

■ Golf4Community — Admin Management Checklist

This checklist helps administrators verify and manage member approvals, matches, and system updates.

■ 1. Member Approvals

- Review new member submissions (name + email)
- Confirm \$20 annual payment received
- Verify ZIP code accuracy and community assignment
- Approve or reject based on completeness

■■■■■ 2. Match Setup & Scheduling

- Create new match listing in admin dashboard
- Include both community names (e.g., New Town vs. River Valley)
- Verify course availability and tee time
- Confirm match type (Scramble or Stroke Play)

■ 3. Post-Match Verification

- Collect final scores or results from both captains
- Verify scores before leaderboard update
- Publish verified results to 'Upcoming Matches' list

■■ 4. System Maintenance

- Run data backup (weekly)
- Clear inactive users after 60 days
- Test login and password reset functions
- Check email notifications are functioning

■ 5. Monthly Admin Review

- Review total members by ZIP code
- Evaluate match participation and feedback
- Adjust community assignments if needed
- Report monthly stats to leadership team

Tip: Use this checklist weekly to keep your admin section running smoothly.