LT Registration Coordinator Instructions

These instructions are for the LT registration coordinator's responsibility and roles used during events.

To see the list of who has applied and what stage their assessment is in, you need to be given access to Breezy (see Collegiate LT - Breezy Reports).

Registraton Coordinator Roles

Job Description: They will be onsite at the event check-in and responsible for making sure all forms have been uploaded and all participants have been accepted prior to them beginning to participate in the program. They will verify with Reliant LT Administrator attendance (who arrived, who withdrew from the program, etc.).

- They will be onsite at the LT check-in and will not let anyone begin the LT program without being accepted through Breezy. Signing information in Breezy is mandatory due to liability issues.
    - Please do not let anyone pass by you and begin their LT participation that has not been accepted through Breezy.
- Send the Reliant LT Admin a list of everyone who has arrived at LT. There will be people who are still listed as coming on the registration site that told someone but not us that they weren't coming. We need to have a correct list of everyone that actually attended the program. Once the Reliant LT Admin receives those names, we will change those participants' status levels.
- Send the Reliant LT Admin a list of everyone who has withdrawn from the program and check with the LT Finance Administrator to see if any refunds, changes of LT fees owed, etc. are necessary.

LT Program Payment Reporting on Reliant.Brushfire.com

You can follow these directions to access app.brushfire.com/signin to see who has paid their deposit and LT fees.

Accessing the site

1. Log in here: app.brushfire.com/signin.
2. Click on the hamburger icon (three horizontal lines) in the top right corner.
3. Select Dashboard.
4. Select Detailed Reporting.
5. Select Run Report by the "R310 - Outstanding Balance Breakdown" option to see a list of names and outstanding balances.
6. The report will generate on the screen in a PDF that you can download as a PDF, CSV, or Excel sheet. You may also click the green Subscribe button if you wish to have this report emailed to you daily or weekly.