



Seattle United Showcase Checklist (Team Manager/Showcase Volunteer)

Team managers and volunteers:

Below is the checklist of items to accomplish before, during, and after showcase tournaments.

Before the Showcase Tournament

- Before the season starts, send out an email telling all players to fill out a player profile and have them send it to you and CC your team coach and the college coordinator Alex Dixon (dixon@seattleunited.com). You can find the player profile template on the Seattle United website under “College Planning Program”.
- Two weeks prior to the showcase, email the team to remind them to send out invitations to college coaches using the script provided (scripts for players can be found on the Seattle United website under “College Planning Program”).
- Once showcase schedules are posted, email the team and remind them to follow up with college coaches by sending them their schedule using the scripts provided.
- Make sure all player profiles and the team brochure are complete (template for the brochure can be found on the Seattle United website under “College Planning Program”).
- Make sure all guest players are included on the team brochures.
- Print off 30-40 brochures to give to college coaches.
- Print 7-8 copies of the spreadsheet titled “Seattle United College Coach Attendance” from the website.
- Find out which players on the team are already committed (the coaches will want to know) and update the brochure stating all committed players.



During the Showcase Tournament

- During the games, walk around the perimeter of the whole field looking for college coaches and giving them a brochure.
- Ask the coach if they have any questions, answer the best you can; if you can't, refer them to the coach of the team and show them where their contact information can be found on the brochure. Ask if they have a card as well.
- Using the "Seattle United College Coach Attendance" spreadsheet previously printed, fill out the spreadsheet as much as possible for each college coach present.
- Provide this spreadsheet to the team coach at the end of each day of the tournament so players can contact these coaches and write them that night along with any business cards you may have received.

After the Showcase Tournament

- Send out a final email reminding the players to send out a "thank you" email to all the college coaches that attended their games.
- Remind them to CC their team coach on ALL emails they send out.
- ALL emails they receive from a college coach need to be forwarded to their team coach and the college coordinator Alex Dixon (dixon@seattleunited.com).