

USAV Membership Management System (MMS) Pre-Launch Checklist for September 1, 2020

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

PRE-LAUNCH CHECKLIST ITEMS:

- Double check your memberships for correct price, membership description, welcome letter, correct waivers and verify it is linked to the correct USAV membership.
- Ensure that any memberships you wish to sell are set to “published” status on September 1st or schedule your memberships to publish on that day.
- Lock/Unlock the Club Assignment Lock on each membership if you are restricting when a club can send out club assignment requests.
- Move all WebPoint memberships to the backend.
- Remove any links to WebPoint from your region website and replace with direct membership links and/or links to your quizzard.
- Double check that your region preferences are set up within divisions in the governing season.
- Double check your season overview settings including your team details lock and roster lock (Governing Season/Season Overview).
- Set processing fee default. SETTINGS>FINANCIAL SETTINGS. Edit Processing Fee Default in Settings card.
- Send Renewal Reminders to Members (through Webpoint, not the new USAV MMS).
 - o [Template Language Here](#) - [Instructions on Sending through WebPoint Here](#)
- Make sure someone in your region is set up as a USAV Academy admin.
- Submit your USAV Academy officials’ coursework using the USAV Academy Course Builder form on the USAV Officials Development site.

- ✓ **IMPORTANT REMINDER:** Remember that WebPoint data will be available in the system through 10/31/20. Please take time to download the historical member data for your region!
- ✓ **FUN FACT:** The USAV MMS 2.0 is already in the planning stages. Many enhancements and system improvements are being reviewed by the development team and added to the list as items are discovered during the test and pre-launch phases.

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)