

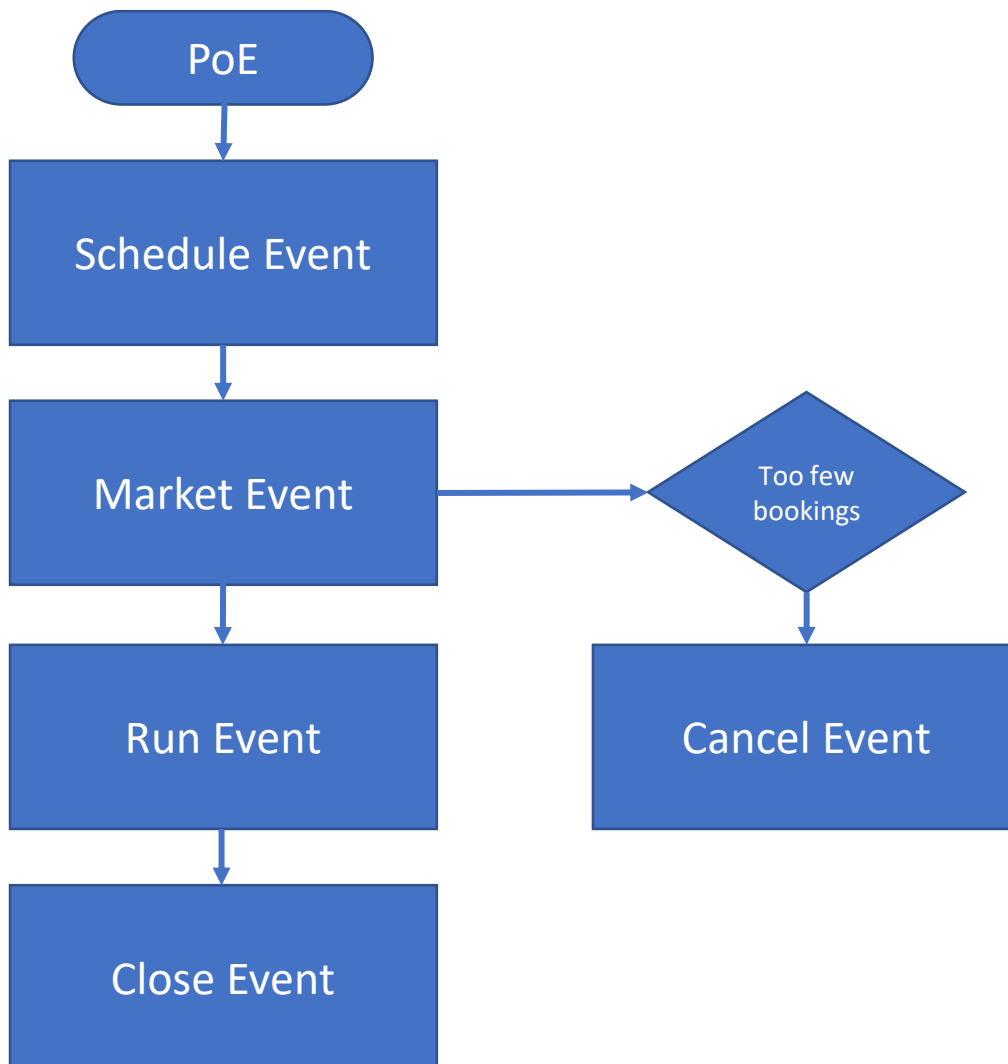
SDC Event Process

The purpose of this document is to outline the process of creating and managing a regionally run SDC event.

