leaguenight
by indoor golf management

FREE OPERATOR TEMPLATE
PRINT OR FILL IN ON SCREEN

Spreadsheet migration checklist

Keep the history and rehearse a week before changing the links players use.

Tick an item only after it is checked. Use the notes field to record the evidence, an exception or the next action.

Venue / league

Owner / target date

01 Prepare the cutover

- [ ] **Preserve original rosters, schedules, raw scores and dues records.**
- [ ] **Record format, points, tie rules, handicaps, drop rules and adjustments.**
- [ ] **Choose a new-season or mid-season cutover.**

02 Rehearse the new workflow

- [ ] **Create the league and configure rules before entering results.**
- [ ] **Compare a known week, a tie, an absence and a substitute.**
- [ ] **Verify player scorecards, public standings and the venue schedule.**

03 Publish and reconcile

- [ ] **Reconcile payments independently of registration.**
- [ ] **Announce one official score-entry and results link.**
- [ ] **Keep historical records and review the first completed week.**

Notes / outstanding action / verification evidence