

Get Your School Set Up for the Season

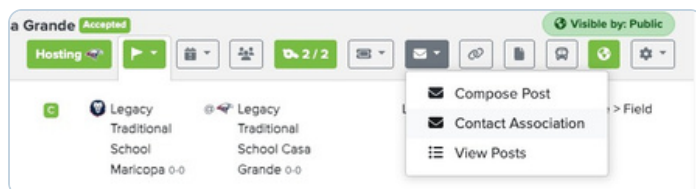
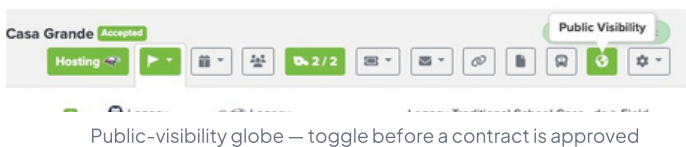
Athletic Director Start-of-Year Checklist

Work through each item below to have your school ready in Bound before games begin. Tap a resource link for step-by-step help.

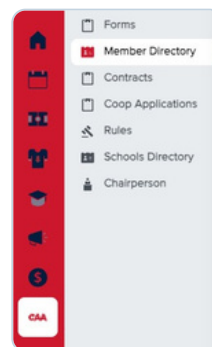
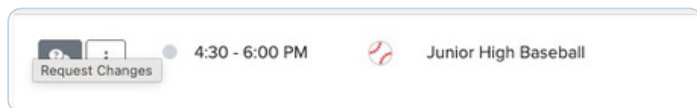
- ☐ **1. Update your Bound users & coaches**
Remove users and coaches who are leaving, add new team members joining, and assign each the right permissions.
 - ↳ [Invite coaches & school users to login](#)
 - ↳ [Add a coach to the coaches list](#)
- ☐ **2. Confirm payee information**
Verify your payee information is correct for this year so payouts route properly.
 - ↳ [Set up your first payee & add more](#)
- ☐ **3. Confirm your programs page**
Make sure your programs page is correct. Need a team added? Simply reply to this email and we'll set it up.
- ☐ **4. Open activity registration** RECOMMENDED
Roll forward last year's registrations or start fresh this year. Download your registration flyer to share with families and post in high-traffic areas.
 - ↳ [Activity registration rollover \(year 2+\)](#)
 - ↳ [Activity registration — first-year setup](#)
 - ↳ [Activity registration flyers](#)
 - ↳ ["Download the Bound app" family flyer](#)
- ☐ **5. Schedule your HOME games** REQUIRED
You are responsible for scheduling your home games only. Get them on the calendar early before schedules fill up.
 - ↳ [Schedule a game or meet](#)
- ☐ **6. Roster & clear your students** REQUIRED
Build your rosters and clear students so athletes are eligible and ready before the season starts.
 - ↳ [Clear students for participation](#)
 - ↳ [Approve registration document uploads](#)
 - ↳ [Manage your roster — schools using Activity](#)
 - ↳ [Registration Manage your roster — schools not using Activity Registration](#)
- ☐ **7. Share the coach's guide** RECOMMENDED
Send our coaches resource guide to your coaching staff so they're ready to go.
 - ↳ [Coaches resource guide \(PDF\)](#)
- ☐ **8. Manage your contracts** REQUIRED
Do **NOT** delete a contract unless the game won't take place. Instead, decline it and propose a new date in the notes. Avoid the "Remove my school and teams from all competitions where I declined the contract" button unless you truly won't play that team/event.
 - ↳ [Manage contracts — bulk contract view](#)
- ☐ **9. Set up ticketing** RECOMMENDED
Roll forward last year's ticketing setups or create your first. Interested in a point-of-sale device (works with ticketing, concessions, stores, and anything you build in your Bound admin)? Reach out to us.
 - ↳ [Create ticketing setup](#)
 - ↳ [Add tickets to an event](#)
- ☐ **10. Set up concession stands** RECOMMENDED
Roll forward or set up your concession stands — with live inventory tracking, detailed reporting, and more.
 - ↳ [Set up a concessions store](#)
- ☐ **11. Complete the member directory** REQUIRED
Fill out your school's member directory so contact and role information is current for the year.
 - ↳ [Complete the member directory — Schools](#)
- ☐ **12. Add practices to your schedule**
Put team practices on your schedule to keep coaches, athletes, and families in sync.
 - ↳ [Add practices](#)
- ☐ **13. Customize your public webpage**
Add cover photos (multiple photos scroll automatically). Use the sponsorship areas to generate revenue for your program — add Bound's digital assets to an existing sponsorship plan to raise the price, or start selling sponsorships and place ads on your webpage, app, and digital ticketing.
 - ↳ [Add cover photos to your homepage](#)
 - ↳ [Supporters & ads](#)
 - ↳ [View Bound's Sponsorship Assets for schools](#)

★ Best Practices — Contract, Scheduling & Communication

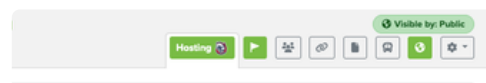
- 1 Again — do **not** delete contracts. Decline and suggest a new date instead.
- 2 Stay on top of contract management. Don't leave a school waiting on your reply — it speeds the process and secures dates before schedules fill.
- 3 You can keep games hidden from the public until the contract is approved, so fans aren't confused. Toggle it with the public-visibility globe in event settings.
- 4 Per CAA rules: if a game is within 48 hours OR officials are assigned, you can't change it — contact the association via the envelope → Contact Association.



- 5 **Contacting the opposing school.** If you're the **home team**, use the envelope icon and select "Compose Post" — you can then choose opposing ADs, coaches, or officials to contact. If you're the **away team**, use the speech-bubble "Request Changes" button on the left of the event. Contacts are also available in the member directory — click the **CAA** tab on the left menu bar and select **Member Directory**.



You can also see the opposing AD's contact information by clicking **"Hosting"** from the events page.



- 6 **Not getting notifications?** Check your notification settings and control who gets notifications for invitations, users, contracts, settings, etc. Navigate to notification settings by going HOME → Notifications → Select the notification.