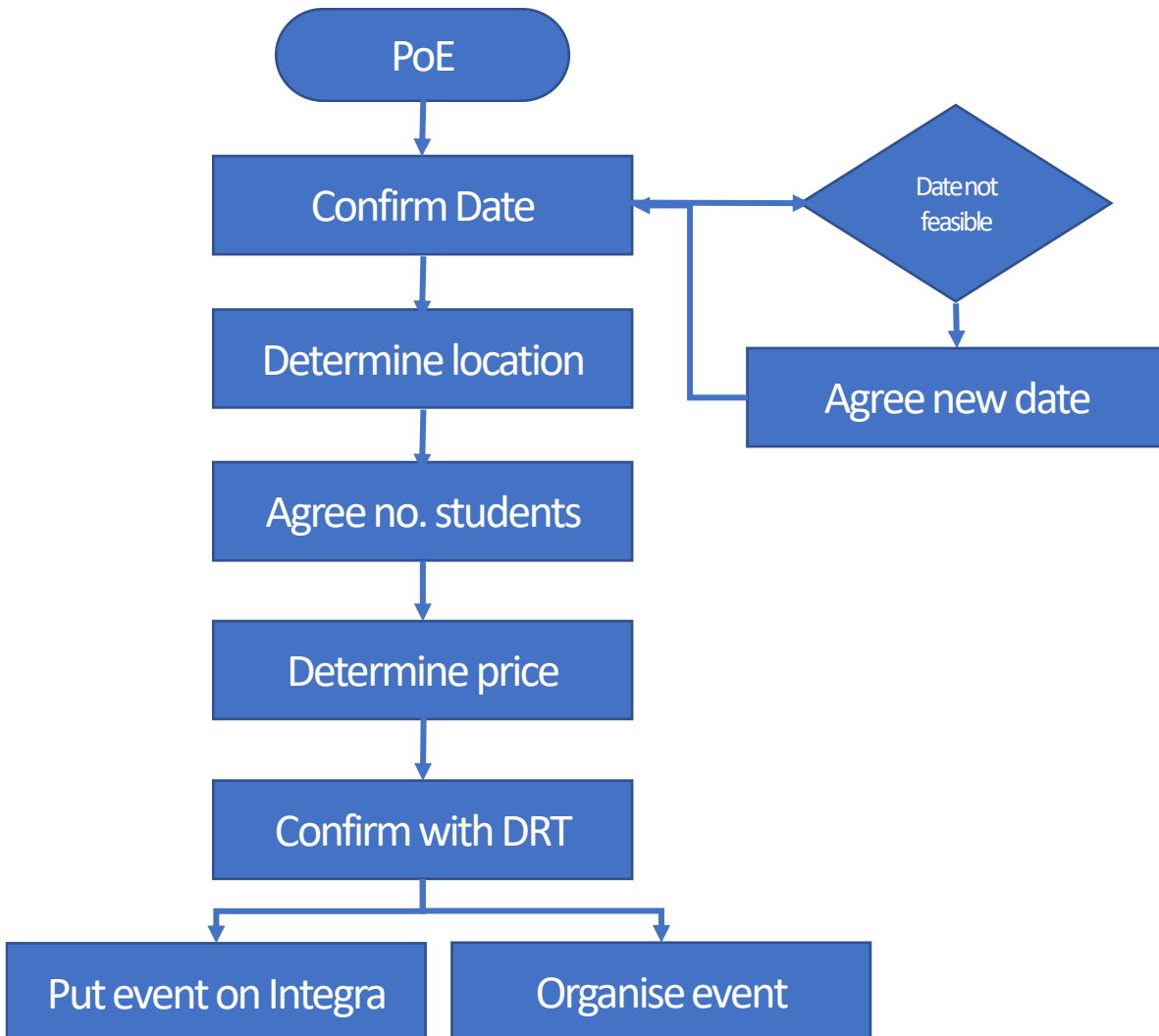
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1. SDC Centrally booked event high-level process

