

See *generic registration instructions / captain notes* for set-up and break-down and other details.

Event director and contact #:
Registration captain and contact #:
Primary crew:

Confirm secure place for registration list / cash designated: _____

Do NOT write where. At least two people must know.

For this event, we have T-shirts available. If any are sold, check off inventory count.

Day-of registration – \$50 till we run out of current design T-shirts, then \$45.

Current design T-shirts \$15. Others are \$10.

Credit card swiper. Preferred for all payments if available.

No checks.

Laptop can be used to check registration status or even take payments in a pinch.

Cash box. For this event, we usually do NOT have a cash box and **discourage payment in cash.**

Incidental exact cash payments are not a primary concern. If there is change-making, follow cash box procedure: always at least two people when cash is out, one person handles cash, one person observes.

Do not become a target of opportunity.

On-site registration. Limited. **\$50 till we run out of current design T-shirts, then \$45.** Verify against field limit. It is advertised as no checks / no cash. Insist on no checks, and **discourage payment in cash.**
YES Credit cards.

Missing from preregistered list. If someone is “missing” from the preregistered list, collect registration fee. Explain that refund will be given if necessary.

PAC promotion – Registration is the only one-on-one contact with event participants. Please hand each participant the promotion sheet of the day. Tell each person, here is information about our future events and membership options, opportunity to volunteer at future events, etc..

1. Confirm participant's identity and check against registration list.
2. Preregistered is usually pre-numbered. Some participant may need to sign waiver log.
3. Day-of needs number assigned. **Record on A. waiver log, B. start register and C. entry form**
4. Along with bib, sign-in table offers promotion sheet of the day (future events and membership)
5. Present pre-ordered event T-shirt or offer T-shirt for purchase. We presume fulfillment of T-shirt order at check-in. There is no guarantee to “pick up later.”
6. *If asked*, PAC members have “pre-ordered” grey PAC T-shirt and some will want to pick up.
Check membership list.
7. Participant may sign up for future events, membership using registration form of the day.

When registration is finished, **start register** goes to scoring team – which is probably co-located with registration. **Waiver log** and **preregistration list** go to secure place. **Post-event** sales of T-shirts, memberships, and future event registrations is OK.