Registration Function

For the past several years, Michael Searle (Web-Master) has provided the Registration service for YM event registrations.

In 2016, he worked with Myf White of Victoria Regional Meeting to develop a website which elicits the relevant information from each registrant, and organizes the information to make it available to the host planning committee. The site's registration form needs to be tailored to the particular arrangements for that year's YM event. Michael does this.

Michael works in conjunction with various of the coordinators of the YM planning, to sort out what needs to be asked on the registration form, and to provide the accumulated information to those who need it.

It is hoped that, in the future, more people will be able to participate in the setting up of the registration form, and its management.

Workload of the function

The following describes the processes in the function of setting up the registration website. It describes the input required of the host committee. This may be one person who specializes in this role, or it may be distributed amongst the people doing: Catering, Accommodation, Treasurer, Friendly Schools, Share & Tells, and possibly others.

This document describes how these roles work with the Web-Master to set up the registration website (which is effectively the Registration Form).

Time Interval	**Tasks**	**Workload**
12 months prior to YM start	Prepare a general description of the venue, and how it will work for the YM event. Liaise with the Treasurer, to understand how the budget and Registration will work together.	3 hours
6 months prior to YM start	Work with the Web-Master to develop the detailed information (pricing, choices) for the form. Work together on populating details into the form. Ensure suitable descriptions of various aspects are included.	15 hours

	Liaise with the Web Master to understand the reports the website can produce for each other function. Coach other coordinators in understanding and using the reports.	
1 month prior to YM start	Ensure other coordinators are using their reports. Liaise about how check-in will be done.	10 hours
1 week prior to YM start	Ensure supplies and materials for check-in are available. Liaise about the printing of name tags, and assembling them. Liaise with Accommodation coordinator about how keys, and security tokens will be managed.	5 hours
First 2 days of YM	Liaise between other functions and the Web-Master on any matters regarding registration.	Likely light after check-in
Whole of YM	Alert relaxation	Likely light
1 month after YM	Ensure keys are accounted for, and returned. Extract any relevant statistics from the reports.	Light
Overall workload:	This is not a heavy workload. It might be undertaken by the Convenor, or delegated to someone who can take on an important, but light task.	
Skills required to undertake this function	Good liaison skills. An eye for detail, and suitable wording in public presentation. An ability to see linkages between functions.	
This functions works most closely with:	Other coordinators	

Tasks included in this function

This function includes doing these tasks:

1. The Web-Master will work to prepare a new site/form for the year.
   It is likely that they and Myf White will have built in some new enhancements since the previous year. Generally, these will make the form easier to use, pre-process the information better, and improve the experience of all users (registrants and coordinators).
2. Look in detail at the form as used the previous year. Take particular note of wording which will need to be prepared (eg the specifics of the accommodation being offered).
3. Understand any enhancements that have been made.
4. The website is built on a model that has been developed over quite a few years. It will apply some constraints, but provide a tested framework. Hopefully there is sufficient flexibility in it to adapt to local needs of each YM event. The familiar framework also provides a familiar experience for registrant users, and they find it increasingly easy to register.

Information needed to construct the Registration Form

Much of the registration form follows a standard design which has been developed over a number of years, and requires little or no adaption for the particular YM and its venue.

However, the following information needs to be put into the form. It needs to be supplied by the host planning committee:

1. General information

A short blurb about the venue where YM is to be held. This will populate a description on the registration website, so visitors can get general information about the venue and what it provides, and hence what they may want to choose, and need to bring.

2. Catering

Catering arrangements for the YM. Friends need to know what will be offered, and to judge whether their dietary and other needs will be met. The limits of what special dietary needs must be clearly stated. Prices of meals are needed.

3. Accommodation

Accommodation offered for the YM. Is there accommodation on-site? Where? Individual rooms, or what? Can special mobility needs be met (at least for the numbers who will need them)? How will families be accommodated? Small children? What prices?
if there are several kinds of accommodation which are broadly similar (eg cabins of 4, or 6 or 8, consider carefully whether you want to pass on to choices to registrants. Doing so may limit your ability to allocate suitable rooms for Friends with mobility impairments. You may have to manage a range of price differentials that adds too much complexity. An **averaged-out** approach may be preferable.

4. Winter School

Winter School offerings. The form can display information about the various topics and facilitators on offer. The form invites each participant to nominate up to three preferences. This gives you flexibility to limit numbers in any session.

5. Childrens Program.

Need a brief description of the children's program. How do the age groupings work? Who will provide the care and the program? Where will it be situated? What is the theme of the program? Will there be any off-campus, or excursion activities for any groups? What are the expectations of parent help? Are you seeking program input of caring contributions from other Friends?

We have developed forms which elicit the information needed for each child: family and carers, medical, permission. These are set up as Google Forms, which can be easily adapted as may be required for the particular year. From the Registration Form, the parents will be identified, and a link to the forms sent to parents, so they can fill in the forms online. Their answers will be automatically added to a summary list. Someone needs to monitor the replies, to be sure that all parents/guardians have filled them in, and so that any special needs are recognized and responded to.

6. JYF Program

Need a brief description of the JYF program Who will provide the care and the program? Where will it be situated? What is the theme of the program? Will there be any off-campus, or excursion activities? What are the expectations of parent help? Are you seeking program input of caring contributions from other Friends?

We have developed forms which elicit the information needed for each young person in the JYF Program: family and carers, medical, permission. These are set up as Google Forms, which can be easily adapted as may be required for the particular year. From the Registration Form, the parents will be identified, and a link to the forms sent to parents, so they can fill in the forms online. Their answers will be automatically added to a summary list. Someone needs to monitor the replies, to be sure that all parents/guardians have filled them in, and so that any special needs are recognized and responded to.

