Pre-Processing Checklist

Intended Processing Date:

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For Club Processing Season:

Build Club Announcement Emails x2	☐
Build Club Last Call Email	☐
Build Club Confirmation Email for Pick up Members- Sent Post-Processing Package Setup Tab	☐
Build Club Confirmation Email for Ship to Members	☐
Clear Out All Previous Used Processing Tools	☐
Activate Current Seasons	☐
Send out first Club Announcement Email	☐
Build all club Processing tools	☐
Customize the Club Members Report	☐
Start Updating Members	☐
Customize "Users Choice Club Seasons" Report	☐
Customize "Inventory Summary" Report	☐
Make Inventory Movements	☐
Send Out Final Notice Email	☐
Finished Making All Calls	☐
Review Club Processing Tool Settings	☐
Tested 2 Orders in Each Club Processing Tool	☐
Finished Processing All Clubs	☐