

EVENT' no FEES
RECORD KEEPING –OFFICE PROCESS
Nova Scotia

For any events / activities, sponsored by Provincial Council, an on line registration process is used, typically IMIS Events Registration feature or Google Forms.

The Office Manager works with the hosting committee to create the registration site and typically gathers the following standard information:

- name of participant, IMIS #
- standard registration questions.
- specific information as it relates to the event / planning needs.

Access to the system is provided to the Committee Chair for event administrative purposes.

For this registration process a separate spreadsheet is NOT maintained by the CSR.

Committee Chair

- Requests On Line registration be set up and provides the nonstandard information needed to be gathered.
- Provides timeline for publishing and registration deadline.
- Provides any information for website advertising, messaging for mass communication and target audience.
- Periodically checks registration site, contacts registrants to confirm registration or gather info as needed.
- Sends registrant list to CSR to ensure member status.
- Follows up on any issues re membership status.

Office Manager

- Ensures website is updated for event.
- Prepares and send eblast to target audience.

Customer Service Rep- CSR

- Verifies the following in IMIS:
 - Membership status - member, non member, cancelled member or not in IMIS
- Advises Committee Chair, with cc to Office Manager, of non member, cancelled member or not in IMIS registrants.