

# COLLEGE REGISTRATION SITE PROCEDURE

## PREREQUISITES

- Verify that all packets are stuffed, inserted and otherwise ready to go, including patches and pins
- Order name badges alphabetically by council. [Hand badge and a standard folder to participant]
- Prepare two/three 6-8 foot tables (& some chairs for staff) for pre-registration sign in
- Prepare one/two 6-8 foot tables (& some chairs for staff) for walkups.
- Set up area with pre-registered and walk-up tables as far apart as practical, while remaining within eye/ear site of each other.
- Station greeters in front of the registration area to direct traffic.

### 1.) INITIAL GREETING - *Need 2-3 staff for this area*

The greeters job is to meet and greet all participants on arrival and direct them to either pre-registered area or walk up (non registered area). Of course they need to have a working knowledge of where things physically are for those who need direction to some other venue, such as staff or late arriving kitchen help. Keep the area moving and work to minimize congestion. Bubbly, outgoing and efficient personalities would make the ideal candidates.

### 2.) PRE-REGISTERED CHECK IN - *Need 2-3 staff for this area*

It is recommended that you NOT attach badges to folders, as sometimes you need to juggle them around as you get toward the end. Kind of messy to pull ones name off of a folder and hand folder to a different party.

Registration table should have the name badges (or folders with badges attached) laid out by councils and in last name alphabetical order. Participants walk up and find their name with guidance from staff behind the table. In the event someone is unable to find their name, refer them to the head of registration (who should be floating between the pre-registration and walk-ups) to check out why their name is not available. There can be a variety of reasons, just let the registration head and his assistants sort this out away from the pre-registered table so as not to delay others. It is presumed that Staff will have pre-registered and they can find their name badge and packet in the same manner as all others. You can have a staff section or just put them in their council with everyone else...your choice. Only difference is likely to be the patch, which they can trade the standard patch in for a staff version or if organized it should already be properly affixed.

### 3.) WALKUPS AND SPECIAL SITUATIONS - *Need 2-3 staff for this area*

Walkups are handed a form to fill out with a pen and directed to an area set aside to fill out the paper work. Upon completion of paper work and receipt of funds (don't forget a receipt book), give them a packet and make them a name tag. Special situations usually boil down to last minute registrations that didn't quite make it through the system or computer/mailing glitches. Just deal with them as appropriate and get them moving into the college.

### 4.) CLOSE OUT - *Need 2 staff for this area (one can do it, but it gets lonely)*

At the start of the opening speaker, review the left over tags with the Technical Dean and combine the pre-registration and walkup areas into one compact area. Greeters and all other staff are free to go, but do leave 1-2 people for the duration of the morning for late arrivals. Once lunch time has arrived, return all remaining packets to the technical Dean and enjoy the rest of the day.