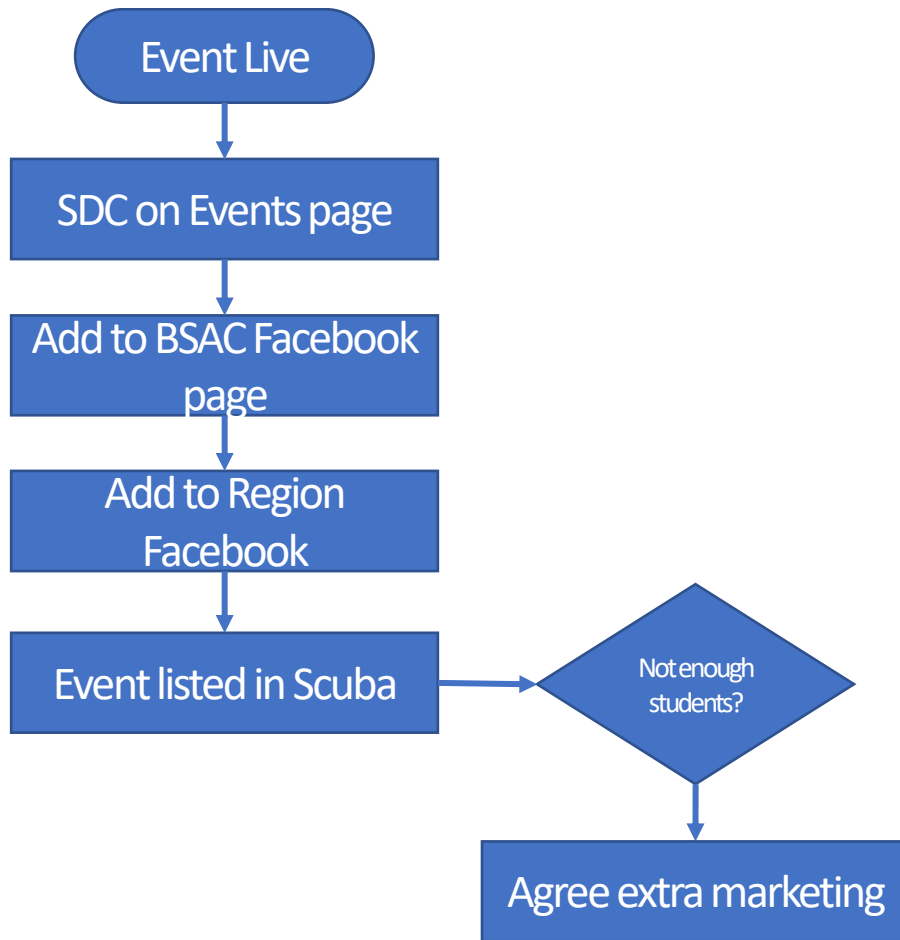


2. Schedule Event



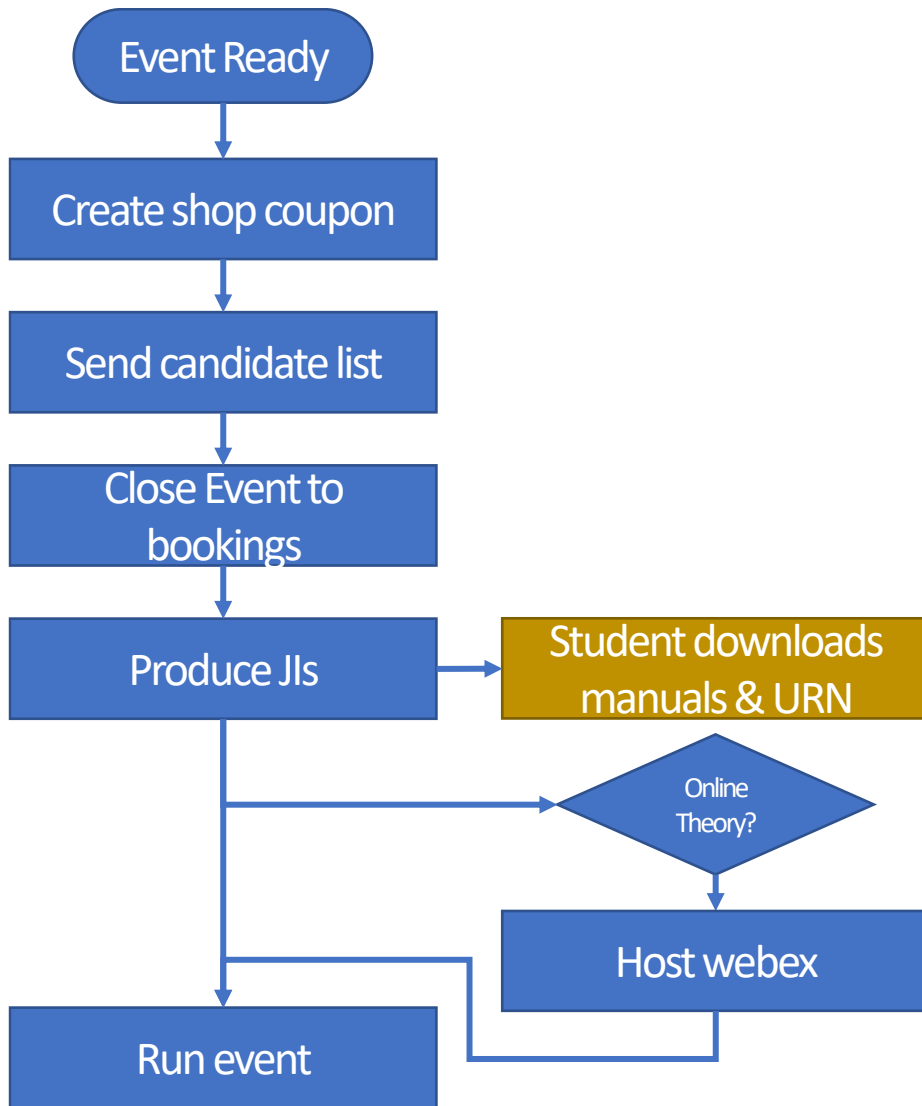
DRT	Regional Coach
DRT produces draft PoE	
	RC looks at availability of instructors and LO to confirm date is OK or proposes new date
DRT agrees revised date	
	RC decides event location, min and max number of students – based on instructors available
	RC determines price (if non-standard)
	RC sends event details to DRT
DRT adds event to Integra	
	RC confirms with LO and starts organising event and sources instructors

