

Administration Report 2021/22

- Posted events, workshops, post-tests, surveys, certificates, and advertisements to the website
- Sent emails to participants with slides and workshop access
- Compiled survey results to discuss with BCPTA Board and Committee Members
- Helped to create the eLearning Library
- Helped to create the new member directory
- Updated member lists on website for new BCRPT's and BCRPT-S's
- Compiled attendance sheets for workshops
- Updated website backend records to reflect attendance
- Sent out emails for surveys to be completed after workshops
- Sent out manual certificates as needed
- Troubleshoot issues with email, website, or registration as they arose
- Sent out e-blasts for workshops, eLearning Library, updates, and membership renewal reminders
- Reviewed and adjusted contracts for events
- Compiled revised BCRPT and BCRPT-S documents from Certification Chair and posted on website
- Redirected emails as needed to BCPTA Board and Committee Members

Submitted by Dallas Shirley