

MASC 2022 Convention B – In Person Registration Checklist

Registration for MASC events is an on-line process that gathers the information about your school's delegation required by MASC and those involved with planning and hosting. It is also required to satisfy state/local safety and security regulations. Accuracy of all information is critical. ***If you do not receive a confirmation email within minutes of submitting your online registration, contact the MASC Registrar.***

MEMBERSHIP and COST – *Convention B - In Person* is open to all secondary schools regardless of MASC membership status and will cost **\$25 per registrant**. However, **if your school is a member of MASC**, a **\$5 discount per registrant** will be applied at the end of the online registration process.

DELEGATION SIZE – Schools may register a delegation of as many students as would like to attend, similar to *Fall Leadership Conference*. All students will be registered as *School Delegates*. All adults will be registered as *Advisors*. **PLEASE NOTE:** As this is an in-person event, each delegation **must be accompanied** by an attending advisor. This is typically the school's SGA advisor. In situations where the SGA advisor is unable to attend, the principal may approve another adult employee of the school or school system to be the attending advisor. Contact your regional advisor if you have questions about this requirement.

- Before** you register on-line, be sure you have done the following:
 - All balances for past events have been resolved. The MASC Executive Board established a policy that registration for MASC events will not be accepted from schools with unresolved financial obligations from previous events of this year or years past.
 - All dates, deadlines, and fees are noted.
 - Received approval from your administration to participate.
 - Determined whether your school's payment will be by credit card or by check.
 - Confirmed the participation of each member of your delegation and parent permission, as required by your school and/or district.
 - If you will not be the attending advisor, that you have arranged for a substitute approved by your principal to supervise your delegation at the event.
 - Use the ***Registration Worksheet*** to be sure that you have the correct spelling of names and the requested information for each registrant. Do **not** submit the ***Registration Worksheet*** to the MASC registrar.

- On-line registration is the sole responsibility of the school advisor *whether they are attending or not*. **Do not delegate this to a student.** Follow the on-line instructions carefully.

- The *Registration Report/Invoice* you print at the end of the process must be signed by your school administrator. *Registrations cannot be confirmed without this signed authorization.*

- Electronic Submission Required** –The *Registration Report/Invoice* that is signed by the principal to authorize a school's participation must be submitted electronically no later than midnight on **Monday, April 25**. This is as simple as emailing a scan or photo of the signed form to the MASC Registrar at the email address below. **Please do not mail the *Registration Report/Invoice*** as you may have in the past. The timely delivery of US Mail cannot be relied upon. If your school is paying by check, it is helpful to

enclose a copy of the form, but it does not have to be signed. Remember, there is no specific deadline for payment.

- ❑ **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 at your school, 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. If you indicated you are paying by check and wish to change the payment method to credit card, contact the registrar and an electronic invoice can be sent. **Remember, there is no specific deadline for payment." Just get the invoice signed, scanned, and emailed, then process payment!**
- ❑ **DO NOT MAIL IN THE PARTICIPANT EMERGENCY INFORMATION FORMS.** Check them for accuracy, completion, and the appropriate signatures, alphabetize, and turn them in when you check-in at the event. Make sure that a *MASC Emergency Form* is submitted for each adult, too.
- ❑ **Refunds:** When you complete on-line registration, you have committed your school for the resulting invoice amount. MASC makes financial commitments based on this information. After the submission deadline, much of the money expected has been encumbered or spent. **Any requests for refunds or cancellation of fees after the submission deadline of Monday, April 25 must be submitted to the MASC Executive Director.**
- ❑ **Changes to Registrations** – Once you have submitted your registration on-line, any changes must be emailed to the MASC Registrar as soon as possible (See email address below). **IMPORTANT:** *Substitutions will be accepted up to check-in at the event.*

Wednesday, March 30	On-Line Registration Opens	Go to the <i>Convention B - In Person</i> page at https://tinyurl.com/4hf7y88m , review the information there and use the link provided for online registration.
Wednesday, April 20	On-Line Registration Closes (11:59 PM)	Registration after this date must be approved by the MASC Executive Director. A Late Fee* may apply.
Monday, April 25	Submission Deadline	<ul style="list-style-type: none"> • NEW - The Registration Report/Invoice, signed by your principal, must be submitted to the MASC Registrar no later than this date. • Begin processing payment immediately. There is no specific deadline for payment. • Registration Report/Invoices submitted after this date will require special permission from the MASC Exec. Director. • This is the last date for refunds for cancellations.
Saturday, April 30	MASC 2022 Convention B - In Person	<ul style="list-style-type: none"> • One (1) advisor and one (1) student delegation leader comes to On-Site Check-In.

**The Late Fee is \$5 (not to exceed 20% of total registration fees)*

Any appeal of deadlines or fees must be directed to the MASC Executive Director who will then inform the registrar. The MASC Registrar does not have authority to grant appeals.

Submit signed invoices and direct any questions or changes to Wayne Perry, MASC Registrar, at wayne.perry@mdstudentcouncils.org

Suggested Plan to Make Registration Easier!

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

<p><u>Prior</u> to on-line registration</p>	<ul style="list-style-type: none"> • <i>Read the event registration documents at the MASC website, https://tinyurl.com/4hf7y88m where you can review and/or download the information.</i> • <i>Secure permission from your school and/or district administration to participate in this event.</i> • <i>Begin the process to arrange for approved transportation for your delegation. For many schools, this requires coordination with the regional advisor.</i> • <i>Determine which students will make-up your school's delegation.</i> • <i>Create and distribute a cover letter from you with additional forms/materials that are required by MASC or your school/district. The cover letter should include necessary information about the event for the student and their family. Establish a deadline date for returning the form(s) as close to the opening of on-line registration as practical.</i> • <i>When you have received all of the forms from all of your students, be sure that each is authorized by your administration to participate. Policies regarding this vary widely across the state.</i>
<p><u>ASAP</u> before online registration closes on Wednesday, April 20</p>	<ul style="list-style-type: none"> • <i>Go to the on-line registration site by clicking on the link posted at https://tinyurl.com/4hf7y88m and register your delegation.</i> • <i>Print 2 copies of the final Registration Report/Invoice at the end of the on-line process.</i> • <i>Obtain the signature of your principal/designee on one of these, then keep the other for your record.</i> • <i>Submit the signed Registration Report/Invoice electronically by emailing a scan or photo of the signed form to the MASC Registrar.</i> • <i>Immediately arrange for payment of the amount on the Registration Report/Invoice 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 Registration Confirmation Email.</i>
<p><u>No later than</u> Monday, April 25</p>	<ul style="list-style-type: none"> • <i>If you have not already emailed your <u>signed</u> Registration Report/Invoice to the registrar, do so before the submission deadline of Monday, April 25. If paying by credit card, payment should be made by this date.</i> • <i><u>Do not submit</u> the Participant Emergency Information Forms. Keep them together to be submitted at check-in at the event.</i>
<p><u>Prior</u> to Saturday, April 30</p>	<ul style="list-style-type: none"> • <i>Continue with necessary preparations for your delegation's participation.</i> • <i>Just prior to the event, you will receive instructions on how to retrieve your Check-In Form. Review it carefully and follow the instructions provided. You will bring this form to On-Site Check-in at the event.</i>