

# Step 1 - Scheduling and Planning

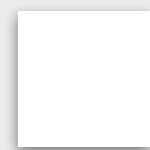


Please find listed below the recommended actions that you need to take during this step of implementation for your Girls Golf Experience event:



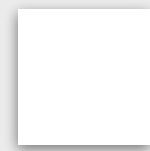
## Refine your event plan

*You should already have your event date and start time scheduled after completing your Social Play Training. However, if you are yet to do this work with your team and venue to schedule your event date and start time or you may need to refine your event plan:*



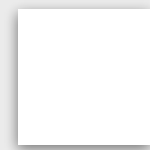
### Discuss golf course access with your venue

It is your discretion as to whether you want to include some time on the course during your event. You will need to discuss this with your venue to ensure you have the required access.



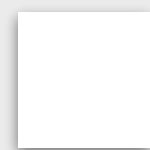
### Decide on the size of your event

Decide on the number of places that are available within your event depending the amount of access to your golf course. You also may need to consider the number of coaches/volunteers you have available and any limitations within your teaching areas. Guidance recommends that when participants are under the age of ten, two employees or volunteers should be present for every eight girls. For groups of participants ten years of age and older, two employees/volunteers should be present for every 16 girls participating.



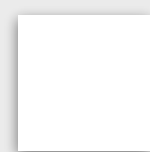
### Confirm the start and end time of your event

Decide on the start time of your event, give consideration to the type of event you are running and the access to the golf course. This will then help you to plan access to the clubhouse for your award ceremony.



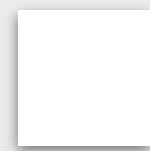
### Reserve access for craft activity

Part of your event should include running a craft activity within the engage station. You should ensure you have a suitable place to run this activity within your event and finish your event in front of the parents or family of the girls in attendance.



### Discuss your yoga station setup

Part of your event should include running a yoga activity which is part of the exercise station. You may want to invite a specialist at your venue to run this part of your event as special guest, or run this yourself. You should discuss how you will run this part of your event successfully and how you will source the equipment requested.



### Review the event plan

You should review the event plan in the Girls Golf Experience page on the Training Hub. You should work with your team to discuss the stations, activities on offer, and what equipment you will require for running your event.

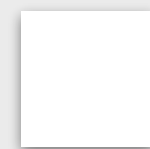


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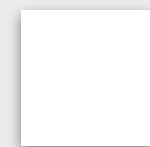
## Schedule your event on GLF. Locker

You should already have your event date scheduled in your GLF. Locker system but you may need to refine the setup of this to ensure it is accurate and ready to launch to your customers during the Marketing Distribution stage



## Review the “Adding a Single Event” class tutorial - [click here](#)

This tutorial video is also available within the Planning page of the Training Hub and will help you schedule your event correctly on GLF. Locker.



## Add the event to your GLF. Locker system

Make sure you have the event setup correctly on your GLF. Locker system to ensure that you have the event added to your coaching team’s schedule and it is ready for taking bookings.

- *Add to the Junior Events and Social Play program filter*
- *Add the member and non-member pricing for your event*
- *Add the event places in line with the safety guidelines within the training module.*
- *Set the registration periods in line with when you want to take bookings from your members and customers. This will ensure the event is visible on your booking system.*
- *Ensure you add the event to each of coaches schedules. This is completed within Step 7 of the class setup.*

