

# Putting Local Event Registrations Online through the Girl Guides Victoria Database

## What the Event Coordinator can provide:

- Centralised registration system for your events, allowing for youth and adults to register through the Girl Guides Victoria database
  - The online registration system draws from the information on members' profiles (i.e. health and contact details), but also allows for additional questions to be asked
- Assistance with creating information booklets and flyers, including quality control to ensure all documentation is consistent
- Assistance with promoting the event, including sending targeted emails and sharing the event on social media on request
- Assistance with downloading and interpreting reports from the database on participants
- Collection of all registration fees, which will be transferred to your nominated bank account once registrations are closed
- Health forms to send out to all youth participants prior to the event (if required)

## Please note:

- The database cannot stop members from outside your Region/District etc. from registering
  - The Event Coordinator can assist with ensuring that the instructions are clear, and that those who register in error are cancelled and refunded as necessary
- Once registrations have closed and funds have been transferred to your bank account, refunds will be at the discretion of and the responsibility of the Region/District/Unit
- Girl Guides Victoria charges a small administration fee of \$1 per registration
  - This will be kept by GGV when we transfer the funds to your account
  - Please ensure your budget accounts for this
- It can take up to a week for the Event Coordinator to process your paperwork
  - This time will be increased if the Event Coordinator has questions for you

## Sounds great! What do I do?

- [See attached for the form that needs to be filled out](#) to provide the Events Coordinator with the information needed to open an event for registration
  - Not all of the sections of this form will apply to every event
  - Please contact the Event Coordinator if you have any questions about this form
- Be prepared to liaise with the Event Coordinator – they may have some questions for you about your event
- Make sure you send through any supporting documents (such as a flyer or information booklet) in an **editable** format
  - This means in a Word, Power Point, or Publisher document – not a PDF
- Got any questions? Email [support@guidesvic.org.au](mailto:support@guidesvic.org.au) and ASK – we're here to help!