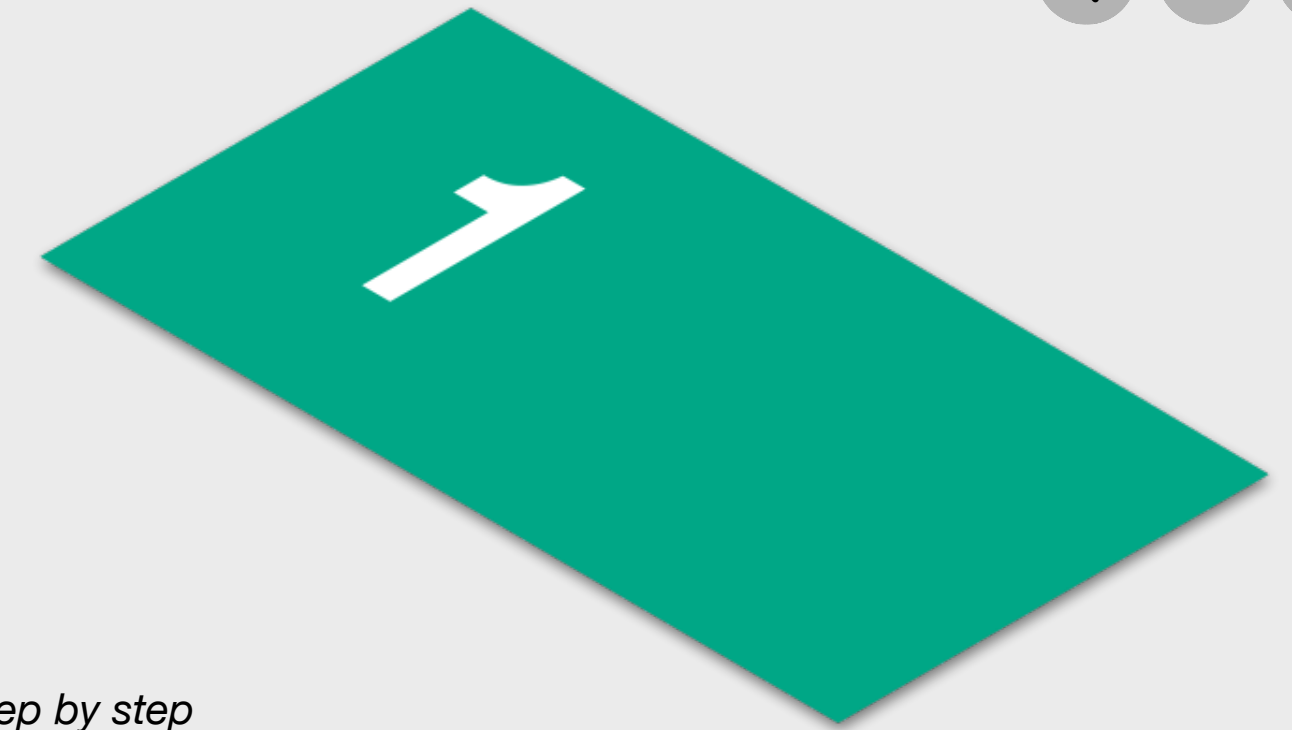


Step 1 - Scheduling & Planning

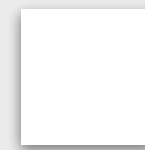


Please find listed below the recommended actions that you need to take during this step of implementation:



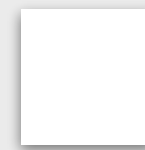
Use the Calendar Guide and Template to Schedule Your Junior Fun Day Event

Use this resource to plan your Junior Fun Days across the program year. This will also help you understand when to complete each step by step checklist guide.



Align with Your Junior Camps and Monthly Programs

Fun Days should drive activity into the Junior Camps and Junior Monthly program, therefore when planning your Fun Day events ensure they link to these programs.



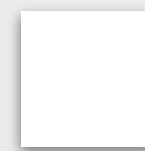
Assess Facility Access

Ensure you assess access to practice facilities at your venue and discuss the program with your management team. Remember you will need to get out on the course for the team scramble and use an area within the club to run a short awards ceremony.



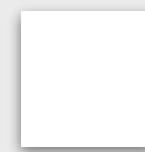
Decide on the Size of Your Event

Decide on the number of places that are available within your event. You should only offer 8 places for each coach that can deliver your event.



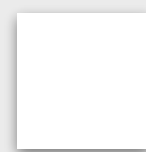
Decide the Start Time of Your Event

Decide on the start time of your event. Remember that Junior Fun Days should be 3-hours in length to cover all of the areas within the timetable.



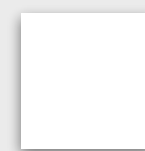
Decide on Your Fun Day Age Range

Decide on the age ranges that can attend your Fun Day. Base this on your ability to maximise capacity but also align this to Junior Camps and Junior Monthly classes that you have running and any spaces that need filling.



Schedule Your Event

*You are now ready to schedule your event on 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.