3. Market Event



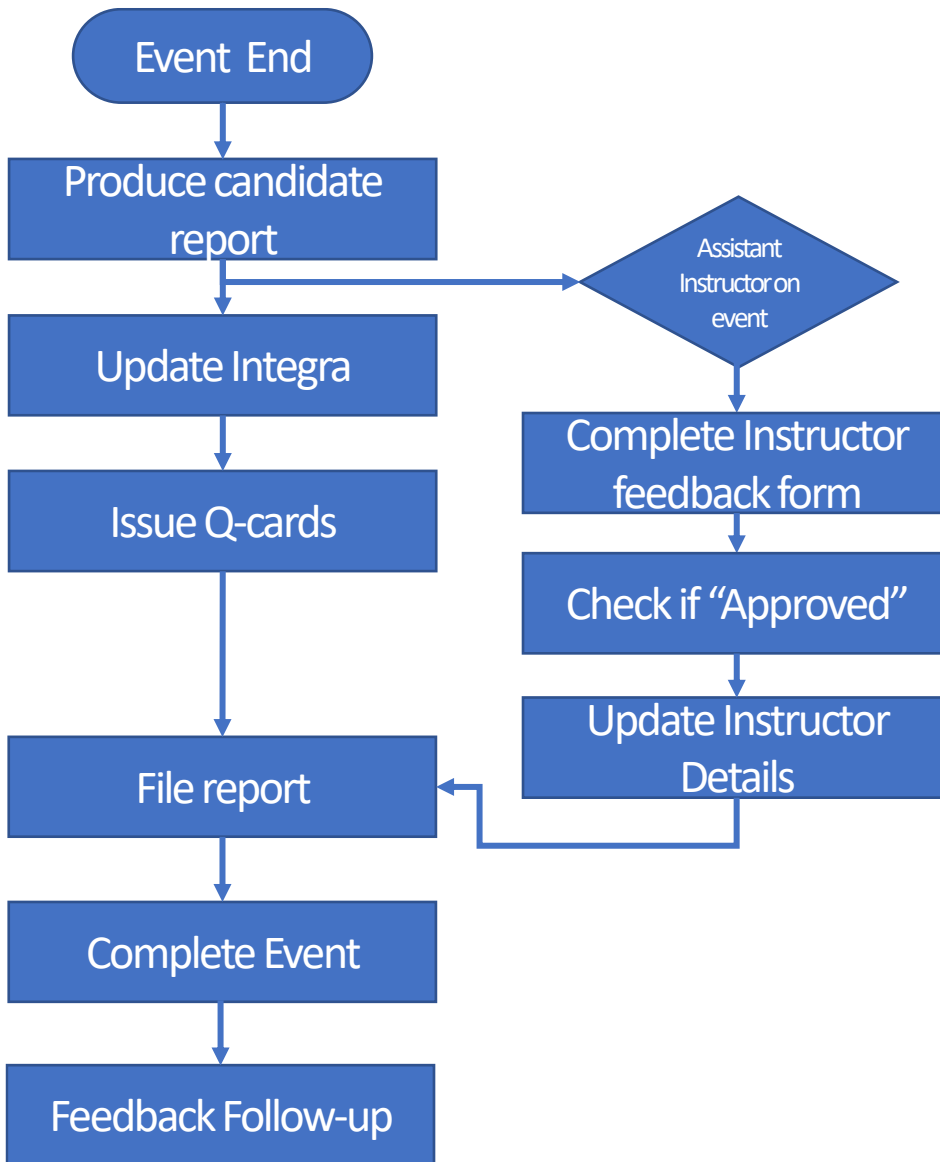
DRT	Regional Coach
DRT adds event to online PoE	
Event added to BSAC Facebook Page	
	RC adds event to region's Facebook page
3-4 months ahead of event – listing in Scuba	
4 weeks to go – DRT informs RC number of students booked	
	RC informs DRT if insufficient to run course
DRT agrees actions with RC and completes blogs / target emails to prospective students etc	RC agrees actions and promotes event locally

