

Registration Worksheet

Use this worksheet **before you go on-line** to help organize your attendee 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. Below are descriptions of each column's information.

- **Names** – First then Last Name. Check spelling and please use title-case (**Do not use all caps**). NOTE: Nametags are *exactly* as you type in names.
- **Role** – All students will be registered as *Delegates* or *MASC Ex.Bd.* (Advisors will be notified re: *Presenters.*) Adults as *Advisors.*
- **Grade** – Advisors are “NA.” Students are 06, 07, 08, 09, 10, 11, or 12. Please check for accuracy.
- **T-Shirt Size** – Adult sizes; Small, Medium, Large, XLarge, 2XLarge 3XLarge (requested sizes cannot be guaranteed for subs after Feb. 10.)
- **Bringing Meds?** – Yes/No and then provide specifics in the comments. This info is for the on-site nurse. Meds will not be submitted at check-in, but rather each delegation is responsible for complying with the policies of their school/district. Provide details in Comments.
- **Special Diet** – No, Vegetarian, Vegan (they are not the same), or Other. Provide additional detail, if needed, in Comments.
- **Comments** – Detail as mentioned above and any other information about the attendee that MASC needs to have.

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

	First Name	Last Name	Role	Grade	T-Shirt Size (Adult: S, M, L, XL, 2XL, 3XL)	Bringing Meds? Y/N	Special Diet (No, Vegetarian, Vegan, Other)	Comments (Details of meds, diet, or other information as needed)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Use additional worksheets as needed

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