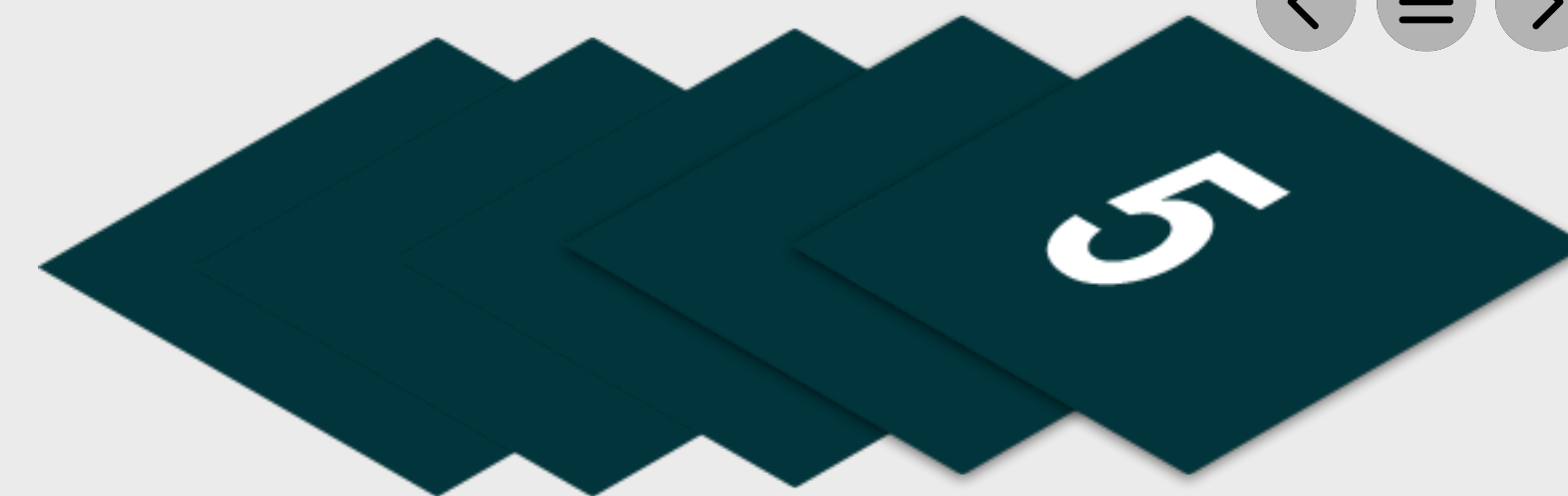
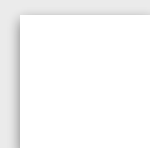


# Step 5 - Event Week

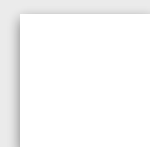


Please find listed below the recommended actions that you need to take during this step of implementation:



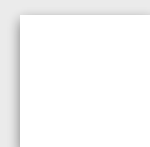
### Check Sign Up Information

You may have new participants sign up to your event since communication week and you need to make sure all of these have had the important sign up information from each participant.



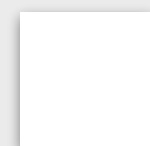
### Chase Sign Up Information

You should collect all the sign up information from your student prior to the date of your event. You don't want to be dealing with all this on the day. Chase all of parents who received this documentation during communication week.



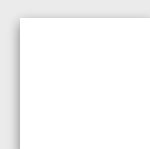
### Communicate Master the Challenges Sign Up Information

Use the Master the Challenges Sign Up template in the Master the Challenges event page. This should detail everything the parent needs to know about the event and include further program information. You should also distribute as per the communication week the Junior Safeguarding Pack and JGA Parent Overview.



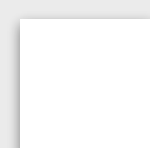
### Chase and Reconcile Payments

You need to ensure all participants have made payments for the event and this is reconciled with your GLF. Connect system.



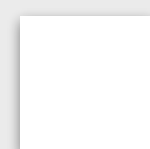
### Review Mastering the Game Challenges Resources

Navigate to the Master the Game Challenges page and review/ download the resources you need to run your event. This may included the challenge cards, setup guiders and more.



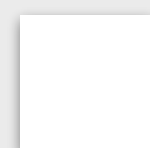
### Print your Team and Individual scorecards

Scorecards are available in the Marketing Toolbox and on the Master the Challenges Event page for your team competition. You can also download individual scorecards for each challenge and level.



### Organise you Challenge Rewards Event Awards

Your event may include a short award ceremony to recognise success of those involved in front of their family. You should organise your challenge rewards including sticks, hat pins and hats.



### Organise your Promotional Material

A key part of the event is providing parents with promotion material about your JGA programs. Make sure you have this ready for your event to distribute to those attending.