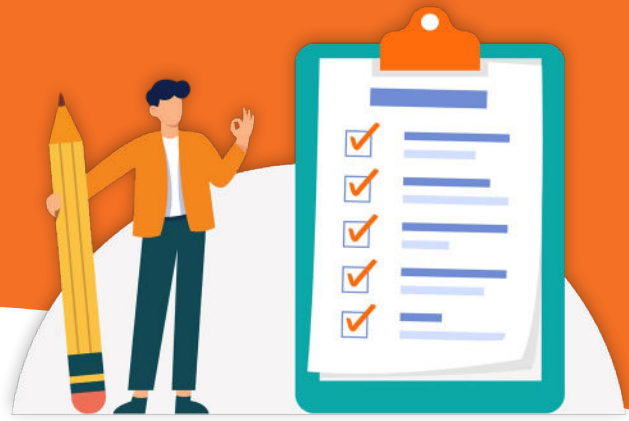


# Preseason Checklist



## Update your inventory

Prepare for a successful season by making sure your inventory is up to date and ready to go.



*Need to make a lot of inventory changes? The inventory importer can save you time. Talk to customer success or support to learn more!*

### Update as needed

- Available dates
- Capacity
- Pricing
- Tour descriptions
- Photos
- Resources



*Interested in using resources for availability? Talk to customer success or support to see if they'd be a good fit for your business.*

## Clean out your users

Protect your data and your customers by deactivating unused users and making accounts for your new staff members.

## Polish your notifications

Make sure your reminders show off the best of your brand. Customize your template and craft compelling cart abandonment emails.



*Build some excitement by setting automatic reminder emails a few days before your event.*

## Go through your rules

Don't forget to deactivate old discounts and update your blackout dates for the upcoming season.

## Check on your payment gateway

Is your payment gateway still supported and up to date? Are you still in good standing with your merchant account?



*Remember to cancel any test bookings to avoid booking fees.*


## Look over your website

Is your template looking good? WordPress plugin up to date? Put your best foot forward this season.

## Update your credit card

Avoid running into billing issues in your busy season - update your Rezgo billing information today.

**Learn more about Rezgo** 

Visit the Resource Center in the upper right corner of your Rezgo account  to learn about new features and new ways to save time.



*We're here to help. If you have any questions at all, talk to customer success or support. Let's make this season your best yet!*