

## **Registration Director Responsibilities and Procedures**

*The Registration Director manages the MGSA database, entering and extracting player information as necessary to facilitate player enrollment and communications.*

1. Produce registration materials
  - Attend MGSA Board meetings prior to January registration and acquire a complete understanding of registration procedures and current issues
  - Generate player enrollment forms
    - Create pre-populated forms with player information for players enrolled in the previous year
      - Alphabetize forms for easy access by parents at registration
    - Create blank forms enrolling players new to MGSA
  - Coordinate the dissemination and collection of enrollment forms at the several registration sessions
2. Enter information from player enrollment forms into the MGSA database
  - Work with designated MGSA board members to enter player information following the end of the regular registration sessions
    - Develop procedures to share the database that ensure accurate and non-redundant data entry
  - Receive and enter enrollment information on an on-going basis as late registrants are processed
  - Maintain the security of the database through appropriate backup measures
3. Provide information from the database as requested by other MGSA board members
  - Create and run database queries
  - Produce mailing labels for specific communications projects
4. Develop and implement new ideas for enhancing the database
5. Serve on the MGSA Communications Committee
  - Assist the Committee in implementing communications projects
6. Conduct end-of-year review
  - Review the effectiveness of the registration efforts with appropriate MGSA Board members
  - Provide feedback and recommendations to the MGSA Board

## **Timing**

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|----------------------------------|---------------------------------|
| 1. Registration                  | Late January and early February |
| 2. Player information entry      | February                        |
| 3. Database queries              | On-going                        |
| 4. New ideas                     | On-going                        |
| 5. MGSA Communications Committee | October through January         |
| 6. Conduct year-end review       | Mid July                        |