

TOURNEY DIRECT

TD Staff You've Added An Event!

We've received your event details!

Now, let's get your coaching and event staff lined up.
Here's a checklist for what happens next.



Staffing Your Event Checklist



Step 1: Start Recruiting Coaches and Staff

- Your event is now live on the [stipend marketplace](#) available for coaches, staff, trainers, and officials to submit their interest in working for a stipend!
- Your event will be featured in Tourney Direct's recruitment marketing to help drive organic interest to your event.
- Decide if you will delegate the hiring of athletic trainers and officials to a Head Trainer and an Assignor or if you will manage it directly.
- Boost your recruitment pipeline! Share the interest sign-up link from your event dashboard with your coach and staff contacts via text, email, on your event website, social media, and more.



Step 2: Confirm Coaches and Staff and Assign Stipends

- Review interested coaches and staff in your event dashboard.
- Select the coaches and staff you want to work your event.
- Assign their stipend amount and confirm their participation.
- Move any extra coaches or staff to the standby list.



Step 3: Communicate with Confirmed Staff

- Use the edit event form to provide key event details (arrival times, expectations, field maps, schedules, etc.) to confirmed coaches and staff.
- Use the message tool to send a welcome message to confirmed staff of all types.



Step 4: Monitor Your Staffing Progress

- Receive a weekly summary email on your event's staffing status and real-time alerts on cancellations.
- Check your event dashboard to ensure you have enough staff. Add more if needed.