

Pre-registration Table Volunteer Instructions
(4 people 7:30 am – 1pm)

You will want to **dress warm** for this job.

Arrive: 7:30am at Valley Catering (on NE Arnold Way in Adair Village)

Depart: Registration goes until 30 minutes before the start of the last race. There will be a morning wave from about 8:30am until 10am. Afternoon wave: 11am until 12:30pm. You should be done by 1pm.

Before registration begins:

1. **THANK YOU FOR HELPING TO MAKE THE CHERRY PIE RR POSSIBLE!!!**
2. Fill out a Cherry Pie Entry and Release of Liability and leave at Registration.
3. Locate, unpack and organize the materials in the tote that is marked “pre-registration”.
4. There are packets to hand out, so make sure you are familiar with the filing system.
5. Visit the bathrooms if needed, before the wave of racers hits.

When registration begins:

1. Ask to see the racer’s OBRA license. The racer must have a **2010** one-day or annual OBRA race license in order to race. If they do not have a license, they can purchase a one-day license from you for \$5 **OR** they can purchase an OBRA annual license at the OBRA annual sales table for \$20.
2. Search for the racer’s name on the pre-registration list.
3. Check-off the racer’s name and check to see if there are any special instructions next to their name. (OBRA license number missing, payment needed, etc.)
4. Find the racer’s packet
5. Make sure the racer number on the pre-reg list matches the number in the race packet.
6. Check the release form for completeness. If there is missing information make sure the racer fills it in.
7. Have the racer sign the pre-populated entry/waiver.
8. If the racer needs a one-day license check the box on the release form and charge them \$5. The \$5 can be put towards the purchase of an annual license with OBRA.
9. Confirm the category they are racing and provide the racer with two matching numbers and a matching helmet number. If there are any corrections, look for the data entry person. If not available, make notes on a clipboard, and give to them when they arrive/surface.
10. After registration closes, pack-up the supplies and leave the tote on the registration table. Shirts and cash should be locked inside a vehicle if nobody is around to watch them.
11. That’s it. ☺

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

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