For the Sponsor with the PayPal account:

When someone submits a registration form…

Since our WordPress site system defaults to sending the forms to the sponsor PayPal email, the Sponsor with the email being used for the receiving PayPal account will need to:

a. Forward all incoming submissions to the Co-Sponsor via email (if applicable, and if that's how you choose to communicate it)

b. Double-check your PayPal to verify payment came through for the full amount due

c. If payment is not sent or if it's partial, call/text potential participant within 24 hours to find out how they'd like to proceed with that (i.e. you send them an invoice to their email direct from your PayPal account so they don't have to fill out the form again, or work another way like Venmo etc.

d. Once payment is complete, or there is a clear agreement (in writing via text/email preferred) for final payment arrangement no later than the training start date, the Sponsor(s) have the discretion to call them "complete" and "registered" to then be able to:

Forward the *completed* participant's form to:
   a. The Support Call Captain who then adds them to their tracking sheet and assigns calls 4 – 6 weeks prior to the training
   b. The Admin Captain to send the participant their Confirmation Packet within 24 hours of receiving the email.
   c. The Team Captain to be able to announce in real-time the name of the participant registered and who enrolled them on whatever team communication platform the team has agreed to use on a regular basis (GroupMe, WhatsApp etc).

***Sponsors, the exception to the above, is prior to having formed your Core Team, you will need to personally email each and every participant yourself within 24 hours of confirming their registration, simply to let them know who you are, your contact info, and that there will be a Confirmation Packet, as well as a future call from a team member coming, but that in the meantime, they can reach out to you as a point of contact if ever needed. Make sure once your core team is finalized, that you then forward all "old" registrations from before. Once the Admin Capt takes over sending those email responses and Confirmation Packets, you no longer need to respond to each incoming participant who is paid and confirmed.