



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 _____
8. Reviewed Team Management edition of CMS Handbook _____
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 _____