## **Event Registration Administration**

## **Applicable events**

- Silver Spring monthly Contradance
- New Year's Eve Contradance Ball
- Weekly English Country Dance
- Annual English Country Dance Spring Ball
- Concerts
- FND/FSGW joint Friday Night Contradance, that ended 6/30/2024

## Task documentation

- 1. What to do as FSGW lead for check-in at an event
- 2. Silver Spring Contra Dance Check-in Administration tasks
- 3. About accounts and passwords for iPads and Android tablets for check-in
- 4. CHECK-IN & PAYMENT QUICK GUIDE V1.pdf 2025 one page quick guide
- 5. Taking FSGW payments just in Square V2.pdf 2025 two page quick guide
- 6. Users guide for Event Check-in iPad 2025 Version 4.0 alpha.pdf first draft of 2025 update
- 7. Link to run: Event Registration List Helper
- 8. Link to run: Event Count and Income Helper

Old documents, from the FSGW/Friday Night Dancers joint FND era, which ended 6/30/2024

- 1. Users guide for Event Check-in iPad 2023-05-10.pdf old, from the FSGW/FND era
- 2. POTENTIAL CHECK-IN PROBLEMS V5.pdf old, from the FSGW/FND era

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