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* <u>before</u> 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.

- <u>Names</u> – First Name, then Last Name. Check spellings and please use title-case **(Do not use all caps)**.
- <u>Role</u> – All students will be registered as *School Delegates* or *MASC Ex.Bd.* (Advisors will be notified re: *Presenters.*) Adults as *Advisors*.
- <u>Grade</u> – Advisors are "NA." Please check for accuracy.
- <u>Bringing Meds</u> – Enter "Yes" if bringing medication to the event. Follow the medication policies of your school/system. The on-site nurse will not dispense medications, but will be aware of attendees bringing medication. The on-site nurse is available to provide first aid and emergency care.
- <u>Special Diet</u> – Vegetarian, vegan (they are not the same), pescatarian, or other dietary requirements.
- <u>Special Accommodations</u> – Enter any special needs, e.g. type of medication being brought, allergies, or other important information needed by the hosts or on-site nurse.
- <u>Workshops</u> – For HS delegates only. 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/* 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.

	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.
<u>Do not</u> send it to the MASC Registrar