



New Season Setup

An illustrated walkthrough of the new Season Setup workflow, covering where it lives, how to create, copy products, archive, and go live.

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2. Create a new season
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4. Archive and set new season live
5. Season opt-in & the registration form

INTRODUCTION TO NEW SEASON SETUP



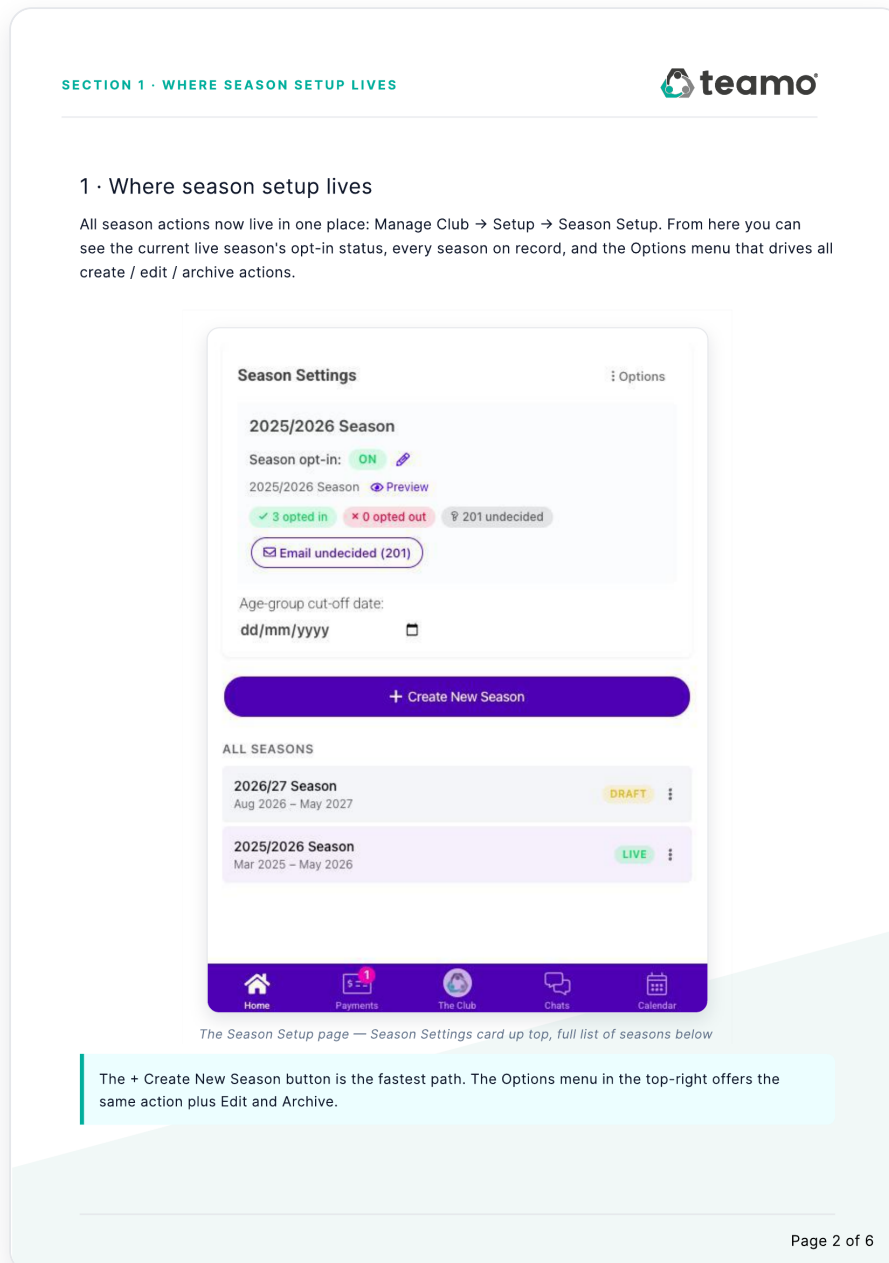
Creating a new season in Teamo is how you draw a clean line between one year of activity and the next. Each season keeps its own registrations, teams, products, and payments neatly grouped, so nothing from previous years gets muddled or lost. Everything is archived and searchable, ready to reference or report on whenever you need it.

Setting up a new season also gives you a fresh, accurate picture of your club. As soon as the new season goes live, members are prompted to opt in or out the next time they log in, and you instantly see who's returning, who isn't, and who might need a nudge, without having to chase individual updates.

From there, everything downstream just works. New registrations feed straight into your teams, memberships and subscription products roll over cleanly, and payment reporting resets to the new season so your finances stay tidy. It's a small piece of admin at the start of the year that saves hours of tidying up later, and it gives your members a simple, familiar way to confirm they're back for another season.

