

# New Season Guide

## Why set up a new season?

Creating a new season in Teamo allows you to collect payments in a new season and transfer member's registration information and teams over to the new season too. By creating a new season, you can then:

- Copy products across from the previous season
- Add products to the new season
- Remove concessions or edit existing ones
- Collect memberships for the new season
- Request that players complete declarations again
- Choose if you want to set a season opt-in option
- Move players between age groups using the Team Migration tool

Define Season	
Please define the current season for the club	
Start Month	Jun 2021
End Month	Jun 2022
Description	2021/22 Season
Season is live	<input type="radio"/>
Decide if season is live for all members	

## When to set up a new season?

It's totally up to you!

When creating a new season, you can choose to not set it live. This allows you, as an admin, to set up the season in the background and everyone else will work in the old season and be able to continue issuing match fees etc until you put the new season live.

Once you are ready to start collecting payments, you can archive the previous season which will transfer over all registration question answers and teams to the new season too.

## How to set up a new season?

This guide takes you through the steps to create a new season in your club.

1. Create the new season (choose whether to put live immediately or setup in background)
2. Copy products over from the previous season
3. Put the new season live and archive the old season
4. Add any new registration questions (optional)
5. Turn on season opt-in (optional)
6. Move players up an age group (if required)

# Setting up your new season

## Creating the new season

To get started, go to **Manage Club > Manage Club Products**. Select ☰ in the top right corner > **Create New Season**. Enter the season dates and choose whether you wish to set the new season immediately live for your members or not.

**NOTE:** If you choose to not set it Live, only admins will be able to view the new season and copy across products etc. Everyone else will work in the old season and be able to continue issuing match fees etc until you put the new season live.

**Define Season** [X]

Please define the current season for the club

Start Month Jun 2021

End Month Jun 2022

Description  
2021/22 Season

Season is live  
Decide if season is live for all members

## Copying products from previous seasons

You can copy products across from the previous season to save you recreating each product.

Go to **Manage Club > Manage Club Products**. Select ☰ in the top right corner > **Copy Products**.

Select the season you wish to copy products from > **Copy**.

You can now edit the product names, prices, concessions etc in the new season if you wish.

**NOTE:** You will also be able to add any new products to your new season by selecting **Create Product** but you will not be able to copy a product with exactly the same name as a new season product as there will be a conflict.

**Copy Products** [X]

Use this tool to copy products from previous season to new/current season.

NB. If you have already created some products and there is a conflict with product names, the product will not be copied.

Current Season: 2021/22 Season

Select season to copy products from

2020 Season ▾

Copy 6 products from 2020 Season to 2021/22 Season

## Putting the new season live

Once you have copied across your products or created new ones, you are ready to put the new season live and archive the old one.

**NOTE:** Once you set a new season live, you can not then switch back to collect payments in a previous season. You will be able to view previous season products and collected payments but not revert back to that season. Any unpaid/outstanding invoices will still be valid.

When you are ready, **Manage Club > Manage Club Products**. Select ☰ in the top right corner > **Archive Season**.

Once you click this, all teams and groups, along with registration question answers will be transferred over to the new season.

**Archive Season** [X]

Use this tool to archive a season and put a season you have been preparing live.

Season to archive: 2021/22 Se... ▾

Season to be archived: 2020/21 Season

Season to set live: 2021/22 Season

Copy Products  
NB. If you have already created some products and there is a conflict with product names, the product will not be copied.

# continued...

Medical Information & Consent  
Please answer these questions in regards to yourself.

Emergency Contact Name\*  
Example

Emergency Contact Number\*  
03849404049

Declarations  
Please answer these questions in regards to yourself.

Code of Conduct  
I agree to abide by the CLUBNAME Code of Conduct - full details can be found on website.

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## 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.

← Back Edit Question Save

PREVIEW

Member Information

Are you a qualified umpire?

QUESTION BUILDER

Section i

Member Information

Question

Are you a qualified umpire?

Answer Type i

'Yes/No'

Answer Description

Optional - give the question some depth  
Example answers

Localisation: {clubName}, {website}, {fullName}

Answer Required

Applies to

ALL

MEMBER INFORMATION

Are you a qualified umpire?

4: ALL LIVE

Season Requiring Opt-in

No Opt-In Required

2020 Season

2020 Season

2021/22 Season

CANCEL OK

PRINSTEAD HOCKEY CLUB

RE: Lewis Tait

Please press **I am in** to declare you still wish to be part of the club this season, and receive communications. If you no

NO THANKS I AM IN

## 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 > Edit Club Details > 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.

# continued...

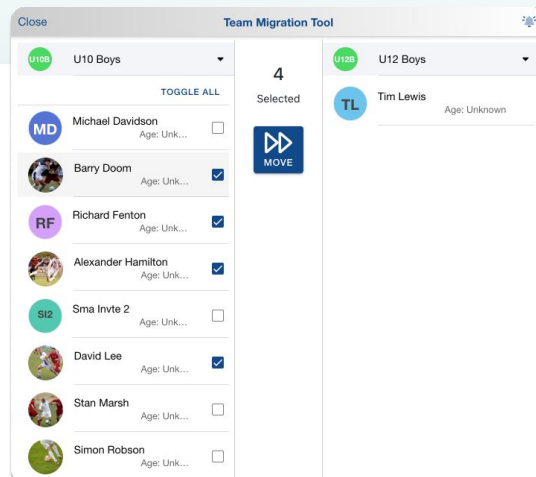
## Moving players up an age group

The Team Migration tool allows you to move multiple players into a new squad in preparation for the new season.

Go to **Manage Club > Member's Center** and select **Team Migration Tool** from the right hand menu.

Head to our [tutorial video](#) to find out more.

**NOTE:** Guardians are automatically linked to the child's team so there is no need to move them too.



## Frequently Asked Questions

**As the treasurer, I want to be able to view the previous season's payment history. How do I do this?**

- Go to **Manage Club > Payment Center** and select the calendar icon in the top right corner next to the season date.

**When I set the new season live, will I lose all outstanding payments from the previous season?**

- Once you set the new season live, you will not be able to issue memberships/match fees in the previous season. However, if any payments have been assigned to a player on their profile in the previous season and are still outstanding, these will not disappear and will still remain outstanding until Paid.

**I want to clear out our Concessions. How do I do this?**

- Go to **Manage Club > Manage Club Products**. Select ☰ in the top right corner > **Edit Concession list**. Here, you can edit or remove concession products.

**How do I change the name of the season?**

- Go to **Manage Club > Manage Club Products**. Select ☰ in the top right corner > **Edit Current Season**. Here, you can select the title to rename it.

**I have archived the old season and the new one is live. How do I request membership payment from members?**

- Go to **Manage Club > Manage Club Products > Teams Requiring Membership**. Select the teams you wish to be prompted to pay their membership. Members can then go to Account > Payments to select and purchase their membership. The "Due Date" is when the payment will show as overdue on the member's account.