PYM Registrars Report to Representatives Committee, 2018
March 3, 2018

This is a written summary of the Registrars report to Pacific Yearly Meeting Representatives Committee.

1. Your registrars, Joe Magruder and Lawrence Alderson, are currently working to complete the requirements for the 2018 Annual Session registration system and supporting processes.

2. We have received several requests for new features and enhancements to the 2017 system, detailed in a requirements document (see below), with a planned publish date to RepCom of March 6. Here are the significant requests being considered:

    2.1. Enable and support a fully online / web-based registration process, with appropriate consideration and support for those without internet access.

    2.2. Present and store acknowledgement of the PYM Community Expectations and the Walker Creek Ranch Guest Policy for each registrant.

    2.3. Move the existing paper forms online, including the parental program participation consent and medical authorization forms (e-signature required) and permission to participate in JYM's 'Respectful Relationships' program.

    2.4. Integrate the existing online attendance assistance form into the registration process, including support for communication with the sponsoring meeting or worship group.

    2.5. Provide enhanced support for ridesharing to Annual Session, assuming (and hoping) that there will be a ridesharing coordinator appointed to take the lead on coordinating with our AS participants.

    2.6. Add the ability to make a partial payment through PayPal, to support anyone who might need to make a partial payment of their fees pending other contributions.

    2.7. Update the fee schedule as needed and post the new one as soon possible after Representative Committee has approved it.

3. Our presiding Clerk has asked use to consider moving up the start of registration significantly versus the last couple years, potentially to early April. Our next planning meeting for the Registration Team is on March 15, after which the requirements will be finalized for the online process. After the March 15 registration meeting, this question will be addressed in light of the feedback on the approach, scope and requirements. Additionally, options will be considered to reduce scope or otherwise facilitate an earlier launch of AS registration.

4. We have just begin the technical planning process, but there will not be much work required in order to open up online registration if we forego the new requests and just focus on some required technical refurbishing of the existing system. We seek guidance on the relative benefits of an earlier availability to registration versus enhancements to our process.

5. Some questions to consider regarding the timeline of opening registration:

    5.1. What benefit do we gain by opening registration earlier, and what is the ideal or preferred amount of time? For example, if we opened up registration two months ahead of the close (which is 1 month before AS begins), we would need to be ready by mid-April (versus mid-May last year).

    5.2. Is the benefit of eliminating paper forms worth perhaps not being ready by mid-April, perhaps by the 1st of May instead (although we might be able to do better)?

    5.3. If we post the fees shortly after RepCom and any other general information, would that help us with our goals regarding the schedule?

    5.4. For example, a message could go out in March with a message on when registration is opening, including the fees and any important changes to the 2018 process.

5.5. We also suggest working more actively with meeting and quarterly representatives on awareness and participation in Annual Session registration, to provide assistance, support and encouragement to register.

6. We have received a YAF request to have the Registrars send an email prior to Annual Session to all of the registered YAFs. While we expect the the registration database to support the necessary information, there are questions concerning how this request should best be addressed, and a suggestion was offered that the Youth Programs Coordinator take the lead on this outreach in advance of Annual Session, supported by the Registrars as needed, and we can support this.

Submitted March 3rd, 2018 by Lawrence Alderson and Joe Magruder

Addendum

Documents/references - the following material is available under the Communications Committee Google Docs folder:

1. This report: https://docs.google.com/document/d/16_UIaT-2WrYnHedcomcgLLai26x9UWY91Izai-a1JlQ/edit?usp=sharing

2. Draft (under construction) requirements for the 2018 Annual Session online registration process: https://docs.google.com/document/d/1aLcWDKWWj6ixA3jfLp6-sxG8nWU6VTaNKpeP0Pk_5MY/edit?usp=sharing