

POUGHKEEPSIE



BASEBALL

Committee/Event leader fact sheet

Event/Project Name: Registration

Event/Project Description: Create registration forms to be sent to parents. Use software to print labels. Stuff envelopes, adhere stamps, and mail about 400. Followup with long-standing league members who do not respond by the deadline. Notify Board members with those who did not respond and coordinate phone calls to these people. Use software to track player registration, teams, divisions. Open envelopes, enter player data in the software. Deposit checks or give to Treasurer. Work with other Board members to understand the teams that will in each Division and create them in the software. Initially place the players in “not assigned to a team” mode to produce a player list for evaluations for each Division. When players are assigned to a team, get that info from the Division Coordinator and update the teams in the software. Produce a listing of all email addresses and give to the Information Officer. Create team rosters and send to appropriate people. Make backups of the data files for recovery purposes.

Amount of time devoted and when: 50 hrs, spread fairly evenly from January (when registrations start coming in, til Opening Day)

Amount of people needed to complete project: 1, but coordinate with others

Costs involved in your project/event: none, software exists. Requires a computer and understanding of how the software runs

Notes : need to setup the software for a new season. Unassign players from teams.