With a little bit of housekeeping, your SwimTopia website will be ready for your new season to start! We have put together a checklist to make this as quick and easy as possible. (*Note: This is our suggested order, but you can proceed however works best for your team and skip areas not utilized.*)

### ➧ **Steps Prior to Creating Your New Season**

[Discuss Annual Team Configuration Details](https://help.swimtopia.com/hc/en-us/articles/200783628#h_01GNZXV6EAWT2CV1FYFVFH7E17) - make these decisions pre-season to ensure efficient setup

[Confirm Old Registration Forms are Closed](https://help.swimtopia.com/hc/en-us/articles/200783628-New-Season-Setup-Expanded-Checklist-for-Teams#h_ccf4a0cf-1f38-4a68-8f85-d504c03b5632) (Manage Team > Registration)

[Confirm Site Settings](https://help.swimtopia.com/hc/en-us/articles/200783628#h_49a215f4-1135-412b-bb61-ef5fd9bc564f)

Billing Contact - confirm or update your billing contact (Manage Team > Settings > Billing Contact)

Online Payment Configuration - check to ensure your online payment account is in good standing (Manage Team > Settings > Stripe Account)

[Set up a Stripe Account](https://help.swimtopia.com/hc/en-us/articles/4413543731483) if you do not have one

### ➧ **How to Create Your New Season**

[Update the “Current Season” on Your Team Site](https://help.swimtopia.com/hc/en-us/articles/200783628#h_7ccd0f37-80f4-44b5-b772-91b0372efe1a) (Manage Team > Schedule > Seasons)

### ➧ **Steps After Creating Your New Season**

[Update Access to Site Administrators & Other Coordinators](https://help.swimtopia.com/hc/en-us/articles/200783628#h_01EW3W588R1EKGNKRJSJSX5YDM) "Red Badge Admins" (Manage Team > People)

[Update/Create Coach Accounts](https://help.swimtopia.com/hc/en-us/articles/200783628#h_01GNYZMPE27W3BE2A77VZQPDRW) - multiple options available.  Choose the one that best fits your scenario (Manage Team > People)

[Update Role Assignments](https://help.swimtopia.com/hc/en-us/articles/200783628#h_01EY3WRGX76A72ME2DQ44ZGQGK) - Set up and assign roles (Manage Team > Roles)

[Edit Content on Your SwimTopia Site](https://help.swimtopia.com/hc/en-us/articles/200783628#h_0838d095-c1e9-461b-a9d4-0e5fafaf5561) Text, logo

Description automatically generated - edit website pages with current season information: dates, policies, deadlines, etc.  (Manage Team > Website > Pages)

[Update Sponsorships](https://help.swimtopia.com/hc/en-us/articles/200783628#h_01EY3XBPEJ3ECSSPF5MVTGREV2) Text, logo

Description automatically generated - sponsors are tracked per season and need to be updated (Manage Team > Website > Sponsors > Sponsorships)

[Create New Merchandise Items](https://help.swimtopia.com/hc/en-us/articles/200783628#h_ccfd6896-e951-4373-8437-8a8c9b10a698) - review and update merchandise as needed

[Update Online Store and/or SwimOutlet Team Store Offerings](https://help.swimtopia.com/hc/en-us/articles/200783628#h_01GCHJFW0FS8BKS1VRERVWE9CC) - review and update online store offerings

[Create New Registration Forms](https://help.swimtopia.com/hc/en-us/articles/200783628#h_7eb3011e-6a90-431b-9007-3aeba9263f4e) - create and open new season registration forms (Manage Team > Registration)

[Update Your Schedule & Meet and Job Templates](https://help.swimtopia.com/hc/en-us/articles/200783628#h_34c4e584-19f5-45f9-8426-a98abc1faf02) (Manage Team > Schedule > Meet Template and  Schedule > Job Template)

[Update Your Records and Time Standards](https://help.swimtopia.com/hc/en-us/articles/200783628#h_01FVWY7NPGRAQGQWHE97421X5H) -  review record books and time standards and update as needed. (Manage Team > Schedule > Records (and Schedule > Time Standards)

[Communicate to Previous & New Season Members](https://help.swimtopia.com/hc/en-us/articles/200783628#h_01FVWWCFX2W58E2P6XJB7700HZ) - start communicating new season information to your team (Manage Team > Communication)

### ➧ **USA Swimming Teams**

**Logo, company name

Description automatically generated** [USA Swimming Teams](https://help.swimtopia.com/hc/en-us/articles/200783628#h_01GB8JJ8GY4RDKMX8YQR43NSWS) - Check Member Status (Manage Team > Settings > USA Swimming)