

MSA CONNECT

Club Readiness Checklist

DON'T STRESS — WE'RE HERE TO GUIDE YOU EVERY STEP OF THE WAY.

Club Name:	
Club Contact:	
Email / Phone:	

1. Complete Your Club Agreement

- ☐ Review the MSA Connect Club Agreement
- ☐ Have an authorized club officer sign the agreement
- ☐ Return the completed agreement to MSA

Date Submitted: _____

2. Provide Membership Options & Pricing

- ☐ Provide Individual/Family membership price
- ☐ Provide Business membership price
- ☐ Provide any additional membership levels and prices
- ☐ Confirm all membership options and prices are correct
- ☐ Confirm any donation options your club would like offered

Individual/Family: \$ _____

Business: \$ _____

Other Membership: \$ _____

3. Provide Banking Information for ACH

- ☐ Provide bank name
- ☐ Provide bank routing number
- ☐ Provide bank account information
- ☐ Confirm checking or savings account type
- ☐ Verify all banking information is accurate
- ☐ Identify the club treasurer or financial contact

Treasurer: _____

Treasurer Email: _____

4. Identify Club Administrators

- ☐ Identify primary MSA Connect administrator
- ☐ Confirm President contact information
- ☐ Confirm Membership Chair contact information
- ☐ Confirm Treasurer contact information

Primary Administrator: _____

Administrator Email: _____

5. Review Your Club's MSA Connect Page

- ☐ Verify club name and contact information
- ☐ Verify membership options and prices
- ☐ Verify donation options
- ☐ Test the club enrollment link
- ☐ Test the club QR code
- ☐ Notify MSA of any corrections

6. Set Up Club Officer Access & Training

- ☐ Receive MSA Connect login information
- ☐ Log in and review the club dashboard
- ☐ Locate and review the membership roster
- ☐ Learn how to search for members and export membership lists
- ☐ Review membership and financial reports
- ☐ Attend an MSA Connect training session or view the training recording
- ☐ Understand bi-weekly ACH payments and deposit reconciliation

7. Test Before Launch

- ☐ Complete a test enrollment
- ☐ Test enrollment from a smartphone
- ☐ Confirm member receives email confirmation
- ☐ Confirm club receives membership notification
- ☐ Confirm member appears on club roster
- ☐ Confirm digital membership card is available
- ☐ Confirm transaction appears correctly in reporting
- ☐ Report any problems to MSA

8. Get Ready to Promote MSA Connect

- ☐ Receive your unique club enrollment link and QR code
- ☐ Add MSA Connect link to your club website
- ☐ Post MSA Connect information on Facebook/social media
- ☐ Email the enrollment link to existing members
- ☐ Display the QR code at club meetings and events
- ☐ Encourage members to join or renew online

FINAL CLUB CHECK

- ☐ Agreement submitted
- ☐ Membership options and pricing confirmed
- ☐ Banking/ACH information submitted
- ☐ Club administrators identified
- ☐ Enrollment page and QR code tested
- ☐ Officer access established
- ☐ Training completed
- ☐ Test membership completed
- ☐ Reporting reviewed
- ☐ Club understands bi-weekly ACH payments

☐ **YES — OUR CLUB IS READY TO GO!**

Club Representative: _____

Date: _____

MSA Approval: _____

Go-Live Date: _____

MSA Connect • Making membership easier for members and clubs.