

2021 MASC Convention Registration Checklist

Registration for MASC events is an on-line process that gathers information about your school's delegation required by MASC and to satisfy state/local safety and security regulations. The accuracy of all information is critical.

PLEASE NOTE: *MASC event registration is the sole responsibility of the school SGA advisor as an authorized agent of the school. Students or their parents may **NOT** carry out online registration.*

Before you register on-line:

- **NEW THIS YEAR** - Registration will only be opened to MASC member schools with no balance due.
- Schools may register as many students that desire to participate.
- Be aware of all dates, deadlines, and fees provided.
- Be sure you have received approval from your administration to participate.
- Determine whether your school's payment will be by credit card or by check.
- Confirm the participation of each member of your delegation, including parent permission, as required by your school and/or district.
 - **Permission to be recorded** – All workshops and group sessions may be recorded. ***It is the responsibility of the school to assure that anyone registered has parent permission to be recorded. Check with your administration re: the relevant policy and procedure for your school/district.***
- MASC encourages all advisors to attend Convention to support students, network with other advisors, and to take advantage of specific advisor workshops. However, due to the nature of this virtual conference, MASC does not require advisors to attend. Note: Your school or district may still require your attendance. Check with your administration.
- NEW for this virtual conference – attendees will **NOT** be assigned to workshops. They will join the workshops they wish at the event where further instruction will be provided.
- Use the **Registration Worksheet** (see below) to be sure that you have the correct spelling of names, accurate private email addresses, and other necessary information for each participant.
 - **Student Roles** – As with previous events this year, we need to know which specific students will be voting. *MASC Ex.Bd.* participants vote by virtue of their position on the MASC executive board. Unless they are *Presenters*, other students must be registered as a *Voting Delegate* or as a *School Delegate*. *Presenters* are registered as such, do not register *Presenters* until notified by the executive directors.. If they are going to be voting on behalf of their school, indicate that in the comment section during registration. *Presenters* who are also *MASC Ex.Bd.* members will be identified by the executive directors.
 - **Email Addresses** – Participation in this virtual conference **will require unique personal email addresses** for students that are not related to their school/system. Email addresses assigned to students by school systems create problems for the platform we are using for this event. This may take some special efforts on the part of advisors, students, and their families. Accuracy is critical.

The Registration Worksheet is available at <https://mdstudentcouncils.org/index.php/convention/>

- On-line registration is the sole responsibility of the school advisor *whether he/she is attending or not*. **Do not delegate this to a student.** Follow the on-line instructions carefully.
- Immediately upon completing on-line registration by hitting the “Submit” button in Step 3, a **Confirmation Email is automatically sent to the advisor address you entered**. If you do not receive that email within minutes of hitting “Submit,” and cannot find it in your trash/spam folders, contact your school IT person and the MASC Registrar.

Dates, Deadlines, and Fees

Friday, February 26	On-Line Registration Opens	Go to https://mdstudentcouncils.org/index.php/convention/ and click on the Convention Registration link. <u>Do not go online until you have completed the Registration Worksheet.</u>
Saturday, March 13	On-Line Registration Closes (at 11:59p.m.)	Registration after this date must be approved by the MASC Executive Director. The late fee* may apply.
Tuesday, March 16	Postmark Deadline	<ul style="list-style-type: none"> To avoid a late fee*, the signed Registration Report/Invoice (with or without payment) must be mailed or submitted to the MASC Registrar with a postmark by this date. Even if you are unable to include the payment with the invoice, <u>send the signed invoice anyway!</u>
Saturday, March 20	Last Date for Substitutions	<ul style="list-style-type: none"> Data for participation and voting credentials are due by this date. Changes cannot be made.
	Last Date for Refunds	<ul style="list-style-type: none"> Funds have been encumbered by this date. MASC cannot provide refunds past this date.
Fri. – Sat., March 26 – 27	MASC Convention	<ul style="list-style-type: none"> Attendees will go to the Convention landing page and log in to the conference. The actual times will be announced later.

***The Late Fee for Convention is \$10 (not to exceed 20% of total fees)**

Any appeal of deadlines or fees must be directed to the Executive Director of MASC who will then inform the registrar.

The MASC Registrar does not have authority to grant appeals.

