✦ CLUBS · LEAGUES · TRAINERS · ATHLETIC DEPARTMENTS ✦

CAMP & REGISTRATION PAGE CHECKLIST

Everything a camp, clinic or tryout page needs so parents can sign up in minutes.

THE PAGE MUST ANSWER

- [ ] What: camp name, sport and focus (skills, position, positionless)
- [ ] Who: ages or grades, skill level, max group size
- [ ] When: dates, daily times, drop-off and pick-up
- [ ] Where: full address, parking and which field or gym
- [ ] Cost: price, what's included, sibling or early-bird discounts
- [ ] What to bring: gear, water, lunch, sunscreen
- [ ] Who's coaching: names and roles (with their permission)
- [ ] Refund, weather and cancellation policy
- [ ] Contact person with phone and email

REGISTRATION FORM FIELDS

- [ ] Athlete name, birthdate, grade
- [ ] Parent/guardian name, phone, email
- [ ] Emergency contact
- [ ] Medical notes and allergies
- [ ] Liability waiver and medical release (reviewed by your organization's counsel or insurer)
- [ ] Photo/media consent (opt-in)
- [ ] T-shirt size (if included)
- [ ] Payment

AUTOMATIONS TO SET UP

When	Message
Right after sign-up	Confirmation with dates, address and what to bring
7 days before	Reminder plus any forms still missing
1 day before	Weather check, arrival time and parking
Day after	Thank-you, photos (with consent) and a short survey
Before next season	Early registration for past families

BEFORE YOU SHARE THE LINK

- [ ] Test the full sign-up on a phone
- [ ] Test a payment, then refund it
- [ ] Make sure confirmation emails don't land in spam
- [ ] Have someone outside your staff read the page for anything unclear

General guidance only. Not legal, tax, financial or compliance advice. NIL, recruiting and eligibility rules vary by state, school, conference and association and change often, so always check the current rules that apply to you.