



For Facilitators: Taster Workshop Admin Process

Setting up a Taster workshop

- Agree Taster Workshop venues with Louise & your County Council
- Agree the times & dates of your Taster Workshop and MeetUp 1 with the venue manager.
- Use the Bookings system to log your upcoming workshops (*If you don't see the club code you need, or if you have a question over which one to use, contact Sarah*)
- Edit the Taster Flyer template with details of the venue, date & time (*In some cases, the County Council admin team will do this. If you're unsure, contact the County Council*)
- Promote the Taster Workshop, in coordination with the venue manager & County Council

Registration

- 7-10 days before the Taster, Sarah will let you know how many families have registered
- Due to GDPR regulations, we can only give facilitators the names of the registered parents and the number of children attending with them. Sarah will send your mobile number to families on the registration list so that they can inform you if they are lost, late or can't attend
- If there are less than 4 families registered, Sarah will contact you to discuss how to proceed, e.g. cancel the workshop or attempt to recruit more families
- If there are more than 6 families, Sarah will set up a waitlist and discuss with you whether to run a second taster to accommodate them. If a family contacts you to cancel, please let Sarah know asap so that she can offer their place to the waitlist.
- 1-2 days before the workshop Sarah will send you the registration list of 4-6 families

At the Taster Workshop

- Check attendees against the registration list.
- Following the Taster Workshop, email Sarah to confirm which families on the list attended and if a different parent attended than was registered, e.g., mother registered, father attended
- If there are at least 4 families who want to continue to MeetUp 1, go ahead and inform them of the date & time of the next session.
- If fewer than 4 families want to continue, tell them that OurKidsCode will be in touch and then contact Sarah to discuss next steps

After the Taster Workshop

- Remember to continue to log MeetUps 2 & 3 in the Bookings system
- After MeetUp 3, contact Mary to complete handover of the new club to Club Support

Louise Caldwell
Programme Manager
louise.caldwell@tcd.ie
County Councils, Invoicing, Kit

Sarah Chapman
Programme Co-Ordinator
sarah.chapman@tcd.ie
Registrations & Club Support

Mary O'Mahony
Training Co-Ordinator
momahon4@tcd.ie
Facilitator training & support