- Payment** to MASC is made by the school, not individual students. Do not send cash or personal checks. If students are responsible for all or part of their cost, their payments must be processed by the school, then the school pays MASC using a credit card or sending an official school/district check. Follow the instructions in your Registration Confirmation Email to complete a credit card payment. The cost of the conference is \$20 for all attendees except *Presenters*. Their fee is \$15.
- Refunds:** When you complete on-line registration, you have committed your school for the resulting invoice amount. Services and materials are ordered and paid for based on registrations. After Saturday, March 20, please do not ask for a refund. The money has already been encumbered.
- Changes/Substitutions:** Once submitted, registrations cannot be changed by the advisor on-line. Any changes/substitutions must be sent to the MASC Registrar at wayne.perry@mdstudentcouncils.org.
- Final Steps:**
 - **To avoid a Late Fee**, mail the signed *Registration Report/Invoice* postmarked no later than Tuesday, March 16 to the address below, **OR** email a scan/photo of the signed form to the MASC registrar. In extenuating circumstances, an email from the principal stating approval is acceptable.
 - **Paying by check:** If available in time, enclose a school/district check made payable to “MASC.” Otherwise, submit it as soon as it is ready.
 - **Paying by credit card:** Follow the instructions in your confirmation email.

Mailing Address

Wayne Perry, MASC Registrar, P.O. Box 343, Forest Hill, MD 21050

IMPORTANT NOTE: We have experienced an increase in the incidents of forms and payments being sent to incorrect addresses. This is usually due to a school’s bookkeeping software auto-filling those fields. **If you must leave the actual mailing of your *Registration Report/Invoice* and payment to others, be sure that they are aware of the correct address and the deadline.**

Suggested Plan to Make Registration Easier!

Here is a timeline with ideas collected from advisors across the state that will help you meet all registration responsibilities and deadlines easily...and avoid any fees or penalties!

<p><i>Immediately</i></p>	<ul style="list-style-type: none"> • Acquire administrative/district support to send a delegation to Convention.
<p><i>As soon as the convention registration information is made available</i></p>	<ul style="list-style-type: none"> • Review the event page on the MASC website at the link below. You can download information and documents there. Link: https://mdstudentcouncils.org/index.php/convention/. • Determine which students will make-up your school's delegation. • Create a cover letter on school letterhead that will provide families with information provided in the <i>Sample Family Letter</i> from the packet, as well as additional important information unique to your school's participation. Attach to your letter any forms required by your school/district and distribute all of this as a packet to your students. • Establish a deadline for returning forms as close to the opening of on-line registration as practical. <u>Include time to process the signed invoice and payment.</u> • Using the information gathered from your students' return of the packets, complete the <i>Registration Worksheet</i>.
<p><i>Friday, February 26 – Saturday, March 13</i></p>	<ul style="list-style-type: none"> • Go to the on-line registration site by clicking on the link posted at https://mdstudentcouncils.org/index.php/convention/ and register your delegation. • When you have completed the online registration, a <i>Registration Confirmation Email</i> is sent immediately to the email address you entered. This email contains important instructions on how to complete your school's registration. If you do not receive an email within minutes of registering online and cannot find it in your trash/spam folders, contact your school IT person <u>and</u> the MASC Registrar. • Using the invoice link sent to you in the email, print 2 copies of your invoice. • Have your principal/designee sign one copy ASAP and send it immediately to the MASC Registrar. • Use the other copy to arrange for payment of the amount on the <i>Registration Report/Invoice</i> according to the procedures established by your school/district. Payment must be an official school/district check, or credit card transaction according to the instructions in your <i>Confirmation Email</i>.
<p><i>Prior to Tuesday, March 16</i></p>	<ul style="list-style-type: none"> • Send in the signed <i>Registration Report/Invoice (with or without payment)</i>. A copy attached to an email is perfectly acceptable. • <u>Do not mail</u> the <i>Registration Worksheet</i>. • Tip: If mailing close to the deadline, take the envelope into the post office and obtain a legible postmark. The late fee is determined by the postmark.
<p><i>Prior to March 26 – March 27</i></p>	<ul style="list-style-type: none"> • Continue with necessary preparations for your delegation's participation.