

2010 Registration Check-In Procedure

- Every Participant, Volunteer, Evaluator, Vendor, ARES and Entertainment person on site for the day of the event must check in at the Registration Desk.
- ANYONE ON SITE MUST HAVE A FESD Release form on file for this event.
- All participants must have a CERT ID.

All Check-In will be handled in Registration - Room 8. There will be 4 separate areas clearly identified:

- Express Team Line
- Individual Participants
- Volunteers
- Wristbands/T Shirts

Greeters will be at the door to direct people to the correct check-in area and ask if they have filled in a FESD Release form. If you don't have a form, you will be directed to a table with blank forms to fill out before they get in line.

Express Team Participant Check-In

- A Team Registration List will be at each station manned by a volunteer.
- Team Captain will bring in the team's registration form with all releases and check in all team participants at one time. Verify that T-Shirt size is on their list.
- All team members will accompany team captain to registration however, *only the team captain will handle all paperwork*, then team members will go to the T-shirt/Wristband Table after Team Express Check in is completed by their captain.
- Volunteer will ask name and verify if FESD release is on file.
- If not on list, their name will be written in.
- Send them to wristband/t shirt table to pick up their items. Teams will be given T-shirts, wrist bands and lunch tickets.

Individual Participant Check In

- Volunteer will ask name and verify if FESD release is on file.
- If not on list, their name will be written in.
- Send them to the wristband/t shirt table to pick up their items
- Team Coordinator will assign them to a team if they do not have a team to compete with.

Volunteer Check-In

- At Volunteer Check In, a list will be at each station manned by a volunteer.
- Volunteer will ask name and verify if FESD release is on file.
- Volunteers will be given their assignments at the volunteer tent and directed to their location.
- At end of event, Volunteers will check out and receive a survey.
- Completed Surveys will be exchanged for a CERT Rodeo Patch.

Wristbands/T Shirt Check In

- Volunteer will ask name and verify CERT ID is shown.
- They will ask for T-shirt size and Volunteers behind them will hand them the T-shirt
- Each Participant will be given one meal ticket. No lost tickets will be replaced.
- Lunch is between 11 am and 1:30 pm.

Evaluator Check-In is in Room 7

ARES Personnel will check in at their communications tent.