

## USAV Membership Management System (MMS) Monthly Checklist for August 2020

Instructions: Below is a summary list of the top items that each region should have completed before the new MMS goes live on September 1, 2020. This checklist is for August 2020 items. Please make sure that your region will be ready for the new MMS launch!

### AUGUST 2020 CHECKLIST ITEMS:

- Remind all member clubs in your region to claim their SportsEngine (SE) HQ this month!
- Setup governing season preferences in the Region SE HQ. (Contact USAV)
- Cancel Total Merchant Services or USIO to avoid any merchant fee charges. ([Click Here](#))
- Add all region admins to your Region SE HQ directory & assign the appropriate role.
- Create groups of people in member directory to help with future communications.
  - Board of directors, club directors, staff, officials, etc.
- Talk with neighboring regions to see how you're going to handle border situations and dual membership for someone participating in both regions.
- Export data from WebPoint of all info you'd like to have readily available after 9/1/20.
  - Note: The data isn't lost forever- but might be nice for regions to have on file.
- Message club directors to export club data from WebPoint for future reference.
- Remove links to WebPoint MMS on region website.
  - Remember to add links for season memberships to the SE platform.
- Update region websites with Registration HELP documents provided by SE.
- Share club training videos with clubs to help them prepare for the upcoming season.
- Make sure that you have reviewed the info posted here under News & Info, including links to all past newsletters & webinars: [www.usavregions.org/mms-committee.html](http://www.usavregions.org/mms-committee.html).

- ✓ **IMPORTANT REMINDERS:** Make sure that your region has completed the July 2020 MMS Checklist! [Click Here](#) for the July checklist. Remember that WebPoint data will be available in the system through 10/31/20.
- ✓ **FUN FACT:** The USAV MMS Project was originally started in August 2017 and has been in progress for 36 months. The MMS Workgroup has attended approximately 150 meetings, which the equivalent of approximately 250-300 hours internally. This does not include the countless hours that USAV staff has met directly with SportsEngine staff during the project.

For help on any of these items, please contact either of the following group emails for assistance: [regionsupport@usav.org](mailto:regionsupport@usav.org) or [mmsreps@usavregions.org](mailto:mmsreps@usavregions.org).

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