1 · Where season setup lives

All season actions now live in one place: **Manage Club → Setup → Season Setup**. From here you can see the current live season's opt-in status, every season on record, and the Options menu that drives all create / edit / archive actions.

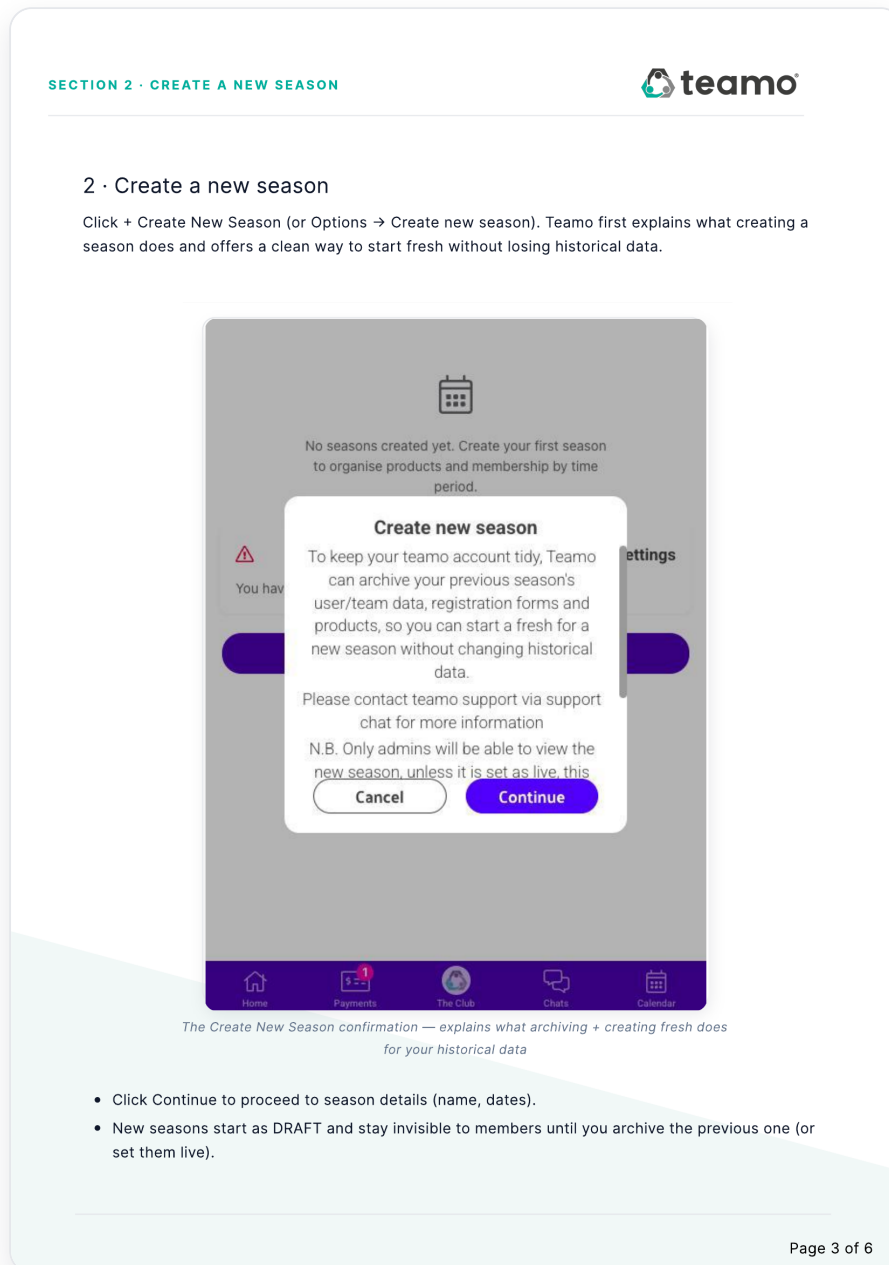


The Season Setup page. Season Settings card up top, full list of seasons below.

The **+ Create New Season** button is the fastest path. The **Options** menu in the top-right offers the same action plus Edit and Archive.

2 · Create a new season

Click **+ Create New Season** (or **Options → Create new season**). Teamo first explains what creating a season does and offers a clean way to start fresh without losing historical data.



The Create New Season confirmation, which explains what archiving plus creating fresh does for your historical data.

- Click **Continue** to proceed to season details (name, dates).
- New seasons start as **DRAFT** and stay invisible to members until you archive the previous one (or set them live).

3 · Copy Products

Every season management action sits behind the **Options** menu in the top-right of the Season Settings card.

SECTION 3 · COPY PRODUCTS

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3 · Copy Products

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Copy Products

Copy products from one season to another. Products with the same name in the target season are skipped.

