Rogaining Tasmania Position Description

ON-LINE ENTRIES

QUALIFICATIONS

- Competent at Joomla
- Competent at Joomla entry module, such as “Event Booking”
- Experienced with using on-line entries with payment gateways such as PayPal.
- Fast and patient when responding to user enquiries

DUTIES

- Set-up and test on-line entry system for each event
- Entry system should be tested per event with a senior committee member – looking for technical as well as clarity issues.
- Be responsive to user enquiries, such as those posted to entry@rt.asn.au
- Look-out for payment difficulties. Assist entrants with entry attempts that have gone wrong.
- Ensures with the treasurer that payment receipts are correct.

DOCUMENTS

REFERENCE

- na

TO BE PREPARED

- A working on-line entry system

MATERIALS

- Input from the committee. Event specifics should be in info provided by promotions officer

EQUIPMENT

- A computer with good internet access

LIAISON

- President, or high-ranking RT committee member
- Promotions – to obtain data (times, dates, prices) and other descriptive information about events
- Treasurer – to ensure the “book are balanced” and to explain any anomalies in payments or entries
- Website manager
- Event coordinators