

Event and date:		
Race director and contact #:		
Registration captain and contact #:		

Nearly 100% of participants are registered online. Check printed list or use web application.

Present bib, pre-ordered T-shirt if applicable, any other hand-outs for participants.

Day-of registration – online, prefer participant should use own device. Day-of price

We really, really want online registration.

Cards with web site and QR code are available.

Online registration sends information directly to the timers.

T-shirt is usually remainder / pick up after run if available.

Bib number is auto-assigned in confirmation e-mail.

Switch between events (example: run vs. walk) – check with RD or timer for instructions.

If online registration is not possible, check with timing crew or event director.

Paper form to fill out with registration information.

We only need basic information on the paper form.

name, date of birth, sex, city, state, PLUS bib number.

We have a credit card swipe device. We can do manual card number entry.

We can do a cash by exception.

Preregistered is pre-numbered.

Present pre-ordered event T-shirt. We presume fulfillment of T-shirt order at check-in.

Substitute for remainder only. There is no guarantee to “pick up shirt later.”

If T-shirt is “post-race,” the person comes back after the run to select T-shirt from remainder.

Missing from preregistered list – with registration and bib number receipt

gets bib from timer’s table.

If someone is mysteriously missing from the preregistered list, that person must register to get a bib number. Explain that refund will be given for double-registration if necessary.

Additional T-shirt sales – after race, if convenient, expecting almost none. T-shirt price

We have a credit card swipe device. We can do manual card number entry.

Cash box. We do not have a cash box. Cash transactions are by exception.

→ Prior to race day, review instructions with positive handshake between registration captain and RD.

→ Make sure at least one person is AT registration who understands the overall concept, able to make small adjustments as necessary.