

MASC 2023 Fall Leadership Conference

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 – *Fall Leadership Conference* is open to all secondary schools in Maryland regardless of MASC membership status and will cost **\$30 per registrant**. (Note: Cost for *Presenters* is \$25. Do not register *Presenters* until you have been notified by MASC.)

DELEGATION SIZE – Schools may register a delegation of as many students as would like to attend. We recommend no more than 20 students per advisor. All students will be registered as *School Delegates* or *MASC Ex.Bd.* (Advisors will be notified re: *Presenters*.) All adults will be registered as *Advisors*. **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 need help satisfying 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 confirmed from schools with unresolved financial obligations from past events.
- 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 and permission of each student in your delegation, as required by your school and/or district.
- If you will not be the attending advisor, you have arranged for a substitute approved by your principal to supervise your delegation at the event.
- Determined your delegates' workshop choices (*HS only*). Workshop descriptions are available at <https://mdstudentcouncils.org/index.php/fall-leadership-conference/>
- Used 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 personally 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 administration.** *Registrations cannot be confirmed without this signed authorization.*

CRITICAL: ***A confirmation email is sent immediately after submitting your online registration. If you don't find it in your inbox:***

- Check your trash/junk/spam folders for the <registered.solutions> domain. Also, be aware that some services have various labels for legit inboxes such as "Updates," "Social," etc. Check in those too.
- There may be a time delay that your email system uses. Check for it again in a couple hours.

- If you have waited and searched and still can't find your "Registration Confirmation" email, first contact your IT specialist in your school. Sometimes email servers will block unknown email address domains. Your IT specialist should know what to do. Invite that individual to contact the MASC Registrar at <wayne.perry@mdstudentcouncils.org>.
- **Electronic Submission Required** –A scan/photo of the *Registration Report/Invoice*, signed by the principal, must be emailed to the MASC Registrar no later than 11:59 PM on **Monday, November 13**. **Please do not mail** the *Registration Report/Invoice* as in other years. Delivery of US Mail has become less timely. NOTE: If your school is paying by check, it is helpful to enclose an unsigned copy.
- **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 the cost at your school, their payments must be processed by the school. The school then pays MASC using a credit card or mailing an official school/district check. Follow the instructions in your *Registration Confirmation Email* to complete a credit card payment. If you indicated check payment and wish to change 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 by November 13, 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 the *MASC Emergency Information 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 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, October 18	On-Line Registration Opens	Go to the Fall Leadership Conference page at https://mdstudentcouncils.org/index.php/fall-leadership-conference/ , review the information there and use the link provided for online registration.
Wednesday, November 8	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, November 13	Submission Deadline	<ul style="list-style-type: none"> • The Registration Report/Invoice, signed by your principal, must be emailed 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 permission from the MASC Exec. Director. • This is the last date for refunds for cancellations.
Saturday, November 18	MASC 2023 Fall Leadership Conference	<ul style="list-style-type: none"> • One (1) advisor and one (1) student delegation leader come to On-Site Check-In. All other attendees proceed as directed by the host staff.

***The Late Fee is \$25 (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.

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

Suggested Plan to Make Registration Easy!

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"> • Read the event registration documents at the MASC website, https://mdstudentcouncils.org/index.php/fall-leadership-conference/ where you can review and/or download the information. • Secure permission from your school and/or district administration to participate in this event. • Begin the process to arrange for approved transportation for your delegation. For many schools, this requires coordination with the regional advisor. • Determine which students will make-up your school's delegation. • 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. Use information from the invitation letter on the website. Establish a deadline date for returning the form(s) as close to the opening of on-line registration as practical. • 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. • Use the Registration Worksheet and fill in all the information you've gathered from your students, including workshop choices (HS students only).
<p><u>ASAP</u> before online registration closes on Wednesday, Nov 8</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/fall-leadership-conference/ and register your delegation. • Print 2 copies of the final Registration Report/Invoice at the end of the on-line process. • Obtain the signature of your principal/designee on one of these, then keep the other for your record. • Submit the signed Registration Report/Invoice electronically by emailing a scan or photo of the signed form to the MASC Registrar. • 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.
<p><u>No later than</u> Monday, Nov 13</p>	<ul style="list-style-type: none"> • If you have not already emailed your <u>signed</u> Registration Report/Invoice to the registrar, do so before the submission deadline of Monday, November 13. • <u>Do not submit the Participant Emergency Information Forms.</u> Keep them together to be submitted at check-in at the event.
<p><u>Prior</u> to Saturday, Nov 18</p>	<ul style="list-style-type: none"> • Continue with necessary preparations for your delegation's participation. • 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.