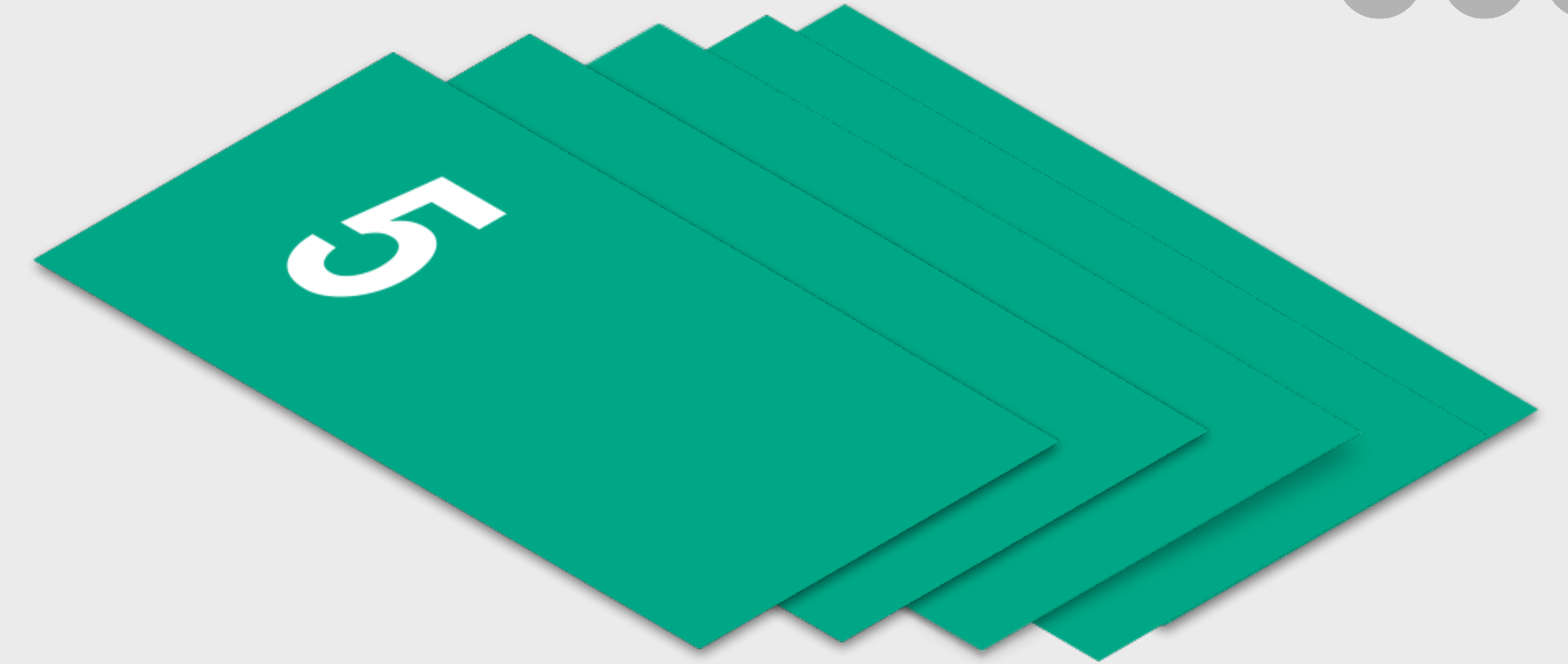


Step 5 - Class Week

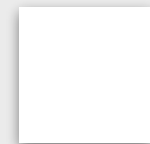


Please find listed below the recommended actions that you need to take during this step of implementation:



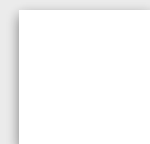
Check Compliance Information

You may have new participants sign up to your program since communication week and you need to make sure all of these have had the important compliance documents.



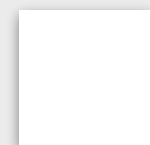
Chase Compliance Information

You should collect the compliance information prior to the date of your first class. You don't want to be dealing with all this on the day!



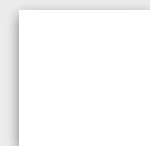
Communicate Class Information

Use the class information template in the Communication section of the Junior Monthly page of the Training Hub. This should detail everything the parent needs to know and include further program information.



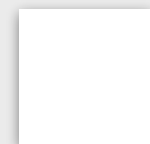
Chase and Reconcile Payments

You need to ensure all participants have setup payments for their place on the Junior Monthly program and made payment for their Welcome Pack.



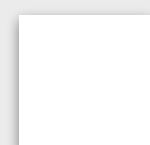
Gather Welcome Packs

Collate all of the Welcome Pack contents and ensure you have enough of these for each participant. These should be given out on the 1st class. You can review a checklist of Welcome Pack contents within the class resources section of the Junior Monthly page of the Training Hub.



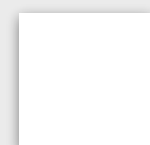
Review Challenge Training Course

You should review the training course within the Mastering the Game Challenges section of the Junior Monthly page of the Training Hub. This will help you to understand the challenge element of the program and how to deliver this element within your class.



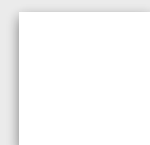
Review the Program Calendar

The program calendar is found within the Planning section of the Junior Monthly page of the Training Hub. It provides you with an overview of the focus of each class across the program year. It also informs you of the challenge and which class plan to review from the Class Plans page within the Training Hub.



Review Class Plan

Navigate to the Class Plans section within the Junior Monthly page and download the correct Class Plan Week. You can use this to plan your class for the first week of delivery.



Create Your Messaging Groups - [Click Here for Tutorial Video](#)

You can engage with the parents of children in your class using the in-app messaging function within the GLFLocker app. Create the group and invite participants to this group with an introduction message.

