

USAV Membership Management System (MMS)

Monthly Checklist for July 2020

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 July 2020 items. Next month we'll send a checklist for August 2020 items. Please make sure that your region will be ready for the new MMS launch!

JULY 2020 CHECKLIST ITEMS:

- Complete Sandbox Tasks for HQ Training
- Go through region membership set up with USAV staff
 - Create welcome letters custom to each membership
 - Create membership descriptions for each membership
- Finalize your region refund policy that works in conjunction with the USAV refund policy.
 - Maybe include that as a waiver in system so people are required to acknowledge it during registration.
- Create other region waivers/member acknowledgements that should be included during individual registration?
- Decide whether your region will absorb credit card fee or pass them onto members for region piece of membership
- Complete financial settings set up in Region HQ
- Communicate with your Region's USAV Clubs about upcoming changes for the 20/21 season
 - Remind clubs to claim their Club HQ by 8/1/20
- Decide if your region is going to require member clubs to give you admin access (to help clubs with rostering and club invites for coaches and athletes)
 - If yes, make sure club sanctioning information is updated with that requirement
 - If yes, set up region staff SE account if you are going to require all of your clubs to give your staff org admin access to their club as a conditioning of club sanctioning
- Schedule a time to go through club sanctioning form set up with Carl at SportsEngine (calendar link: <https://tinyurl.com/y7tcpmei>)
 - Draft a statement that club directors agree that all club admins will meet USAV safety requirements prior to being added as an org admin
- Clean up duplicates in region data (webinar link: <https://tinyurl.com/y7ujk25d>)

- ✓ **IMPORTANT REMINDER:** The official date to stopping selling memberships and have the data transferred to the new MMS is 7/15/20. Memberships sold after 7/15/20 will require additional steps to transfer that data into the new MMS. Contact USAV for additional info.
- ✓ **FUN FACT:** Here is some new terminology to help define the two pieces that will make up a USAV membership in the new MMS: **RMF=Regional Membership Fee** (Amount Paid to Regions) & **NRF=National Registration Fee** (Amount Paid to USAV). These two pieces make up the Total Fee paid by a member.

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

Jen (Badger), **Kevin** (Carolina) & **Steve** (Florida)