

CCSC Conference Registration Procedures

Last updated May 12, 2010

The following are the responsibility of the regional conference registrar.

Summary

The regional conference registrar is responsible for collecting money and registration data, financial bookkeeping and reporting of the money collected, entry of registration data in the national CCSC database, generation of hard copy receipts using the national database, distribution of receipts and other registration material during the conference, processing of onsite registrations at the conference.

Details

Using the CCSC Membership Database

The national CCSC database is located at: <http://209.170.250.48/CCSC/>

Registrars will need to use two different sections of this site, each of which have links at the top of the home page.

1. Conference Registration

This is where the registration data is entered. This part of the site is not password protected. (The plan is that it will eventually be made available individual registrants. Right now, we're essentially beta testing it by having it used by the significantly smaller population of local registrars.) While some of the registration information is predetermined (e.g., name, institution, and so forth), other information to be entered is determined by the registrar when they **set up** the conference (e.g., the price of registration, deadlines for regular vs late registration). Note that there are different pages for registering presenters vs. attendees vs. students vs vendors etcetera

2. Conferences Resources

This part of the web site supports other functionality, and requires a login which you must obtain from the membership secretary (aman@sxu.edu). In particular, it includes a section that allows you to set up your conference registration (e.g., required fees, deadlines, etc). It also allows payments to be recorded, receipts to be generated, participant lists to be generated, etcetera. **Please note that it is *vitaly* important to record registrant payments in the database! Otherwise, they will not receive their CCSC membership!**

Also located on this page (i.e., the **Conference Resources** page, located at:

<http://209.170.250.48/ccsc/Resources/resourceslogin.asp>) are documentation videos for how to use the necessary features of the web interface. (However, we hope interface is transparent enough for most to figure out intuitively.) Please do let us know if you have any questions or difficulties.

Finally note that the database is managed by our database administrator, not the membership secretary.

Technical difficulties (e.g., the system is down) need to be addressed to that individual

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Financial Bookkeeping

The database is **NOT** robust enough to provide the accounting that we need, so a separate financial spreadsheet must be kept. The format of the spreadsheet will need to be tailored to the region somewhat (e.g., not all have programming contests), but you are asked to use something similar to the sample MS Excel document provided to regions. Check with your regional representative or the membership secretary to get a copy of the sample if you do not have one. Also please use MS Excel or discuss other spreadsheet software with the membership secretary – your documents must be electronically accessible to the membership secretary and treasurer! You will notice that there is redundancy between the spreadsheet and database. This allows cross checks and helps to keep the data reliable. Please provide data in **both** of the requested formats.

Required features of bookkeeping:

- ✚ Your spreadsheet should distinguish various **Type** of registrations: presenters, attendees, students, etcetera. In the example spreadsheet provided, PR is a presenter that is a regular registrant while PS is a presenter that is a student.
- ✚ Note that when a check from person A pays for another person B, (typically a faculty member paying for a student), then that fact is noted and all the individuals are listed.
- ✚ The deposit date is included with every check. Deposit slips submitted with the accounting should agree with this information. Also a summary of the deposits is provided.
- ✚ A summary giving the total income for each **Type** of participant, meals, extra proceedings, etcetera is provided.
- ✚ A summary of funds received before and on/after August 1st is provided.

Processing procedures

As registrations are received, the following processing should be performed:

1) Update database and spreadsheet accordingly. Be sure to both enter registrations **AND to mark registrants as paid**. Those providing PO's which need to be billed should **not** be marked as paid. The membership secretary will do that when remittance is received.

2) Write the check number and date processed on all registration forms. If you can, add a box like the one of the right to the top right hand corner of your registration form. (That way it's harder to forget!)

Check/PO #: _____
DB entry: _____

3) Every 1-2 weeks or \$1000 (whichever comes first), deposit money. If you do not have information on CCSC bank account information, please contact the treasurer (myers@crusader.bac.edu) to determine the best option in your area. If no CCSC bank is readily available in your area, then checks may be sent to the membership secretary for depositing. We ask that you keep a photocopy of any checks sent by mail, and email the secretary to expect them. PO's to be billed should be forwarded to the treasurer every 1 – 2 weeks.

At the time of the conference, the following processing should be performed:

- 1) Generate receipts from the database, and distribute at conference.
- 2) Process onsite registrations

Within 1 month of the end of the conference, the following processing should be performed:

1) **Send final summary including all conference accounting to membership secretary.** Send all of the deposit slips and accounting information (in both electronic and hard copy) to both the treasurer and **with photocopies of deposit slips** to the membership secretary.