ADRENALINE SOLUTIONS

A bilingual agency
for sport organizations

Sport website redesign checklist

Eight questions to answer before a sport organization redesigns its website.
Answer them on your own or bring your answers to a first conversation.

1 **What do members come to the site to do?**
List the five tasks people visit for most, such as registering, finding a club, checking results or reading a policy. Mark the ones that are hard today.

2 **Who are the audiences, and which comes first?**
Members, coaches, officials, clubs, parents, media, funders. Rank them so the navigation can follow.

3 **What is on the site now?**
Count the pages and files. Mark each one keep, rewrite, merge or retire before anyone designs a page.

4 **Is every page available in both languages?**
Note where English and French differ, who translates new content and how quickly it must appear.

5 **What does the site connect to?**
Registration, membership database, results, payments, newsletter, learning platform. List each system and who manages it.

6 **Who will edit the site after launch?**
Name the staff who publish, how often, and what they find hard today. Their answers decide the editing setup and the training.

7 **Which accessibility standard applies?**
Confirm the standard you must meet, commonly WCAG level AA, and who checks documents such as PDFs.

8 **Who owns the launch?**
Name who approves content, who moves the domain, and who handles redirects and fixes in the first month.