**Complete Weekly Survivor Pool Workflow**

**Monday (Post-Weekend Cleanup)**

* **Verify Weekend Results** - Double-check all game results were marked correctly
* **Send Weekly Recap Email** including:
  + Who was eliminated
  + Current standings with lives/cumulative spread
  + Congratulations to survivors
  + Preview of next week's challenge
* **Backup Database** - Save a copy before starting new week prep

bash

copy picks.db backups\\picks\_week\_X\_complete.db

* **Address Any Disputes** - Handle any score corrections or pick disputes from weekend

**Tuesday/Wednesday (Setup New Week)**

* **Create Next Week** in admin interface
  + Set deadline (usually Thursday 8 PM or Saturday 10:59 AM)
  + Double-check timezone is correct
* **Run Import Script** for game data

bash

python import\_games.py

* **Verify Import Quality**:
  + Check all your 49 teams have games
  + Verify spreads look reasonable (no data errors)
  + Confirm game times are correct
  + Check for any neutral site games
* **Activate the Week** once verified
* **Send Week Announcement** to all active players:
  + "Week X is now open for picks"
  + Note any teams unavailable due to large spreads
  + Highlight interesting matchups
  + Include deadline reminder

**Thursday (Day Before Deadline)**

* **Check Pick Status** - See who hasn't picked yet
* **Send Reminder #1** (Morning) - Email/text users without picks
  + "24 hours until deadline"
  + Show their available teams
  + Remind them about auto-pick consequences

**Friday (Deadline Day)**

* **Send URGENT Reminder** (Morning) - For users still without picks
  + "FINAL REMINDER: Pick deadline today at [TIME]"
  + List their top 3 available teams by spread
  + Warn about auto-pick selection
* **Final Check** (1 hour before deadline)
  + Last text/call to stragglers
  + Prepare for auto-pick processing
* **After Deadline**:
  + Verify auto-picks processed correctly
  + Send confirmation: "All picks are locked in"
  + Share pick distribution (builds excitement)

**Saturday (Game Day)**

* **Morning Check** - Ensure no technical issues with site
* **Monitor Early Games** - Track results as they come in
* **Evening Update** (Optional) - Send update on how picks are doing

**Sunday (Results Day)**

* **Collect All Results** - Verify final scores
* **Mark Results in Admin** - Enter all game winners

**Automated Weekly Backup**

Add this to your weekly workflow (after marking results):

python

from backup\_database import DatabaseBackupManager

manager = DatabaseBackupManager()

manager.create\_backup("weekly", f"Week {week\_number} complete")

**Quick Backup Command**

For even faster backups, create quick\_backup.py:

python

"""Quick backup script - run this anytime for instant backup"""

from backup\_database import DatabaseBackupManager

import sys

manager = DatabaseBackupManager()

description = " ".join(sys.argv[1:]) if len(sys.argv) > 1 else "Quick backup"

manager.create\_backup("manual", description)

Then use: python quick\_backup.py "Before importing Week 5 games"

* **Verify Processing**:
  + Check lives were deducted correctly
  + Confirm eliminations are accurate
  + Verify cumulative spreads updated
* **Send Immediate Results** notification:
  + Who survived/who was eliminated
  + Updated standings
  + Teaser for next week

**Additional Important Tasks**

**Weekly Monitoring**

* Check for any error messages in your app logs
* Monitor for unusual patterns (multiple accounts from same email domain)
* Verify database integrity

**Special Situations to Plan For**

1. **Week 1 of Playoffs** - Remind everyone this might be the last week
2. **Thanksgiving Week** - Games on Thursday, adjust deadline accordingly
3. **Conference Championship Week** - Fewer games available
4. **User Issues**:
   * Password reset requests
   * "I meant to pick X not Y" - have a policy ready
   * Technical issues claims after deadline

**Create These Email/Text Templates**

1. **Week Open Template**

Subject: Week [X] is Open - Make Your Pick!

The games are set for Week [X]!

📅 Deadline: [DATE/TIME with timezone]

🏈 Games available: [COUNT]

🎯 Your teams remaining: [COUNT]

Login now: [LINK]

1. **Reminder Template**

Subject: [HOURS] Hours Left - No Pick Recorded!

You haven't made your Week [X] pick yet!

If you don't pick by [DEADLINE], the system will auto-pick [TEAM NAME] for you (your best available spread).

Pick now: [LINK]

1. **Results Template**

Subject: Week [X] Results - [COUNT] Eliminated!

Week [X] is complete!

💀 Eliminated this week: [NAMES]

🏆 Still alive: [COUNT] players

👑 Current leader: [NAME] (Lives: [X], Spread: [X])

Your status: [SURVIVED/ELIMINATED]

Next week deadline: [DATE/TIME]