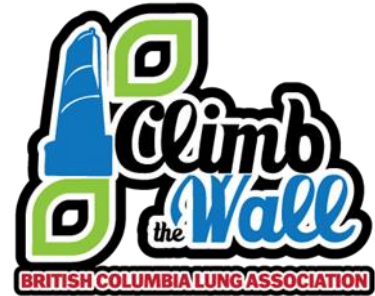


Registration

Event Details

- **Sunday, February 18th, 2018** - Sheraton Vancouver Wall Centre Hotel: 1088 Burrard St (@ Nelson)
- Arrival Time: **7:30 am**
- Dress in casual clothes and wear comfortable shoes
- Parking at Hotel: \$9 flat rate – mention Climb at the gate on the way out



Volunteer Check in

- Upon arrival go to the ballroom level (North Tower) to the volunteer check in area.
- Check in and put on your volunteer t-shirt.
- Gear check will be in the ballroom. You can leave your personal items there.

Volunteer Orientation with Marissa

- **7:45 am** – meet at the top of the escalators

Job Description

As part of the registration team, you are responsible for ensuring an efficient and accurate registration process for all participants. This will include set-up, participant check-in and post-event clean up. Your job is crucial, as you will be relaying important information, handling money and other valuable items (ie. timing chips). ***Please read this handbook carefully and talk with your supervisor to ensure you have full understanding of your duties!***

1) Set up

- Place supplies on table including: pre-labeled envelopes, receipt books, pens, tape, mail bin, Visa/MC imprinter and slips, plastic holders, signage, and highlighter

2) Check-in

- There are two positions – registrar & helper.
 1. **Registrar** - You will be signing in participants and receiving the money they have raised.
 2. **Helper** – you will be handing out timing chips & t-shirts and giving them information.

REGISTRAR'S DUTIES

- Ask the participants for their last name
- Find name on the sign in sheet, verify name and highlight information
- Check on the master sheet if climber has any prior donations and record this on his/her envelope
- Collect the minimum \$125 donation amount if it has not yet been handed in – many climbers will have surpassed the \$125 already and will not have to hand in anything
- If a climber has not yet raised the minimum amount they have to pay the outstanding amount themselves to be able to climb – ask Chris if you have any problems
- Take money and place in the pre-labeled envelope
- Write amount of money deposited on the master sheet, as well as on the envelope along with prior donation amounts, the climbers name and climb number. In addition, you both need to sign the envelope.
- Do not leave your station at any time during the event
- **Pay attention to the notes beside the participant's name**

HELPER'S DUTIES

- Watch registrar sign in climber and put sealed envelope containing money in bin
- Give climber their t-shirt, race number, timing chip
- Tell climbers they can continue fundraising until **March 18th, 2018**
- Tell them where they can check their gear after their climb (ballroom)
- Remind climber of their Start Time (on your master sheet)
- Point out breakfast and led warm up going on – suggest eating **AFTER** they complete their climb

3) Team Information

- Each team member must check in individually to receive their race number, timer, t-shirt, etc.
- Each member of a team must raise the minimum of \$125, check team totals

4) Firefighter Information

- Each Firefighter must pay the \$50 dollar registration fee

5) Post-Event Clean up

- Do not leave your money bin unguarded, wait until Chris removes the envelopes
- Your supervisor will instruct you on where to put the remaining supplies
- Do not leave until the registration area has been completely cleared