

Step 1 - Scheduling and Planning



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



Use the Template Calendar to Pre-Plan Your Golf School Events

Use this resource to plan your events across the program year. This will also help you understand when to complete each step by step checklist guide by working backwards from the recommended implementation stages.



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 your full day golf schools.



Decide on the Golf School Type and Duration of Your Event(s)

Decide which of the golf school themes you are going to offer and the duration of the event from either half day or full day.



Decide on the Size of Your Event(s)

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(s)

Decide on the start time of your event.



Organise Lunch Reservation

If you are offering a Full Day Golf School you should offer lunch within the event price. Discuss this with your facility and make the appropriate reservation required.



Schedule Your Event(s)

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



Review the Training Video for Scheduling Your Golf School Event - [Click Here](#)

You can access further training on the class management module within the GLF. Connect system via the Using your System > Feature Training page. Check out the module *Getting Started with Class Management*.



Communicate your Golf School dates with the Director of Golf Programming

Keep the Director of Golf Programming up to date with your activity to help support your activities and successful implementation of your Golf Schools.