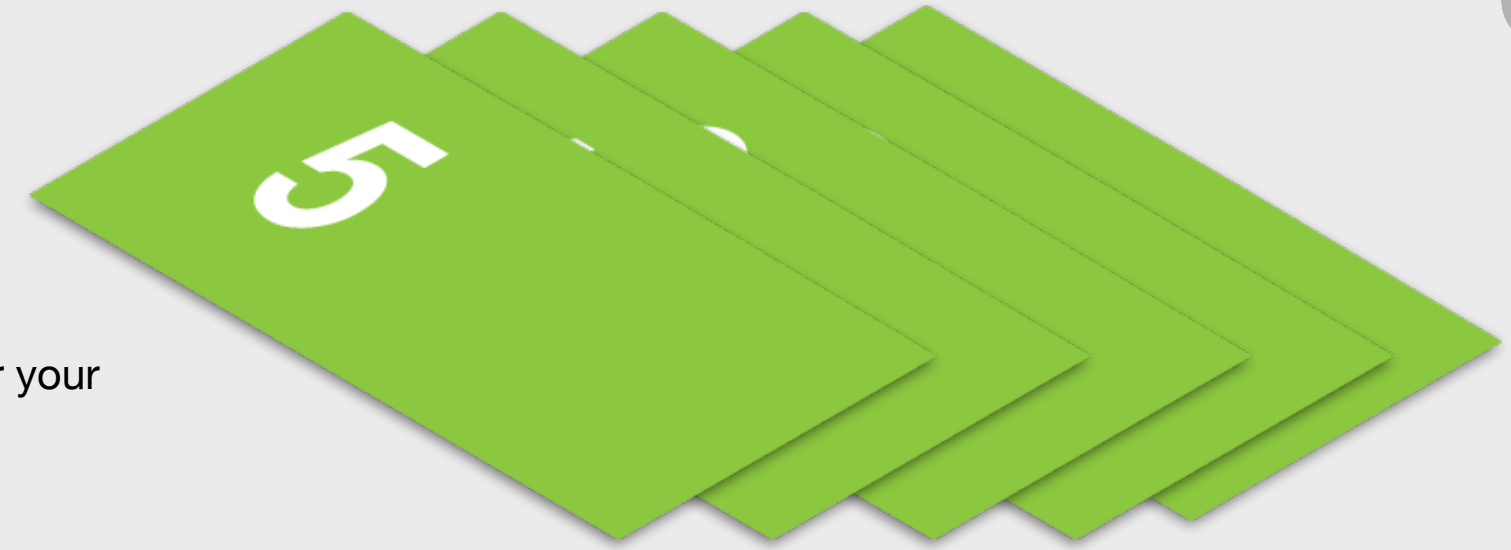


Step 5 - Delivery Week



Please find listed below the recommended actions that you need to take during this step of implementation. This stage is all about getting prepared for your event so you are organized on the day:



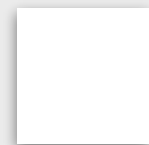
Communicate Event Information

Use the welcome email information template in the Scoring University Planning and Communication section of the Training Hub and send this to any last minute sign ups to your event. Follow the steps detailed in Step 4 Communication Step by Step Guide.



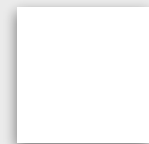
Chase and Reconcile Payments

You need to ensure all participants have made payments for the event and this is reconciled on your micros and GLF.Connect system.



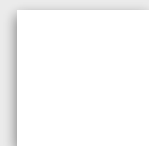
Review your Class Plan with your Venue and Team

Make sure everything is in place for your class ensuring that any practice facilities you require are reserved and any other important equipment or information is in place. You should also review the recommend class plan content and adapt this if required to your needs.



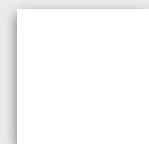
Review Scoring Goal Challenge Resources

Part of your class should include an opportunity for your students to attempt the Scoring Goal Challenges for the particular focus of the class. You should educate yourself on this part of the class by ensuring you understand the challenges, how to set these out and the supporting resources available to you.



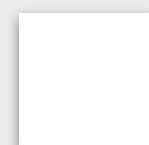
Prepare Equipment

Your attendees may require specific equipment for the event, you should review what equipment is required depending on the needs of your attendees and the topics you will be covering during your class.



Prepare Equipment for Games, Practice Stations and Scoring Goal Challenges

During your class you should be running games and practice stations to deliver an engaging experience. You will require equipment such as cones, hoops and tee pegs to run these effectively. Prepare the equipment you need by viewing the class plan.



Activate on MyGame+ on GLF. Connect

You should ensure prior to your class that all students have been activated on the Scoring University MyGame+ Program - [Click Here for Tutorial Video](#)