

## GM Start of Season Checklist

### Onboarding and Pre-Season Prep:

- I have been onboarded to Fenworks Platform and am set as a manager of my school page
- I have checked with my school's IT to ensure the Fenworks email domain is unblocked
- I have joined the Fenworks Discord Server and have the coach role (message an admin if you do not have this role)
  - Turn notifications to ALL MESSAGES for the "Important Announcements" channel in the Discord for all important updates and weekly announcements
- I have read the **Season Information, General Rules, and League Structures** sections for my state (linked below) and have reviewed the rules for each game I am rostering a team for
  - South Dakota:
    - <https://fenworks.com/sd-season-information>
  - North Dakota:
    - <https://fenworks.com/nd-season-information>
  - Wyoming:
    - <https://fenworks.com/wy-season-information>
- I have watched all [resource videos found here:](#) and I understand what my students must do on game day

### Registration Checklist:

*Use this guide:* [Fenworks Platform Onboarding Guide.pdf](#)

- Invite your students to the Fenworks platform
  - Confirm your signed up students have successfully registered on the platform.
- Add your players as members to your school page and create rosters
- Register rosters to their respective leagues. You can do so by clicking the "Season Selection" button on the team page and then selecting the correct season
- Support students as they learn how to use the Fenworks platform
  - Make sure students have read and reviewed the Student Checklist found here: <https://fenworks.com/common-questions/>

### Game Titles Testing

- Verify each game title works on lab computers or consoles
  - The lab should be tested to see if the game titles can be played online. Contact your school's IT, and give them this guide to set up your network to work with all Fenworks titles: [Esports System Networking Guide.pdf](#)