

Registration Coordinator

(General Requirements)

- Responsible to attend all designated cc meetings
- Return all convention-related inquiries or requests no later than 2-3 business days (if information needed will take longer, a courteous response/update is needed)
- Obtain approval for all letters and publications from the Board and 'cc' the Convention Coordinator before sending them out
- Notify Volunteer Coordinator of any volunteers needed

(Committee Specific Requirements)

- Ownership of the registration form. Responsible to solicit appropriate input from other committee heads
- Maintaining database of the convention attendees
- Work with CAPE Web Master to confirm online registration form, confirmation letters, and reports are properly uploaded and correct
- Monitor online registrations to ensure registration issues are resolved promptly (pricing errors, incomplete confirmations, scholarship registrations, etc.)
- Collect all money from completed registration forms and send/deposit money in bank (work closely with Treasurer to determine appropriate action)
- Resolve any unclear completed registration forms
- Answer questions on registration and queries
- Send hard copy of registration form to those requesting them or point them to the website for downloading
- Create a list of scholarship recipients (Single parent, financial needs, pastors, missionaries, military, etc.) and notify said recipients with registration process instructions
- Work to register any POPS applications (send applicant contact info to Support Lounge Coordinator)
- Generate all name badges (i.e., Exhibit Hall, Runners, Volunteers, convention attendees, etc.) Work with appropriate committee heads to obtain information for name badges
- Verify that all name badges and resources to be handed out at the Registration table are prepared
- Purchase and distribute supplies pertaining to name badges (badge covers, lanyards, ribbons, etc.)
- Post-Convention send thank you notes to volunteers that served in your committee

- Post-convention sends any reports requested by Convention Coordinator or Board within 30 days of convention
- Let the Convention Coordinator know if you are willing to volunteer again. If not, obtain Board approval for your recommended replacement so that you may begin training them.