**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* or *MASC Ex.Bd.* (Advisors will be notified re: *Presenters*.) Adults as *Advisors*.
* 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 Diet – Vegetarian, vegan (they are not the same), pescatarian, or other dietary requirements.
* 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.
* Workshops – *HS students only* – All high school delegates will be scheduled to attend workshops based on their preferences and availability. Use the ***Workshop Descriptions***document at [*https://mdstudentcouncils.org/index.php/fall-leadership-conference/*](https://mdstudentcouncils.org/index.php/fall-leadership-conference/) to obtain your students' preferences. Students without preferences will be assigned arbitrarily by MASC.

If you have questions, please contact the MASC Registrar at [wayne.perry@mdstudentcouncils.org](file:///C:\Users\wayne\OneDrive\Documents\MASC\MASC%20Convention\MASC%20Convention%202022\Packet\wayne.perry@mdstudentcouncils.org).

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|  | **First Name** | **Last Name** | **Role** | **Gr** | **Bringing**  **Meds?** | **Special Diet** | **Special Accommodations** | **Workshop Requests**  ***(HS only)*** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |

***This worksheet is provided to help you gather the information required for on-line registration.***

***Do not send it to the MASC Registrar***