

Preparation Worksheet

Please take some time to complete the preparation worksheet below, scan and email your completed worksheet to deon.blyan@FGLSports.com by Friday February 26th at noon.

List the top 10 areas/items you use on the current OPS Portal and explain how and why they are the top 10. List these in the order of importance.

TOP 10 OPS Portal Items

Item	How you use, Why it is important
1. NOTIFICATIONS	There is so much information on the portal, the notifications let me know which tile has new information I should see.
2. NEWS FEED	The planning bulletin is the most checked tile, it's updated weekly & contains pertinent business information. Also lets me know when to check other tiles.
3. FLYERS	We get the flyer before the playbook, can start working ahead.
4. PLAYBOOK	I think this one's pretty obvious. Kind of a big deal.
5. GENERIC SIGNS	"
6. ALERTS	"
7. MONTHLY BUSINESS REV.	Definitely contains valuable info, but since a monthly item, it gets a lower rank.
8. VISUAL	This tile needs some love. It would be great to see all current visual standards/how to's, not just select.
9. TRAINING	I open this tile when the planning bulletin tells me to.
10. NBG.	could be so useful if it was actually updated. NBG info is in a wee little section in the MBR. It makes Ken feel bad.