

Administration Report 2023/24

- Posted events, workshops, post-tests, evaluations, certificates, and advertisements to the website
- Helped to maintain and update the website
 - o Added new BCRPT and BCRPT-S directories to website
 - o Added acronyms definition webpage
 - o Set up 5 new BCPTA emails
 - o Worked to create more security on website
 - o Revised BCRPT and BCRPT-S documents
- Troubleshoot issues with email, website, or registration as they arose
- Responded to and redirected emails as needed to Board and Committee Members
- Sent out invoices for advertisements, credentialing, membership, and workshops
- Sent emails to participants with workshop information
- Sent out emails for post-tests and evaluations to be completed after workshops
- Created manual certificates as needed
- Updated account records to reflect workshop attendance
- Compiled survey results to discuss with BCPTA Board and Committee Members
- Sent out e-blasts for workshops, updates, and membership renewal reminders
- Posted social media posts for workshops with alt text incorporated into pictures
- Reviewed and adjusted contracts for events
- Compiled monthly payment reports
- Attended board meetings and education committee meetings

Submitted by Dallas Shirley