

## Video transcript



**Video title:** 2.9 Administration tasks

**Learning outcome:**

- To understand what administrative tasks are common while planning an event
- To consider how we can use online tools to streamline some administrative tasks

### Slide 3

The planning and management of an event creates a variety of smaller administration tasks that need to be addressed for the event to run smoothly and successfully. The type of event will dictate what sort of tasks arise, but some of the common administration tasks include:

- Responding to emails and other communications
- Managing registrations
- Distributing relevant information
- Arranging meetings
- Preparing tasks for event day such as name badges, putting up banners and other tasks.

In this video we're taking a look at two administration tasks which can be time hacked in a sense by using freely available online tools, and that's Registrations and tournament draw creation.

### Slide 4

When creating an event you need to ensure you have a bulletproof method of collecting details from your entrants and participants. Your event or activity may involve individuals or it could involve large teams. Either way, you need to collect data from them to ensure you can accommodate them as well as making communications much easier.

The best way to do this is via Google forms. Google forms is a free platform that enables you to create surveys and forms which are integrated with a spreadsheet. You can ask any question, and the responses are automatically saved for you, to be accessed from anywhere. Questions you should or could at the very least include are:

Name, team name, and email address.

The next clip is a quick demonstration of how easy it is to complete an entry form in Google Forms.

## **Slide 6**

If your event comprises of some form of competition, you'll need to consider how you go about creating a fair and even draw. There are a range of tools online which can make this job easy for you. My favourite site is [printyourbrackets.com](http://printyourbrackets.com). This site allows you to generate a range of tournament types, with editable fields such as tournament name, team numbers, pools, and match locations. After you create your draw you're provided with a printable bracket which can then save and displayed to participants.

In the following clip you see how easy it is for me to create a 6 team, 2 pool round robin tournament.

## **Slide 8**

To summarise,

We what administrative tasks are common while planning an event

Then considered some online tools that allow us to time hack some of our administrative tasks. We looked at two free tools which were Google Forms and print your brackets dot com.

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