

## **Registration Table Volunteer Instructions** **(6 people 7am-1pm)**

You will want to **dress warm** for this job as the open doors will make it breezy at registration.

Before registration begins:

1. THANK YOU FOR HELPING TO MAKE THE CHERRY PIE RR POSSIBLE!!!
2. Fill out the volunteer sign-in sheet and complete an OBRA waiver. Leave the waiver with the volunteer sign in sheet.
3. Locate, unpack and organize the materials in the tote that is marked “registration”.

After registration begins:

1. Check the registration form for completion. There are a few things that **MUST** be done on the form.
  - a. LEDGIBLE writing
  - b. OBRA NUMBER
  - c. NAME and AGE
  - d. CORRECT CATEGORY
  - e. SIGNATURE (juniors need parent/guardian signature, too)
2. Write this info on the triplicate carbonless start sheet forms for your field. Press **FIRMLY**.

Racers are only allowed to register up to thirty minutes before their field start time. In other words, they are not allowed to register if their start is less than 30 minutes away. Refer to the flier for start times.

3. Payment (**example attached**):
  - a. If the racer writes a **check**:
    - i. Make sure to write down their Oregon Drivers License number on the check.
    - ii. On the bottom of the entry form, write down the check number and amount.
  - b. If the racer pays **cash**:
    - i. On the bottom of the entry form, write down the word “cash” and the amount paid.
4. Keep you registration forms (the ones handed in by the racers) in a pile. The computer data entry person will pick them up.
5. After registration closes please pack up the registration materials into the tote and leave the tote on the table. Drop off the forms to the computer person when registration for your field closes.
6. Please make sure all cash is secured in a locked vehicle if Jim or Heather are not around to secure it. Please tell Jim or Heather where it is.
7. That’s it. ☺

If you have any questions or problems please contact Jim or Heather at:

Jim Fischer 541.990.8979

Heather Paris 541.990.8980