



OPENFIELD NEW SEASON CHECK-LIST

OPENFIELD CLOUD/CONSOLE

1. Add & Map New Athletes / Archive & Move
 - a. Add new athletes to your team: [Athletes](#)
 - b. Map new athletes to devices: [Assigning/Mapping Devices to Athletes](#)
 - c. Archive/move athletes who are no longer on your team
 - i. How to move athletes: [Can I Delete Athletes from OpenField?](#)
 - ii. If you do not have an 'Archive team', create one: [How to Add a Team](#)
2. New Season Start Date
 - a. Set new season start date in your team settings: [Season Start Date](#)
3. Rebuild average sets
 - a. Make any changes to your average set filters: [How to Generate an Average Set](#)
 - i. Consider; date ranges, tags, positions and athletes
4. Period Admin Tidy
 - a. [How to Add Standard Period Names](#)
5. Update Athlete Maximums from Testing
 - a. Review and update your athlete's profile Maximum Velocity and Heart rate values. Important if your bands are relative: [Athletes](#)
 - b. You may want to consider adjusting your [Default Athlete Profile Settings](#)
 - c. If you do not have a current max velocity for them, we recommend lowering their Maximum Velocity so you can get a notification to update it:
[OpenField Notifications](#)
 - i. Make sure the correct band settings are applied to your athletes: [Bands](#)
 - ii. [How to Set Absolute and Relative Velocity Bands](#)
6. Update User & Permission details
 - a. [How to Create User Types and Change Sub User Permissions](#)
7. Update Dashboards & Widget Filters
 - a. Check your filters for things like: time range, athlete filters, position filters, athlete groups, activity/day code tags etc: [Cloud Widgets](#)
 - b. Make adjustments to your athlete groups: [How to Create Athlete Groups in the OpenField Cloud](#)
8. Refresh yourself on data hygiene processes
 - a. [Best Practice for Good Data Hygiene](#)
9. Update OpenField Console Software
 - a. Ensure your OpenField Console is on/updated to the most recent version
 - i. [How to download and install the OpenField console software](#)



FIRMWARE

10. Firmware Updates

- a. Confirm your device firmware is on/updated to the most recent version.
 - i. [How to check device firmware version](#)
 - ii. Contact support to update your devices
 1. Be mindful of updating if you are collecting data for research.

HARDWARE

11. Review the condition of your garments

12. Report any issues with any accessories to support

- a. Dock, Receiver, Boosters

13. Device Battery Check

- a. Turn on ALL your devices after they have been fully charged
- b. Let the battery die and download the data so that battery life can be analyzed
 - i. During data download, check the device duration for each device. If any device has a duration of 2 hours or less, contact support.
- c. In order to run a comprehensive battery test, your units must have a GPS lock for the duration of the test.
- d. If there are any questions on specific devices, please reach out to support.

APPLICATIONS

14. Vector Live iPad App

- a. Ensure sure your iPad is compatible
 - i. [Vector live app and Compatible iPads](#)
- b. Confirm your Vector Live iPad app is on the most recent version
- c. Report any issues with using the iPad app to support

COMPUTER

15. Make sure you have enough space available on your PC

- a. [Free up space on your Hard Drive](#)
- b. Contact support if you need help you move data off your computer and onto an external hard drive.
 - i. Have an external hard drive ready
 - ii. Please let them know a date range that you'd like to keep on the computer's hard drive so that you can reprocess the data if need be, the rest can be moved onto an external drive.

16. Check your computer for any necessary Windows/Driver updates