



# TFF STAGES TO LAUNCH

**Stage 2** In-principle approved schemes are entered on a row on the Smartsheet. ClubSpark access for provider is organised. ClubSpark CS ID number provided to IT team to link up the TFF module on ClubSpark.

**Stage 1**  
Site is proposed through an expression of interest from a credited source (direct, LTA, council..etc). TFF's scheme options are circulated to interested parties: the [Tennis For Free](#) and/or the [TFF Lite](#) PDFs. **"In-principle approved schemes" are moved to Stage 2.**

**Stage 3**  
Pre - launch

Website has venue page created and key site contacts (including coaches) are required to [create an account on TFF website](#), also to register separately as a [coach on Courtline](#). Link given to Facility Operator for Agreement to [sign online](#).

Admin team receives online agreements and checks/validation of 'forms data' is undertaken. Move to next stage when validation approved.

Site launch date organised and confirmed

**Stage 4 – IT Setup**

Courtline Installation created and refactored for ClubSpark integration

TFF website venue page to be fully functional for general public including:

- Site goals
- Taskforce members assigned roles
- Volunteers understanding their roles
- Page Photos
- Page Videos
- set digi awards to site and/or players
- Building community engagement

**Stage 5 – Site Mobilisation**

Training & support team send out E-Training and ensure undertaking of it. Invoice system and details set up

Organize site delivery and logistics of PR material and equipment. E-Flyers created

Check training undertaken and site operators (coaches, taskforce, volunteers) happy with TFF delivery format

**Stage 6 – Media Campaign**

Media content collated and quotes, interviews organised

**Council and partners** to ensure TFF is promoted on websites and circulars + social media + check council have a press release that is promoted

Social media campaign instigated

**Stage 7 –Site launch**

Courtesy call from TFF to Lead coach and or taskforce member(s) to check they are happy with everything ahead of the Site Launch. Resolve any queries/issues

**Site Launch**

Teams	
	<b>Field Team</b> Paul Jessop / Paul Bagnato
	<b>Activation</b> – Paolo Bagnato /2 <sup>nd</sup> Serve /Katherine Bell
	<b>PR</b> – Paul Jessop
	<b>IT</b> – Paul Jessop / Gloria Mendes/ Alex Kuzmanovic
	<b>Admin</b> – Katherine Bell
	<b>Stats</b> – Debbie Bird
	<b>Invoicing</b> – Debbie Bird
	<b>External Partners</b> – LTA, councils, charities, clubs..etc
	<b>Training &amp; support</b> – Paolo Bagnato / Paul Jessop
	<b>Community Engagement</b> – Mel Bateman / Katherine Bell