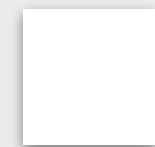


# Step 5 - Event Week

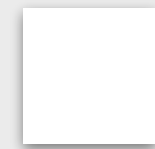


Please find listed below the recommended actions that you need to take during this step of implementation:



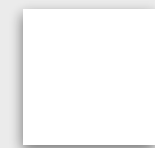
### **Communicate Learn to Play Program Level Information**

Use the Learn to Play Program information template in the Learn to Play 3 Level Programs page of the Toolbox and send this to any last minute sign ups. Follow the steps detailed in Step 4 Communication Step by Step Guide.



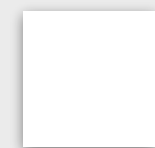
### **Chase and Reconcile Payments**

You need to ensure all participants have made payments for the Learn to Play Program Level and this is reconciled on your external payment system and on GLF.Connect system.



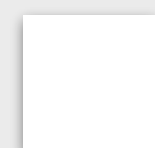
### **Review your Learn to Play Program Plan with your Venue and Team**

Make sure everything is in place for your Learn to Play Program by ensuring you have your golf course access organized if required and access to the variety of teaching facilities for each session. We recommend you review the plan for the upcoming themed session which is available in the class plans page of the Toolbox.



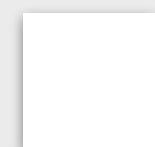
### **Prepare Equipment**

Your attendees may require specific equipment for the Learn to Play Program and you should review what equipment is required depending on the needs of your attendees and the topics you will be covering during your upcoming class



### **Prepare Equipment for Games, Practice Stations and Challenges**

During each section of your Learn to Play Program you should be running games, practice stations and an challenge. You will require equipment such as cones, hoops and tee pegs to run these effectively. Prepare the equipment you need by viewing the themed class plan in the Learn to Play class plan page.



### **Activate on MyGame+ on GLF. Connect**

You should ensure prior to your class that all students have been activated on the Learn to Play Golf MyGame+ Program.