

Registration Coordinator



St Mary's Sharks Basketball Club

The role of the Registration Coordinator is to manage the registration process for the Club each season (Autumn and Spring) via PlayHq.

Specific duties include but are not limited to:

- Set up club fees and any custom fields in PlayHq.
- Review and update contacts list, details and notifications page.
- Share club registration link for updating of website and social media platforms.
- Update new season registration email to be sent via Mailchimp to whole of club. .
- Provide registration reports to relevant committee members for team selection.
- Deal impartially with any concerns of club members regarding registration queries.
- Organise coupons / vouchers to eligible club members, once approved by the President.
- Attend committee meetings as scheduled.
- Assist with development of policies and procedures.

Contact: registrations@stmaryssharks.org.au