

Registration Committee Operations Manual /Timeline Updated-2/02/2022

March-June

Start converting database info from previous year. Enter new theme info. Update dates on all reports. Check inventory of labels, cardstock. Attend Committee meetings. Turn in budget for committee

July

Enter new class and Instructor info on computer. Work on class scheduling. Set up class schedule form for the registration. Send out to committee and current instructors for verification. Work with Marie Lott and Jeanenne Adams on setting up online registration. Make changes and corrections to instructor and class info as received. Send updated reports when necessary to Instructor Committee Chair.

August

Contact class committee for info on instructors and check on status of flyer with administration. Verify online forms and info are correct.

September

Fine tune class info and prepare for registration date to be decided by committee

October

Send out email to previous 3 year's participants telling them of start of registration and giving link. Send out early registration alert to instructors and committee members. Start checking online registrations and enter into database. Check for Square and Paypal payments and keep record of any to verify registration receipt. Remind instructors and committee members to register. Early-bird registration starts for participants. (lasts 2 weeks) Start transferring data from Incognito to database. Fine tune spreadsheet and reports. Buy supplies if needed (ink, labels, paper). Give weekly updates to chair about status of registrations.

November

Regular registration starts. Continue entering registrations. Give status of full and low attendance classes on 11/15. Notify Marie L. when classes are full so she can put it on the web-site. Registration cut-off 11/30. Send list of participants to council to verify registration in Girl Scouts for current year. Communicate with Admin/Finance about any refunds due. Send out first class count to instructors on 11/30. Send in list of participants in council classes with prerequisites to verify eligibility

December

Send in final list of participants for all council classes to council. Check on status of annual GS registrations with council. Send out class roster with counts and email addresses to instructors so can verify if any classes need to be culled because of low registration. Start assigning beds to participants. Reserve some lower bunks for late mobility impaired registration. Email first confirmation to participants with class info with limit of 12/31 to change any classes on schedule. Start assigning class locations based on special needs and instructor requests. Enter updated kapers and schedule into personalized agendas. Set up special needs transportation if required.

January

Email special meals requests and food allergies to Meals Chair and camp director. Send out final class counts(official) to instructors. Get in touch with any participant listed as being not registered on the council verification email. Send in participant count to camp director for meal orders. Finalize bed assignments and send out final confirmation with participant info. Send out camp helper report to admin. Send out Unit Hostess list to check-out committee. Send out Tuesday email before event with participant and Instructor roster attached, update weather. Print bed labels, individual schedules, class location signs, folder labels, check-out labels, class rosters, special council class rosters, Room Temperature Signs, nametags with and without CPR stickers, vegetarian stickers, class change forms, instructor envelope labels, health form verification list

February

Check with director for any special messages, lost & found to be sent out with final email. Store any supplies for next year.