

Season Suite Sports Academy

Module 2 Cheat Sheet: Organizing Your Season Suite Sports Templates

Module Goal

Create a simple folder system that keeps your templates organized, easy to find, and ready to use all season.

Quick Checklist

- Create one main folder for your sport or season.
- Star your most-used folder(s) for quick access.
- Create folders for: Game Day • Final Score • Player Spotlights • Schedules • Senior Night • Sponsors • Fundraisers • Miscellaneous.
- Move your designs into the appropriate folders.
- Keep one clean **Master Template** before editing.
- Build a **Season Working File** with the templates you use most often.
- Always click **Add Page** when adding pages from another design.
- Share folders or designs and choose **Edit** or **View** access.

Coach's Tip

Don't try to organize everything at once. Start with the templates you use every week, then organize the rest as you go.

Common Mistakes to Avoid

- Editing your Master Template instead of making a copy.
- Forgetting to click **Add Page** when importing templates.
- Creating more folders than you really need.

Up Next

Module 3: Customizing Your First Season Suite Sports Template

Replace team colors, logos, player photos, and text to create graphics ready to share.