4. Run Event



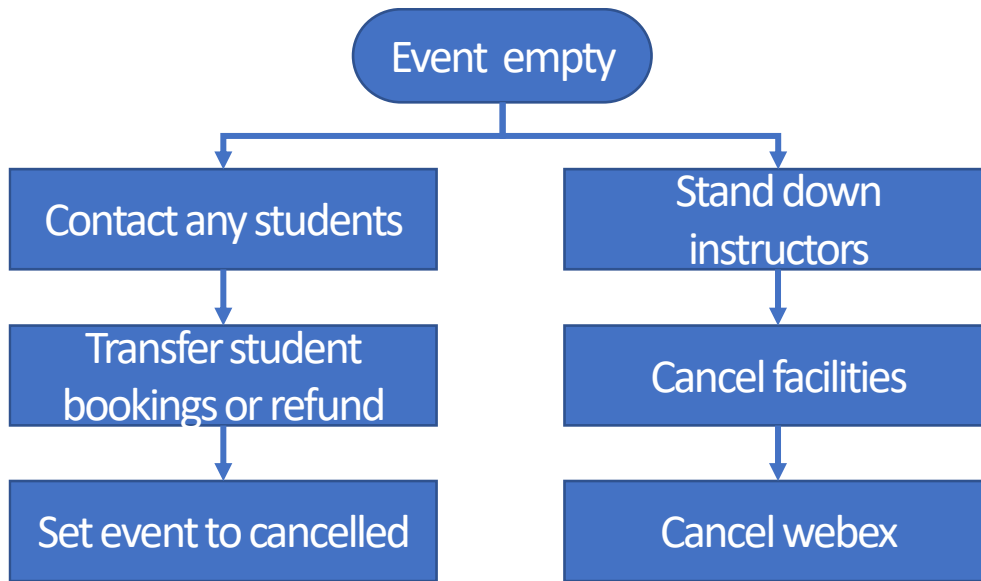
DRT	Regional Coach
2 weeks to go – DRT creates shop coupon (where applicable)	
DRT checks all candidates paid, correct diver grade, photo exists	
DRT sends candidate list to RC – file name includes date of issue (to track changes) – closes bookings for events	RC to take care not to provide link for direct bookings – so it can't be used once event is 'closed'
	RC/LO creates and sends JIs. Including coupon, Webex details etc.
1 week to go - DRT sends final candidate report to RC	
	RC runs online theory session
	RC runs event

5. Close Event



DRT	Regional Coach
	RC/LO returns candidate list to show: attendance & Pass/Fail where appropriate (< 3 days)
	Lead Instructor completes Assistant Instructor feedback
DRT updates Integra bookings to confirm attendance & P/F and adds attribute to record	
DRT issues Q-Cards and triggers feedback survey	
Chief Examine approves Instructor?	
DRT updates Assistant Instructor records & files report	
DRT sets event to Complete	
DRT follows up on any negative feedback	

6. Cancel Event



DRT	Regional Coach
	RC determines insufficient students to run event or lack of instructors / facilities
DRT contacts any students booked onto event	RC stands down instructors
DRT either refunds money, or transfers student to new event or puts candidate on hold	RC cancels any facility bookings
DRT sets event to cancelled	RC cancels webex