

Registration Worksheet – LEG26

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.
- Bringing Meds? – Yes/No – Provide specifics in Comments. This info is for the benefit of the on-site first aid provider in case of emergency. Meds will not be submitted at check-in, but rather each attending advisor is responsible for complying with the medication policies of their school/district.
- Special Diet – No, Vegetarian, Vegan (they are not the same), or Other. Provide additional detail, if needed, in Comments.
- Comments – Detail as mentioned above plus 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	Meds? Y/N	Special Diet (No, Vegetarian, Vegan, Other)	Comments (Details of meds, diet, or other information as needed)
1							
2							
3							
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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*