



## National Programmes 2024 Club/Centre Implementation Checklist

The National Programmes Team have designed this document to support National Programmes Leads at Clubs and Centres, as a personal checklist to plan and prepare for delivery in 2024.

### 1. Set up your All Stars or Dynamos Programme on ClubSpark

- If you are a new centre/club please register at <https://ecb.clubspark.uk/>. See link below 'Register your club' for more guidance.
- Ensure your programmes are set up correctly in ClubSpark, whether this be an 8-week programme or holiday camp.
- Check that activators and administrators are set up correctly on ClubSpark.
- Ensure the 'Key club contact' details are correct and updated on profile.

Useful links:

[Registering your club](#)

[How do I set up a new programme?](#)

[How do I set up a holiday camp?](#)

[How do I find out who my Key Club Contact is and change it?](#)

[How to add an Activator](#)

### 2. Complete ClubSpark Checklists – Club and Activators

- Ensure your club checklist is completed. Each criteria will show a green tick once completed.
- Encourage all activators to complete their own checklists in time for when delivery starts. The status will show as Approved or Completed for each criteria.

Useful links:

[How do we verify documents on the club checklist?](#)

[Uploading my club documents](#)

[Making a DBS Application](#)

### 3. Stripe Verification

- Ensure you have completed Stripe verification to enable your club/centre to receive programme credit in the online shop. If your account is not verified your club/centre will not be searchable on the registration postcode finder on the national launch date.

Useful links:

[Stripe Account Verification v12 \(2\).docx.](#)



#### 4. Access to Online Shop

- The opening of the online shop is Tuesday, 9th April 2024.
- Please keep your key club contact information up to date on clubspark to ensure you receive all the relevant emails and access to the online shop. This information can be found on the club checklist page.
- Access club/centre equipment and credit and order for your programmes.

Kindly be aware that we expect shortages in stock from March to June 2024. We encourage the use of existing centre kits wherever possible to support those centres with the greatest equipment needs during this period.

Useful Links:

[How do I redeem store credit?](#)

[All Stars and Dynamo's Store](#)

#### 5. Promote Course Start Date from Friday 10<sup>th</sup> May using Resource Hub

- Utilise various channels, including social media, newsletters and community announcements, to generate awareness and encourage participation.
- Additional marketing resources are available via Resource Hub (<https://resourcehub.ecb.co.uk/login/>). See Collections entitled 'All Stars Essential Marketing Items', 'Dynamos Essential Assets' and 'National Programmes School Assembly Pack' – these collections can now be accessed directly without logging into the Resource Hub.

Useful links:

All Stars Collection: [Resource Hub](#)

Dynamos Collection: [Resource Hub](#)

#### 6. Celebrate your Club/Centre!

- Capture photos, information and stories from participants, parents and Activators.
- Promote on your social media pages to attract interest.

If you require any additional information, please visit the [Help Centre](#)