



Quick Manager Checklist

Before Each Showcase

- ___ Players need to build their profiles
- ___ Reminders out to players to invite schools to upcoming showcases
- ___ Reminders out to players to send out showcase game schedules
- ___ Complete team brochures include any guest players
- ___ Print out 30-40 brochures
- ___ Print out “Seattle United College Coach Attendance” spreadsheet
- ___ Find out committed players and updated brochure

During Each Showcase

- ___ Walk the whole field and hand out brochures
- ___ Fill out “Showcase Coach Attendance” spreadsheet as you talk to college coaches
- ___ Each day, submit the spreadsheet along with any coaches’ cards to the team coach

After Each Showcase

- ___ Reminders out to thank all college coaches for attending (CC team coach)
- ___ Reminders out to forward ALL responses from college coaches to team coach and college coordinator (dixon@seattleunited.com)