

Registration Worksheet

Use this worksheet **before you go on-line** to help organize your delegate information and make on-line registration quick and easy. MASC recommends that you require students to complete and submit to you their *Participant Emergency Information Form* before you register on-line. Advisors that have done this say that very few students cancel, and their info is much more accurate. Please use the information below when preparing for on-line registration.

- Names – First Name, then Last Name. Check spellings and please use title-case (capitalize first letters only).
- Role – All students will be registered as *School Delegates*. All adults will be registered as *Advisors*. Grade – Advisors/adults are “NA.”
- Grade – Advisors are “NA.” Please check for accuracy.
- Bringing Meds – Enter “Yes” if bringing medication to the event. In such cases, submit a copy of the form that your school or district requires to the event nurse at check-in.
- Special Accommodations – Enter any special needs, e.g. type of medication being brought, allergies, or other important information needed by the hosts or on-site nurse.

If you have questions, please contact the MASC Registrar at wayne.perry@mdstudentcouncils.org.

	First Name	Last Name	Role	Grade	Bringing Meds? Y/N	Special Accommodations
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
14						
15						

*This worksheet is provided to help you gather the information required for on-line registration.
Do not send it to the MASC Registrar*