

## Registration Process

1 Sponsor receives form in their email

2 Sponsor checks PayPal to see if full payment came in. If not, Sponsor calls the person within 24 hours of receiving the online submission to verify a clear by-when date they will be paid for so that their registration may be made complete and spot saved, support call assigned, etc. Nothing happens before that payment comes in and they are not announced as “registered” to the team until payment is in-hand. For the protocol on partial payments, see the Partial Payments document attached.

3 Once a registration is complete, Sponsor sends out the following info:

- Sends the participant name to the Team Captain who on the spot messages the team (however that team communicates) to celebrate another registration!
- Sends the registration form to the Call Capt who then assigns callers to the participant
- Sends the participant email contact info to the Admin Capt who within 24 hours (sooner if at all possible) sends the Confirmation Packet to the participant email. Sometimes the Sponsor chooses to take on this role of sending the confirmation packets.