



PREPARING FOR A NEW SEASON



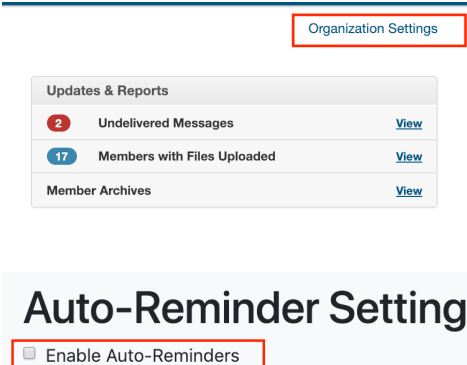
Getting Your Account Ready for this year

Certain licensing bodies & associations may require an archive of past emergency & medical history records for your athletes. Steps 1-3 will show you how to do this. This may NOT be a requirement for your association or club.

**IF YOU DON'T NEED TO ARCHIVE RECORDS,
PLEASE SKIP STEP TWO.**

Step 1 Turn off Auto-Reminders

1. Go to "Organization Settings".
2. Click on Auto-Reminders and ensure "Enable Auto-Reminders" is NOT checked off.



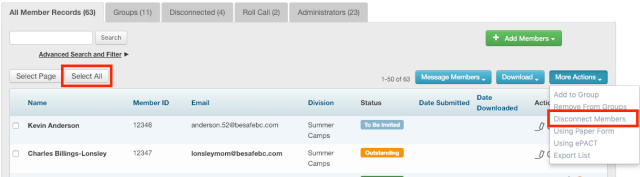
Step 2 Archiving Records & Files

If needed, learn how to archive manually here.

For information on AUTO-ARCHIVING, click here.

Step 3 Disconnect All Members

1. Click on **Select All** in the All Member Records tab.
2. Click on **More Actions>Disconnect**, followed by "Yes". This may take a few minutes.

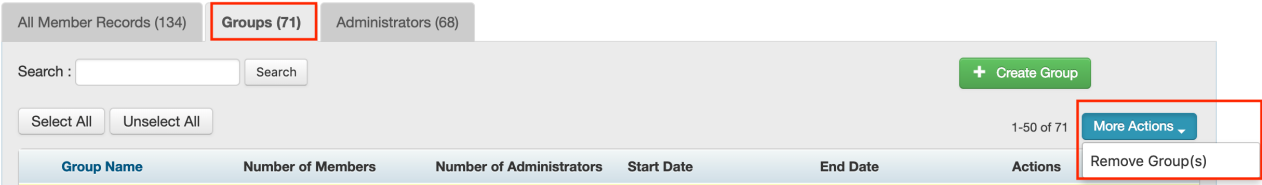


Step 4 Remove All Members

1. Click on **Select All** in the Disconnected Tab.
2. Click on **REMOVE MEMBERS** followed by "Yes". This may take a few minutes.



Step 5 Remove Your Old Groups



1. Click on **Select All** in the Groups tab.
2. Click on **More Actions>Remove Groups** followed by "Yes". This may take a few minutes.

Step 5 Add Your New Players for this Year

1. Prepare your Spreadsheet. (Click here to see what your spreadsheet should look like.)
2. Upload your Spreadsheet to ePACT.(Click here to find out how).

You're ready to go!

You can now send invites and add your admins
for this year.



For more information, please visit our [Help Center](#) or contact us at help@epactnetwork.com 1.855.773.7228.