7. Prices and Budget

The Registration Form obviously publishes the prices of the components of a YM event. We have evolved a format and set of categories for charging for attendance at a YM event.

As the event Treasurer works with other areas to form a budget, it's useful to understand the components for which we charge. This charging model has been in se for quite a few years now, and seems to be regarded as suitable.

The following table shows the components.

Price Group	Accomm-odation	Day	Day max	Dinner	JyfCamp	Lunch
Adult						
Adult-concession						

Child						
JYF						
YF-unwaged						
YF-wage-earning						

Person categories

Adult: Most adult Friends choose this category on the form

Adult-concession: For adults who need to claim a reduced set of pricing, to reduce hardship

AYM is prepared to subsidise the categories below to encourage attendance.

Child: In recent years children have been charged zero for the **Day** rate. May have cheaper meals.

JYF: In recent years JYFs have been charged zero for the **Day** rate

YF-unwaged: Young Friends who do not have a regular income.

YF-wage-earning: Usually charged a little lower than Adults

YM Cost components

Accommodation: this is the cost of one bed-night for the person category

Day: This is the cost of the venu component, ie the cost of the conference venue, buses, incidentals goes to set these prices. Common practice is to make these zero for children, JYFs.

Day Max: Common to make the venue price capped (usually at six days' worth or less).

Dinner: Usually the pass-through price from the caterers. It is reasonable to put a small ($1) profit on each meal to provide a small contingency, and to reduce venue component.

JYF Camp: Common that JYFs do not pay for their camp (fully subsidized by AYM), though reasonable to charge for food they consume. If we don't charge them, and if the venue agrees not to charge JYFs for their unused beds while they are at camp (some do, some don't), JYFs who go to camp get fed at camp and pay less than children who stay on-site. This seems an anomaly. It is a reason to charge JYFs something for their camp.

Lunch: Pass-through price from caterer. Possibly include a small profit margin.

So, the task is to work out a price for each cell of the table above, which is fair, and will cover the events casts to a reasonable extent. This calls for some use of previous years' numbers, and good budgeting guess-work!

The website, and populating it

The website consists of a number of web pages. Each one gives some explanations, and has fields for collecting some information. The form is located at https://aym-rego.org

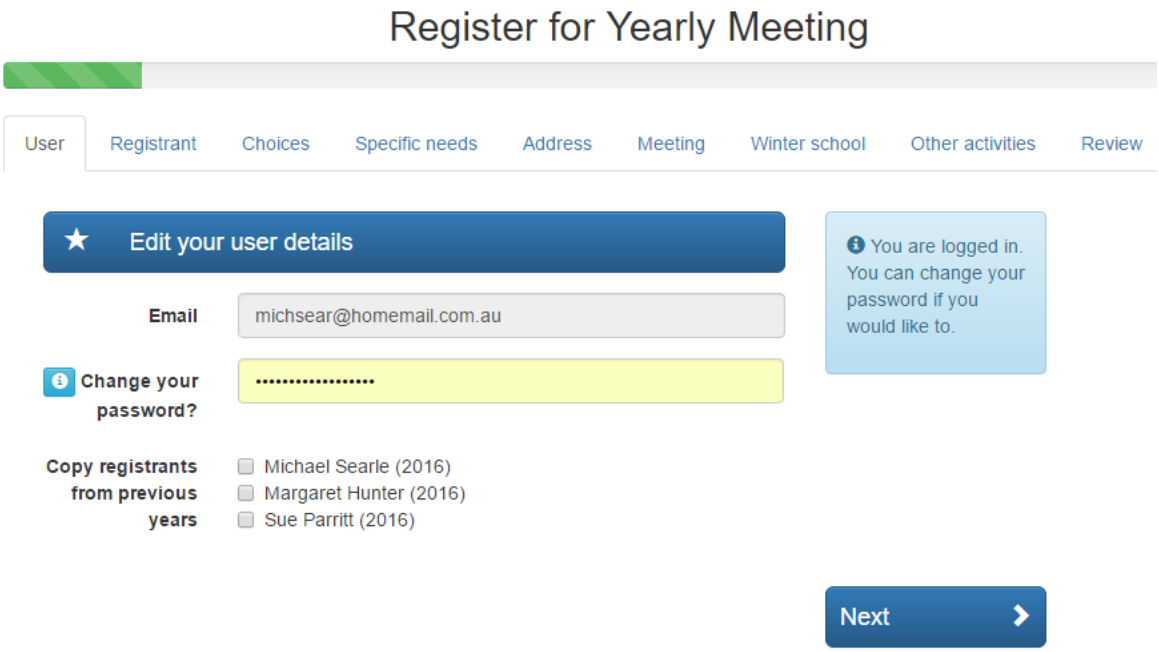
The Web-Master has the ability to make the form **active** or **inactive** depending on whether it is open to receive registrations or not. If inactive, it will say so on the home page.

On the Home page, you will see a short amount of explanation of the venue. This could run to several sentences. It might contain a link to a fuller explanation document on the Quakers Australia website.

8. The User Page

After logging in, the User page is presented. The login page has a facility for forgotten password resets.

This page



This page allows a new user to enroll, or one who has previously enrolled (say, in a previous year) to reconnect with their user account on the site.

After entering one's email address, there is a facility to change or to recover one's password. The site might tell the user that their password strength is insufficient, and insist they pick a new, stronger one.

In the above example, Michael Searle previously registered himself, Margaret Hunter and Sue Parritt. He can select whether to be the registering proxy for the other again.

The Registrant page