

11 Registration

11.1 Registration Team

A. Enroll Three to Four Graduates On Your Registration Team:

1. One to greet participants and parents
2. One to supervise sign-in
3. Two to handle the missing forms and signatures

The registration team is grounded in setup and procedures by the Sponsor, who oversees registration. Please do not have in-room team members also handling registration.

Note: If you are registering the participants the night before the training, please have several grads available to organize some activities for them while the team is setting up and finalizing the paperwork. Do not leave them unsupervised!

11.2 Registration Supplies

A. The following items should be on the Registration table:

1. All tables should be dressed with clean, pressed table cloths
2. Pens
3. Name Tags
4. Participant Sign-in Sheet in a new, crisp folder
5. Brochures
6. TWO Final Checklists with highlighted information (one for each of the two registration persons, who are handling the missing forms and signatures)

B. The Registration team needs to have the following items with them:

1. Extra blank copies of the Personal Assessment, Hold Harmless, Course Outline and Questionnaire forms
2. All Participant Files in the File Box
3. Extra Name Tags

11.3 Registration Setup

The registration team arrives at _____ p.m. the night before the training for set up or early that morning.

11.4 Registration Procedures

1. When the parent(s) and participant comes to the registration table, he/she signs off on his/her address information
2. A registration team member greets the parent(s) and participant and checks off his/her name on the Final Check List (column one on Final Check List

Form).

3. If the participant's name is highlighted on the Final Check List that means something is incomplete.
 - a) See what has not been checked off.
 - b) Direct the participant to the person in charge of forms who has each participant's pertinent information.
 - c) After the participant's form and/or payment is completed give the participant his/her name tag.

Note: Make sure every participant's form is complete. They will not be allowed in the TRAINING room if their forms are incomplete or if a physician's signature is missing!

4. Ask the participant if they drove themselves to the site. If so, please ask for their car keys to hold so that no one leaves the site without the sponsor's knowledge.
5. When Registration is complete put the completed Final Check List(s) in the file box along with all the participant files. Give the box to the Team Captain who will keep it with him/her in the Training room.
4. When the parent's letters are received keep them in a separate envelope or box and hand it directly to the Sponsor at the end of registration.

11.5 Sign In Sheet Form

The GAP Training Address Sign-off

Please check your address and phone information below. This information will be used on a roster handed out to participants at the end of the training. If you'd like to include an email address, please include that as well.

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