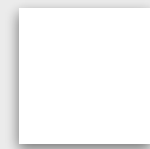


# Step 1 - Scheduling & Planning

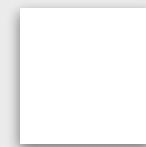


Please find listed below the recommended actions that you need to take during this step of implementation. Please note these steps should run parallel to the steps and implementation of your Junior Monthly program:



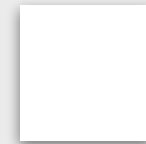
## Use the Template Calendar to Schedule Your Junior Course Play Events

Use this resource to plan your monthly Course Play event so it aligns with your Junior Monthly classes. You should complete the steps below:



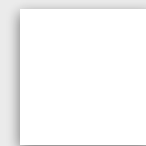
### Assess Course Access

Ensure you can access the golf course at your venue and discuss the program with your management team



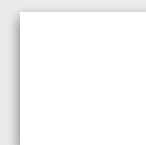
### Assess Clubhouse Access

Ensure you assess access to clubhouse at your venue for your award ceremony if this applies to you. Discuss the event requirements with your team.



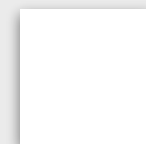
### Decide on your Event Day & Dates

You should try to keep the day of your event consistent so this maximizes engagement in your events. Consider scheduling your events on the same week each month.



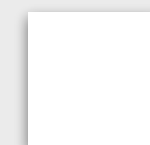
### Decide on your Start Time

Decide on a suitable start time for your event based on the golf course access you can arrange with your venue and how it fits with your teams schedule.



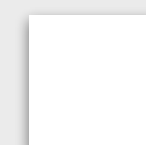
### Decide on Number of Places & Coaches Required

Decide on the number of places available in your events depending on the level of golf course access you can agree with you venue and the coaches required to deliver your event.



## Schedule Your Events

You are now ready to schedule your events in the GLF.Locker system. When doing this, make sure you utilize the **Training Hub** resources in the **Using your System** section.



### Review the Adding a Single Event Class Tutorial - [Click Here](#)

This tutorial video is also available within the Planning page of the Training Hub.