

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 (**Do not use all caps**).
- Role – All students will be registered as *Delegates* or *MASC Ex.Bd.* (Advisors will be notified re: *Presenters.*). Adults are registered as *Advisors.*
- Grade – Please check for accuracy. Advisors are “N/A.”
- Bringing Meds – 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.
- Special Diet – Vegetarian, vegan (they are not the same), pescatarian, or other dietary requirements/restrictions.
- 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 – There are no selections since all students will be scheduled for the same middle school or high school workshops.

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
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

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