

MASC 2026 Convention

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 – Convention is for MASC member schools **ONLY**. You will not be able to register for convention until all 3 steps of the application process are completed: 1) Submit the online application, 2) Principal submits approval and signature, 3) Membership dues are paid.

DELEGATION SIZE and ROLES–

- Each student must be registered as either a *Delegate* or *MASC Ex.Bd.*
- Schools may register up to twice the number of *Delegates* as their allotted votes.
- *MASC Ex.Bd.* members do not count toward the *Delegate* limit.
- For appropriate supervision, the total number of students must not exceed a 10:1 student-to-adult ratio.
- All attending adults will register as *Advisor*.

ATTENDING ADVISOR – All students **must** have an attending advisor. This is typically the school's SGA advisor, but in situations where the SGA advisor is unable to attend, the principal may approve another adult employee of the school or system to be the attending advisor. Please refer to the FAQ document [here](#) or your regional advisor if you have questions about this requirement.

COST – The fee for convention is **\$285 for each attendee** regardless of role. **There is a \$20 “early” discount if you register no later than Friday, January 9 and pay by Friday, February 6.**

☐ **Before** you register on-line, be sure the following expectations have been met:

- MASC Membership is finalized
- All balances due for past events have been resolved.
- All dates, deadlines, and fees are noted.
- Your school administration has authorized you to register a delegation.
- You have coordinated with your administration re: how payment will be handled.
- Permissions for each student have been received 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.
- The ***Registration Worksheet*** is filled out providing correct spelling of names and the requested info 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.

☐ **NEW ONLINE REGISTRATION PROCESS!** Use the registration link provided on the Convention page of the MASC website [here](#). You will be taken to an online form to register your delegation. Using your completed ***Registration Worksheet***, provide the information as prompted, then click the submit button at the top-right of the form. Upon submission:

- A confirmation email is sent to the advisor's email address that you provided. This email will provide instructions for completing your registration. Attached to your email will be a copy of your registration for your optional use.
- At the same time an email is sent to the advisor, an email is automatically sent to the principal's email address that you provided. This email provides instruction for approving your registration. It will contain a link to your form so that the principal can review it and then approve your registration with an electronic signature.

- When the principal clicks on the submit button, the data is sent to MASC and your registration is complete and approved. ***THERE IS NO NEED TO DO ANYTHING ELSE TO COMPLETE YOUR REGISTRATION OTHER THAN PROCESSING PAYMENT ACCORDING TO INSTRUCTIONS PROVIDED.***

☐ **Additional information about the new process**

- Let your principal know about the new process and to inform you if they don't get the principal's email.
- This new process allows the advisor OR the principal to easily pay for your school's registration. Instructions are provided in both emails. Coordinate ahead of time how this will be handled.
- The emails are sent from GoFormz.com with this address: <**no-reply@goformz.com**>. If you or your principal do not receive the confirmation emails within moments of submission:
 - Check trash/junk/spam folders for the <goformz.com> domain. Also, be aware that some email systems 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, after waiting and checking thoroughly, you or your principal still cannot locate the confirmation emails, contact your school's IT specialist—servers may block email from certain domains. Your IT specialist should know how to resolve this. Invite them to contact the MASC Registrar at wayne.perry@mdstudentcouncils.org for assistance.
- Submissions are totally online and only require hitting the submit button on the forms. The only mailing involved is if your school is paying by check.

☐ **Payment for MASC event registration 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, their payments must be processed by the school. The school then pays MASC using a credit card or by mailing a school/district check. Follow the instructions provided in the registration process.

☐ **Payment is expected to be received by MASC prior to the event.** However it is expected that payment will be initiated immediately upon approval of your registration.

☐ **Participant Emergency Information** forms for students and adults and **Delegate Contracts** for students, are submitted at check-in. Check for accuracy and completion, then **alphabetize** them before check-in.

☐ **Refunds:** When the principal submits the online registration form, payment of the invoice amount is guaranteed. MASC makes financial commitments based on registration. After the deadline of **Wednesday, February 11**, much of the money expected has been encumbered. ***There are no refunds for cancellations after this deadline. Appeals for exceptions must be submitted to the MASC Executive Director.***

☐ **Changes to Registrations** – Once you have submitted your on-line registration, any changes must be emailed to the MASC Registrar as soon as possible (see email address below). ***IMPORTANT: Substitutions can be made up to check-in at the event.***

Monday, December 1	On-Line Registration Opens	Go to the Convention page at https://mdstudentcouncils.org/index.php/Convention/ , review the information there and use the link provided for online registration.
Friday, January 9	Last day for Early Registration Discount	Convention fee is \$285 <u>after</u> this date.
Friday, February 6	*On-Line Registration Closes (11:59 PM)	Any registration after this date must be approved by the MASC Executive Director
	*Payment or PO due for Early Registration Discount	Payment or a purchase order must be received by this date in order to qualify for the early registration discount. Failure to meet this deadline will result in the discount being removed from the invoice.
Wednesday, February 11	Submission Deadline (11:59 PM)	• The principal must sign and submit the registration no later than this date. • Coordinate with your principal how payment will be processed. Begin processing payment immediately. • Registrations after this date will require permission from the MASC Exec. Director. • <i>Last day for cancellations and refunds.*</i>

Wednesday-Friday, March 18 - 20	MASC 2026 Convention	• 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.
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**Any appeal of policies, 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!

<u>Prior</u> to on-line registration	• Read the event registration documents at the MASC website, https://mdstudentcouncils.org/index.php/convention/ where you can review and/or download the information. • Secure permission from your school/district admin 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 and/or your school/district. The cover letter should include necessary information about the event for the student and their family. Establish a deadline that gives you plenty of time to register. • When you have received the forms from students, be sure that each is authorized by your administration to participate. Policies regarding this vary across the state. • Use the Registration Worksheet and fill in all the information you've gathered.
<u>ASAP</u> before online registration closes -Friday, January 9 for early discount -Friday, February 6 for regular registration.	• Go to the on-line registration site by clicking on the link posted at https://mdstudentcouncils.org/index.php/convention/ and register your delegation. • Follow the instructions provided in the confirmation email you will receive immediately upon submitting your registration. • Alert your principal that they will receive an email as soon as you submit your registration. They need to use the link provided in their email to review your registration and then approve and electronically sign the form. At this point, your approved registration will be automatically sent to MASC and you are registered. • Immediately arrange for payment of the amount on the Registration Report/Invoice created during the process 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 confirmation email. • If you do not receive a confirmation email, first contact your IT specialist in your school. Your IT specialist should know what to do. Invite that individual to contact the MASC Registrar if needed.
<u>No later than</u> Wednesday, Feb 11	• Confirm with your principal that your registration was approved, signed, and submitted.
<u>Prior</u> to the event	• 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.