CMS CHECKLIST FOR ADMINISTRATORS

When initially logging in...

1. Received administrative username and password from USA Rugby
2. Received usernames/passwords for all teams in competition(s) from USA Rugby
3. Logged in to usarugbystats.com to test that username and password work correctly
4. Updated user account information, including password change & e-mail address submission

Before every season...

5. Checked to ensure that schedule(s) is/are loaded accurately
6. Emailed teams their individual usernames and passwords
7. Confirmed with teams that they’ve received their usernames/passwords
9. Edited/added/deleted matches as necessary

After every match weekend...

10. Checked to see that every team has entered its roster, sub, scoring, and disciplinary info.
11. Checked to see that each team has added its match signature to the match
12. Checked to see that the match is marked ‘completed’
13. Checked the status of each match and the standings to ensure accuracy of information
14. Added ‘Admin signature’ to the match
15. Locked every completed match so that teams may no longer edit matches