

# 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 that have advance registration
- 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. [Post-event clean up for events with registration](#)
5. [CHECK-IN & PAYMENT QUICK GUIDE V1.pdf](#) - 2025 one page quick guide
6. [Taking FSGW payments just in Square V2.pdf](#) - 2025 two page quick guide
7. [Users guide for Event Check-in iPad 2025 Version 4.0 alpha.pdf](#) - first draft of 2025 update
8. [Link to run: Event Registration List Helper](#)
9. [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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