

Greeter

Responsibilities

1. Welcome families to registration.
2. Verify if parent has satisfied the requirements to begin the on-site registration process.
3. Check parent out as “Completed” in Togeda for any organization where the parent has met that organization’s checkout requirements.
4. Direct parent to remaining stations, if any, to complete registration.

Process

1. Smile and greet families with a warm, “Welcome to registration! Hope you had a wonderful summer!” Smile!
2. Verify that the parent has completed the District online registration process (District summary printout, etc.).
 - **Completed** – Go to #3 below.
 - **Not Completed** – Direct them to the computers to complete both the District and school online registration processes.
3. Verify that the parent has completed the school online registration process by asking for their Family ID (on school summary printout) or last name and pulling-up their account in Togeda (http://www.youtube.com/watch?v=xiST_HfeEY0).
 - **Status is “Ready”** – Click on their email address to open their account and click on the *Step 6* link (http://www.youtube.com/watch?v=SselHnp6_8Q). Go to #4 below.
 - **Status is “Incomplete”** – Click on their email address to open their account. If they have not made it to Step 6, then direct them to the computers to complete school online registration processes. If they have made it to Step 6, click on the Step 6 link. Go to #4 below.
 - **Not in the System** – Direct them to the computers to complete school online registration processes.

4. If **all** the following criteria are satisfied for a specific organization:
 - Account balance is \$0 for that organization (view *Step 6* page)
 - Requirements (if any) of the organization have been met (view *Step 6* page)
 - The parent has no changes or additional donations/purchases for that organization

Then go to Step 8 and click the “Mark Completed” button for each of those organizations that the above criteria has been satisfied (<http://www.youtube.com/watch?v=SsgLVMU9SxA>).

If one or more of the above criteria are not met for an organization then direct the parent to the Organization Station to complete the checkout for that organization.

Note: If you have many stations set-up for your on-site walk-through, you may want to provide the parent with a small slip of paper indicating what Organization Station(s) the parent needs to visit.

5. Close the browser tab of the parent’s account before assisting the next parent.