

Registration Coordinator Checklist

Your role is to keep track of participant details so that your Bible study goes off without a hitch. Your tasks include:

- Set up registration:
 - If you direct participants to ascensionpress.com, it's easy! You do not need to manually register participants or order their materials. Participants will register for your study at AscensionPress.com, and their materials will be sent directly to them.
 - If you prefer, you can provide hard-copy registration forms to participants, collect payment for their registration, and order their study materials at least two weeks in advance of your study's start date.
- On the first day of the study, set up a registration table to:
 - Help with on-site registration (if needed).
 - Hand out name tags and materials (if needed).
- Update lists and notify your Bible study leader if there are last-minute or late registrations.

Optional:

- Create an attendance sheet for each small group.
- Create name tags for every participant and Bible study team member.
- Download certificates of completion for your particular study from ascensionpress.com, and fill in each with a participant's name. Give the certificates to participants on the last day of your study or during the optional study wrap-up celebration.