

## Registration Table Volunteer Instructions (7:30am-1pm)

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

Before registration begins:

1. THANK YOU FOR HELPING TO MAKE THE CHERRY PIE RR POSSIBLE!!!
2. Please fill out and sign the Cherry Pie Entry and Release of Liability.
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. **RACE BIB NUMBER WE PROVIDED**
  - c. OBRA NUMBER (racers must **not** wear the OBRA number if they brought it). 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.
  - d. NAME and AGE
  - e. CORRECT CATEGORY
  - f. SIGNATURE
2. Write this info on the triplicate carbonless start sheet forms for your field. Press **FIRMLY**.
3. 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. The start times will be taped to your table.
4. 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.
5. **Give the racer two matching bib number and helmet number. Make sure it matches what is on the start sheet and registration form.**
6. Keep your registration forms (the ones handed in by the racers) in a pile. The computer data entry person will pick them up.
7. After PM 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.
8. That’s it. ☺

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

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