

How to do registration at park events

- We need every person who is going out orienteering listed once - but only once.
- If someone has an O Pass, they do *not* get listed on the registration form;
- If someone has signed a blue waiver, they do *not* get listed on the registration form either.

FOR REGISTERING MEMBERS:

O-Pass members:

- Anyone who has an O Pass, signs in the O Pass book and tells you which map they want.
- Do NOT list O Pass holders on the registration sheet.
- If O-Pass holders want to buy more maps than they are entitled to, list it on the registration sheet as 'map sale' but without their name.

For all other members, use the registration form, which will be provided.

- **Write each member's full name on a separate line.**
- Be sure to include all children (you may have to ask if they have brought member children with them).
- You may guess whether they are adults, children or teens. Use brackets to hold families together.
- Do NOT list non-members on the form. One exception - see below.
- **Collect the fee of \$5 per map.** Maps may be shared.
- Write how much they paid. Use the final column for such things as "bought a membership \$25", "paid by cheque", "+ \$5 owed from last week".
- Find out which course they want by saying "**Medium?**", unless they have small children with them, in which case, say "**Short/easy?**". Anyone who wants something else will say so!
- Hand them their map and - IMPORTANT - ******direct them to the start official****.**

FOR REGISTERING NON-MEMBERS:

- A separate recreational orienteering form (waiver) must be filled in, read and signed by each adult each time they come orienteering. In the case of a family/ household, only one form is needed. This has to be done every time - we need their address and phone number in case they do not report to the finish.
- Check that they have completed the form in full.
- **Collect the fee of \$10 per map** if they are buying one, and **write the amount paid** on the 'amount paid' line on the waiver. No need to write anything if they do not pay. An additional map for a couple or family going out on the same course together is \$5.
- Collect waivers face down on a clip board.
- Find out which course they want by saying "**Medium?**", unless they have small children with them, in which case, say "**Short/easy?**".
- Hand them their map.
- Ask if they need a beginners clinic. If they do, direct them to someone wearing a name tag.
- IMPORTANT: ****Direct them to the start/finish official**.**

SPECIAL CASES:

- **Membership sales** (if the Membership Secretaries are not available): have them fill out a green form. Check that the form is filled out in full. Fill in the bottom right hand side section of the form with the amount paid. Write that they bought a membership in the notes column of the members registration sheet.
Cheques to be made out to "EOOC". It can be for a sum which includes membership and event fees.
- **Receipts:** If someone asks for a receipt, there is a receipt book in the cash box or in the blue box in the red box.
- **Minors without their own parents:** list these on the members registration sheet (as there is nowhere else to put them!)
- **Groups of minors:** there is a special registration sheet for organized youth groups (Scouts, Guides, Cadets etc). These forms are in the hanging folder in the red box. Have the leader complete the form and bring it back to you. **Fees are charged depending on whether they are members of the club or not.**
Groups of adults or families can use the regular blue waivers.
- **Members of other Orienteering Clubs:** Anyone who is a member of any national orienteering federation gets member discount for their map, but must complete a waiver.
- **Permanent Special Deal:** - applies only to members who request it
"Any member who *brings* someone who has *never* orienteered before, gets a free entry for themselves and the newbie"
NB *brings* means *brings*, and *never* means *never!*

At 7:30pm, you can register yourself and go out on a course. Thanks for volunteering.