

OACT Guidelines For Event Management – Doc 5

POINTS TO NOTE WHEN TAKING EVENT REGISTRATIONS

1. Competitors should **only fill in a registration card if they are:**
 - new to orienteering
 - hiring an SI card
 - using a different SI to their normal stick (ie another family member's stick)
 - in a team
2. **All competitors** go to the registration desk and:
 - Pay their event fees &
 - Get the correct map
3. If a card has been filled in, the **registration officials should check** that all details have been included (see below)
4. **All competitors** then go to the computer download area before they start, to register their SI card in the computer.

****Competitors who have filled in a rego card take their SI and their card to the computer operators.**

5. Card details to check

- **SI Hire.** The charge is \$ 2.00 each
- **Extra Maps.** The charge for additional maps is \$ 2.00 each for 'city' maps and \$3.00 for 'country' maps.
- **Compass Hire** Compass hire is \$ 2.00 each.
- **First name/Surname.** Initial only for first name is not acceptable. Check that both are written legibly.
- **Email** – check if legible
- **Year born and M/F.** Only required for new participants.
- **Address/Phone.** Address is not compulsory. A 'First Timer' should include a contact address. **Telephone number is required** (for contact if the person has not returned within a reasonable time).
- **Car Registration.** Must be included for safety reasons.
- **SI Card No.** Insert the Number of hire SI Card.
- **Age Class/Course/ Club.** Check that these are correct. AGE CLASS - The class appropriate to gender and age of the entrant is to be inserted.