

Compass Preparing for a New Year

The following tasks should be made in preparation for a new year

Calendar of Events (COE)

Towards the end of the current year, the COE for club events and for tournaments for the following year should be created. A number of methods are available to do this

- Enter the entire calendar from scratch
- Copy this year's calendar into next year. You can then make corrections as necessary.
- Export the current year's COE to MS Excel; Update the COE within Excel; Import the Excel sheet back into Compass.

Notes

- A reminder that the **Event Title** for each competition series should be unique. For example, if there is an **Esquire Pairs** series both on Tuesday and Wednesday, these need to be distinguished eg **Tues Esquire Pairs** and **Wed Esquire Pairs**.

Further information is available in the [Club Calendar of Events](#)

Club Database

- Add the subscription amount for the new year.

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- Add the price list items for the new year.

Club Information Set Up

- Noting required here. Note the the File Location Year with automatically change after the new year starts.

Revised: 16 December 2021