

Shantideva Center
Registration/Reception Manager
April 2019

General Description of Responsibilities

The Registration Manager (RM) is responsible for supervising the Registration Assistants (RA), ensuring that registration for events is adequately covered by RAs, ensuring that registrations are reconciled and recorded for each event, and generating daily sales reports. The RM may be responsible for informing registrants of changes to or cancellation of events. The Registration Manager reports directly to the Assistant Director.

Specific Responsibilities

- RM will manage monthly RA spreadsheet, coordinating and ensuring registration for events is adequately covered by RAs.
- The RM will check the event registration in MindBody prior to each event to ensure that the registration record looks correct and that there are no duplicate registrations or incorrect registration. The RM will correct registration/sign-in sheet as necessary.
- The RM will coordinate with RAs and ensure registration in MindBody is complete and that the attendee sign in count matches the event summary sheet. Cash or checks received at the door are entered against the event registration appropriately.
- The RM will ensure that registrants are informed of changes to and cancellations of scheduled events.