draft.
- From **Manage** → **Club Products**, open the three-dot menu (top right) and pick **Copy Products** to roll every fee, price and description onto the new season. Tweak prices before it goes live.
- Toggle **ALL MEMBERSHIP PRODUCTS to treasurer-only** while you tidy up, so nothing is chargeable until step 6.



2. Manage your Members

- Move all players up an age group using either the **Team Migration Method** or the **Squad Allocator** (Manage Club → Members Center → Tools → Squad Allocator).
- Check managers & captains are attached to the correct team / squad, and to the correct club section.
- Send out **Season Opt-in** alerts and chase the undecided with the built-in *Email undecided* action.



3. Quick fixes

- Add any new venues and locations to the club's Teamo, and check existing addresses are still correct.
- Edit competition details for every team: new league name, updated competition link, division.



4. Registration Questions

- Open your registration form and add / amend the questions members will see. Declarations will be asked again in the new season.
- Use the **Preview** button on the registration page to walk the form as a member before turning opt-in ON.



5. Import the events for the year

- Use the **Import Fixtures** tool to input all your fixtures. Set the additional settings (venue, availability, match-fee product) first, then save everything in one go.
- Mass-add training sessions as recurring events and any club socials, so calendars are populated from day one.



6. Remove the treasurer only toggle from products

- Double-check every product is linked to the correct teams and season.
- Remove the **treasurer-only** toggle and save the products. Memberships are now chargeable.



7. Send out Comms

- Send a broadcast to all users: they can now pay memberships, mark availability on events, and should ping their Manager or Teamo Support if anything looks off.
- Follow up with a **Teamomail** for maximum coverage, reaching parents / guardians who miss in-app notifications.

If you are unsure on any of the steps above, please do not hesitate to contact our support chat team or contact us at info@sportplan.com.