

## **NEW!!**

### REGISTRATION DAY PROCEDURE

It is the Team Leaders responsibility to secure each individual team members Walker Registration Form, Waiver and Copy of Pledge Envelope. The Team Leader will bring the forms to the Registration Table on Race Day to receive their teams Participant Wristbands.

- Pick a deadline date for your team members to turn in the following forms to you:
  - Walk Registration Form
  - Waiver Form
  - Copy of Pledge Envelope
  - Runners will need to register themselves at the Runner Registration Table (They will need the Runners Registration Form and Waiver Form)
- Check each form – make sure they are filled out correctly and completely. Keep forms in a binder, envelope, etc or whatever system you choose.
- Make a list (on binder paper or in an excel spreadsheet, etc) of the team members who have turned in their paperwork to you. This will help you keep track of who has turned in their paperwork. Bring this list with you on Race Day!!
- **Early Registration begins at 8:00am!!** Teams will not be assigned check-in times.
- Decide on a meeting place and time at Mendocino College for your team. **Early Registration begins at 8:00am.** This is where you will meet on race day, give any instructions you may have and hand out Participant Wristbands that you received from the Registration Table.
- Take all Participant Forms to the Registration Table. **Early registration begins at 8:00am.** Volunteers will be waiting at the Registration Table to check your paperwork, count the number of participants and give you the proper amount of wristbands.
- Take the Participant Wristbands and your list of team members who turned in paperwork back to your meeting place and hand out the Participant Wristbands to those team members on your list.
- Only those Team Members who have collected a minimum pledge of \$15 will receive a wristband for a free t-shirt and barbeque lunch after the race.
- For those participants who would like to walk but do not collect pledges they may purchase a t-shirt and barbeque lunch for \$20 on the day of the race.