COPY FROM — source season

2025/2026 Season

COPY TO — target season

2026/27 Season

Select products to copy

Select all Select none

Q Search products

☒ Junior Match Fee

☒ Adult Match Fee

☒ Womens All Inclusive Membership - Annual
Womens All Inclusive Membership - Annual

☒ Mens All Inclusive Membership - Annual
Mens All Inclusive Membership - Annual. No match fees or training fees.

☒ Adult Club Membership 2025/2026
Must be purchased by everyone in the Club.

☒ Football School

Cancel

Copy 43 products

Manage → Club Products → Three Dots (Top Right-Hand Corner) → Copy Products

- **Saves hours of re-entry** — every product, price, and description carries across in one click.
- **Keeps memberships consistent** — same fee structure year-on-year means fewer parent queries about "why is this different?".
- **Get set up before go-live** — do this while the current season is still active so your new season is ready the moment you archive.
- **Everything stays editable** — copy first, then tweak prices, add new products, or retire old ones before the season goes live.

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4 · Archiving and setting your new season live

Archiving is the key handover step at the start of a new season. It transfers all registration data and team info to the next live season, and lets you optionally copy products across so you don't have to rebuild your fees from scratch.

SECTION 4 · ARCHIVING AND SETTING YOUR NEW SEASON LIVE

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4 · Archiving and setting your new season live

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Archive Season

season

- Set the new season live for all members
- Optionally copy products from the old season

 **This action cannot be reversed.** Please ensure you have created your new season before archiving.

 **Dev:** Only one season marked as live (2025/2026 Season)

 [View the complete New Season Guide \(PDF\)](#)


Season to be archived: 2025/2026 Season

Season to set live: 2026/27 Season

Copy Products
 43 product(s) can be copied from 2025/2026 Season to 2026/27 Season.
 ☐

 **Ready to archive.** Click the **Archive** button below to proceed.

Cancel

Archive

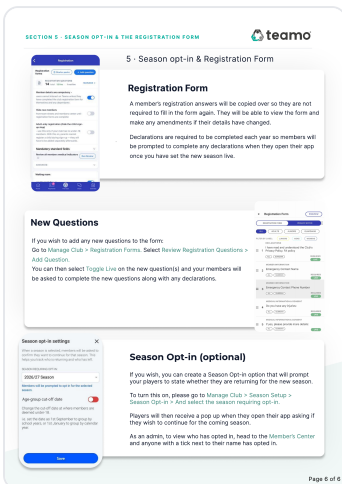
Archive Season dialog — note the bullet "Optionally copy products from the old season"

- Pick the season to archive (usually the current live one).
- Pick the draft season to set live next.
- Tick **Copy products** if you want last year's fees rolled forward — you can still edit them afterwards.

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5 · Season opt-in & Registration Form

Registration Form

A member's registration answers will be copied over so they are not required to fill in the form again. They will be able to view the form and make any amendments if their details have changed.

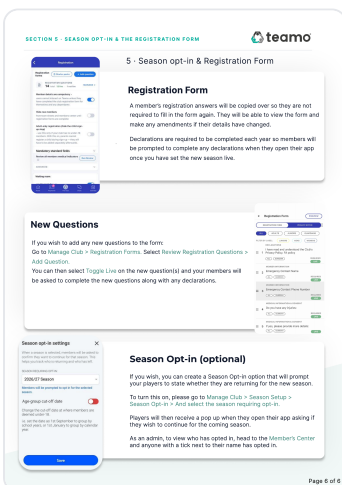
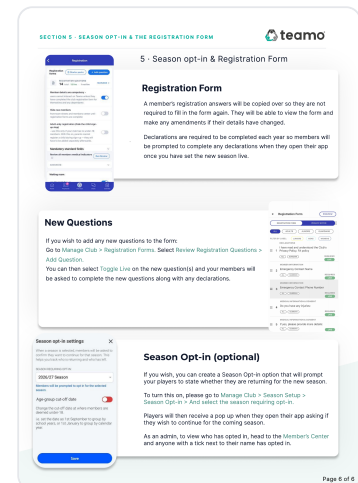
Declarations are required to be completed each year so members will be prompted to complete any declarations when they open their app once you have set the new season live.

New Questions

If you wish to add any new questions to the form:

Go to [Manage Club > Registration Forms](#). Select [Review Registration Questions > Add Question](#).

You can then select [Toggle Live](#) on the new question(s) and your members will be asked to complete the new questions along with any declarations.



Season Opt-in (optional)

If you wish, you can create a Season Opt-in option that will prompt your players to state whether they are returning for the new season.

To turn this on, please go to [Manage Club > Season Setup > Season Opt-in > And select the season requiring opt-in](#).

Players will then receive a pop up when they open their app asking if they wish to continue for the coming season.

As an admin, to view who has opted in, head to the [Member's Center](#) and anyone with a tick next to their name has opted in.