2015 January Website/Publicity/Evaluations Report

I had thought I would need some help getting everything pasted into Sched.org, but I figured out an easier way, and was able to do it in about 10 hrs, so no need to contract out.

Anyone needing to contact central office staff to invite them to convention, should go to pdtca.org and click on Members of PDTCA under the Organization Info Button. All the school division and local websites are clickable there.

Highlights are now posted on Meeting Dates and Highlights Tab under Organization Info.

Minutes page: Is it necessary for us to collect full contact information and <u>post</u> it on the minutes page. Who has had a need to use full contact information in the last 5 years. Email contacts are on the public part of the website.

Website: The new website is launched. I tested it on my phone and it definitely is more mobile friendly. Sessions can be filtered by subject, time, venue etc. or you can browse the whole list at once in time order. I would like to add a header slide show, so we need to take some pictures at board meetings and at convention so I can set that up.

The new database service continues to prove its worth. The program is done, much to Andrea's credit. Larry has passed on all facility information as well. In January I will use the same database to get information regarding speaker payment. Everything still takes time using the new database. The big change is the completeness of the information from one source which we access directly with no wait time passing data on to another person or waiting to receive data. The convenience of having an embedded email right in the speaking proposal is very handy. We all add information to that source and draw information out and it is available 24/7. Exhibits is using the same system and Jenn is finding that it is working well for her.

Evaluations: I will be submitting the session information into a provincial database where evaluations will be collected. We will get that information back from them. Not a lot different than last year, but someone else is managing it, so hopefully the results will be more timely and hopefully more teachers will submit evaluations. The QR code for evaluations will be on the wristband, so hopefully that will help. A word of caution. The website for evaluations was very slow last year when accessed at convention using your phone. I mentioned this to North Central who were in charge of the evaluations website and they had the same problem. They ended up setting up computers for teachers to access, as it was almost impossible to submit by phone. Hopefully this will not be a problem this year, but I thought it was worth mentioning. Convention as a Whole, Exhibitors feedback, and Presenters feedback will still be completely handled by our convention. We will still be responsible to email evaluation results to each speaker.

This year, teachers will have to create a login to submit a pre-registration. Then they can log in to view the sessions they pre-registered for. They will receive an automatic email confirming their pre-registration. Whoever is helping monitor pre-registration will have an admin login and simply select the session they are monitoring from a drop down list and click search, and the pre-reg list for that session will appear and will show the total count at the bottom of the page. You will have to check for duplicates and if the session is nearing full. I can easily remove duplicates if you email me. Also, no need to respond to registrations, as the auto email will do that nicely. So, a lot less work. You still need to email someone who was able to submit after the max number was reached, and forward it to me, so we have proof that we notified them.

Theresa and Paulette have already signed up to help with pre- reg, so 3 more will give each person 5 sessions to monitor.

Respectfully submitted by Bertha Yagos