

Morning & Afternoon Email Shifts

Morning Email shift

- (a) Checking to make sure everyone is confirmed & RA's accepted gcal invites
 - (i) Email anyone who wasn't confirmed
 - (ii) Send confirmations & reminders
- (b) Check that consent documents are signed & send reminders as needed
- (c) Respond to emails for that day, archive once they are dealt with
- (d) Book participants as they sign up
 - (i) Add any studies they are eligible for
 - (ii) Put appointment on calendar; send consents

Afternoon Email shift (end of day)

- (a) **Reminder emails** to all participants scheduled for next business day
- (b) **Confirmation emails** to anyone who signed up for the next day and hasn't been booked
- (c) **Thank you emails** to anyone who participated that day
- (d) Check that compensation sheets were updated
- (e) File away all consent and demographics forms for participants that were run
- (f) Respond to any parent inquiries
- (g) Double-check compensation sheet & participant tracker