



Procedure:	Northumbria Blood Bikes Procedure: Registering Attendance at an Event		
Owner:	Fundraising Coordinator	Author:	Graham Moor
Approved:	6 January 2017	By:	Executive Committee
Doc Ref	ICT301	Version	1.0

A. Why do we need this Procedure

This document sets out how to register attendance at an NBB event using the website registrations facility.

B. Who is Responsible for this Procedure

The Fundraising Coordinator of the group is responsible for the maintenance of this procedure.

The Executive Committee is responsible for approving this procedure.

C. When will this Procedure be reviewed

The procedure will be reviewed a maximum of one year following its approval.

D. How will changes be notified

The latest version of the policy will be made available via the members' library on the group website. New versions will be announced via email to all qualified riders, drivers, shift coordinators and the executive committee.

1. Aim of Procedure

- 1.1.** This procedure explains how to register attendance at NBB events via the NBB website. This procedure should make it simpler to book to attend events since additional forms and spreadsheets will no longer be required.
- 1.2.** Additionally, a central registrations system will facilitate collation of management information such as: events undertaken by members, the number of hours each member spends at events.
- 1.3.** The central registrations system will also allow reminders to be sent to those who register to attend an event.

2. Registering for an event

- 2.1.** The registration system allows members to register themselves and, where appropriate, guests to attend NBB events. The core of the system is common, but there are variations for different types of event. Event types covered by the registration system are:
 - Fundraising Events
- 2.2.** In order to register attendance at an event, a member needs to have access to the Northumbria Blood Bikes website, and to be logged in at the time of booking.

3. Fundraising Events

- 3.1. Find the event you wish to register for within the Events Calendar on the website.
- 3.2. Open the event.
- 3.3. The details of the event will be shown and if other volunteers are registered to attend, they will be shown in a list:

The screenshot shows a website navigation bar with links: Home, Volunteer, News, Events, Contact Us, Support, About, Members, Operations, Ad. Below the navigation bar is the event title "NBB Test Event with Registrations" and two buttons: "View" and "Register". The event details are: Date: Monday, December 25, 2017 - 21:30; Event_Leader: Graham Moor; Description: This is an event to test the registrations facility. A "159 reads" indicator is visible. Below the event details is a section titled "Online Registrations for this Event" containing a table with the following data:

Date	Name	From	Until	Count	Edit
25 Dec 2017	Anonymous	09:00	17:00	1	edit
25 Dec 2017	Nigel Barlow	09:00	17:00	1	edit
25 Dec 2017	TestMember	09:00	13:00	1	edit
25 Dec 2017	Anonymous	09:00	13:00	1	edit
25 Dec 2017	Anonymous	09:00	17:00	1	edit
25 Dec 2017	Denise Thompson	09:15	14:00	1	edit
25 Dec 2017	Anonymous	10:00	13:00	1	edit
25 Dec 2017	Michael Thompson	13:00	17:00	1	edit
25 Dec 2017	Debbie Paton	13:00	16:00	1	edit

If nobody is registered for the event yet , no list will appear.

The screenshot shows the same website navigation bar and event title "NBB Test Event with Registrations" as the previous image. The event details are: Date: Monday, December 25, 2017 - 21:30; Event_Leader: Graham Moor; Description: This is an event to test the registrations facility. The "Online Registrations for this Event" section is present but empty.

- 3.4. To register for the event simply click 'Register'
- 3.5. Complete the form that is displayed.

- 3.6.** Indicate if the registration is for yourself, or a guest. If you register a guest then you must provide an email address so that we can contact them (in case of cancellation for example)

You must provide the times that you are available from and to for this event.

If you are able to take a vehicle, or equipment please select the appropriate checkboxes. Contact the event leader to confirm the requirements. The event leader will moderate if there are more volunteers than necessary. **NBB Test Event with Registrations**

Test event

[View](#) [Register](#) [Repeats](#)

This registration is for: *

Myself ▾

Available from *

Hour * Minute *

9 ▾ 00 ▾

Please tell us what time you will arrive

Available to *

Hour * Minute *

17 ▾ 00 ▾

What time are you available to

I Can Bring

Bike

Car

Equipment

Trailer

Please show if you able to help at the start of the event by bringing any of the above

[Save Registration](#) [Cancel](#)

- 3.7.** Click 'Save Registration'

A summary of your registration information will be displayed

Registration for Test event

[View](#) [Edit](#)

Available from: 09:00
Email Address: fundraising@northumbriabloodbikes.org.uk
Calendar entry: Test event
Slots Used: 1
Created: Tue, 01/11/2016 - 14:27
Author: Graham Moor1
Updated: Tue, 01/11/2016 - 14:27
User: Graham Moor1
State: Confirmed
Available to: 17:00
I Can Bring:
Bike

- 3.8.** This completes the registration process and your details will display on the event page.

4. Exceptions and Variations

- 4.1.** If this is a fundraising event, check the OLRs and see if anybody has booked a vehicle. If no vehicle is booked, book the vehicle and make a note in OLRs.
- 4.2.** Only one vehicle is normally required for an event.

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Version Control and History

Date	Version	Author:	Reason For Change
Nov 2016	1.0	Graham Moor	First Version of event booking system