



Completing the MASC Conference Registration for Schools

(Revised December 2025)

Registering for a conference is an easy online process. Please observe the following.

Check with your school system's IT to ensure that the GoFormz domain is safe-listed! <@goformz.com> This is the platform for conference registrations!

The online process must be completed by an adult advisor authorized by the school administration. The process is designed to be user-friendly, but the following descriptions of each of the steps are provided for your information.

KNOW
BEFORE YOU GO ▶



CONFERENCE REGISTRATION

Before beginning the online process to register for a conference, you should:

- ✓ Know if you have to be a MASC member school to register (only the Fall Leadership Conference is open to all Maryland secondary schools, regardless of membership status).
- ✓ Know if you have an outstanding balance for any past MASC event – you cannot register if there is an outstanding balance due to MASC.
- ✓ Read the conference checklist carefully, making note of the delegation roles/size, attending advisor, and the items below:
 - Each student must be registered as either a Delegate or MASC Ex.Bd.
 - o Note: only the Fall Leadership Conference will have a “presenter” role option. The MASC executive director or Student Workshop Coordinator will send an email to school advisors identifying the workshop presenters for this conference.
 - o Do not register a student as a presenter based on their status as a MASC-certified workshop presenter.
 - Number of students registered:
 - o The Fall Leadership Conference and Legislative Session has no limit on the number of students registered per school; however, MASC recommends a 20 to 1 ratio of students to advisors for chaperone purposes.
 - o For the Convention, 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. It is recommended to have no more than a 10-1 students to advisor ratio due to the hotel chaperone responsibilities.
- ✓ Know if you are the attending advisor - 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. This should be an employee of your school system.
- ✓ Complete the registration worksheet so you have all of the required student information – dietary restrictions (vegetarian/vegan, nut allergies, observing Ramadan, etc.), grade, correct spelling of names, workshop choices, etc.).
 - For the Convention, you will also need to know the t-shirt size (adult sizes). It is usually easier to complete this information if you collect the emergency form before registration.
 - For the Fall Leadership Conference and the Convention, you will need to know the top five workshop choices or categories for each student.
- ✓ Method of payment you will use for dues: credit card or school check



| | | | |
|--------------------------------------|--|---------|--|
| Your Name | | DATE | |
| Your address | | | |
| Your city, your state, your zip code | | | |
| Tel. ... | | | |
| PAY TO THE ORDER OF | | DOLLARS | |
| MEMO | | | |
| 0000000001 0001 00001 00001 | | | |



CONFERENCE WEBSITES

Fall Leadership Conference:

<https://mdstudentcouncils.org/index.php/fall-leadership>

Legislative Session:

<https://mdstudentcouncils.org/index.php/legislative-session/>

Convention:

<https://mdstudentcouncils.org/index.php/convention/>

- 1) Read the instructions on the form.
- 2) The date you complete the form is automatically propagated.
- 3) Type in the requested information in the fields provided.
- 4) Be very careful to type the principal's email correctly!!

- 5) When all information is entered, review it for accuracy and then submit it by hitting the 'Submit' button in the upper right-hand corner.
- 6) A confirmation email is sent to the advisor's email address provided. This email includes instructions for completing the registration process.
- 7) At the same time, an email is sent to the principal to approve the school's attendance at this event. This is done with an electronic signature! No need to download, print, sign, scan, or email!
 - a. Let your principal know about the new process and to inform you if they don't get the principal's email. The message may be filtered into a promotions or spam folder. As emphasized above, **check with your school system's IT to ensure that the <@goformz.com> domain is safe-listed!**
 - b. This process allows the advisor OR the principal to easily pay for your school's membership. Instructions are provided in both emails. Coordinate ahead of time how this will be handled.
- 8) Once the principal electronically signs and clicks 'Submit,' the information is transmitted to MASC, and the school's registration is considered approved, pending payment.



- a. If paying by check, be sure the check is mailed to the **correct PO Box** listed at the bottom of the form. Payments for conferences are different than membership payments!
- b. If paying by credit card, use the link provided on the conference webpage.

9) Submissions are totally online and only require clicking the submit button on the forms. The only mailing involved is if your school is paying by check.

***Questions about conference registrations should be directed toward the MASC registrar,
Wayne.Perry@mdstudentcouncils.org***

Mailing Address for Check Payments:

Wayne Perry, MASC Registrar
P.O. Box 508
Churchville, MD 21028



All registration forms begin with some type of affirmations for that conference. Please read them carefully before committing to register.



Samples on next pages.....

PLEASE, read each item and acknowledge with a ✓ to continue.

I acknowledge that:

- ☐ I am an adult authorized by my principal to make this financial commitment for my school.
- ☐ I am aware that refunds will not be provided beyond the submission deadline of **Wednesday, February 11**.
- ☐ I have read the **Registration Checklist** and other items on the CON26 event page of the MASC website.
- ☐ I have completed the **Registration Worksheet** available from the CON26 event page of the MASC website.
- ☐ I am registering early, and am aware that payment or a school/system PO must be submitted by **Friday, February 6** in order to keep the early registration discount.
- ☐ I acknowledge that upon submission,
 - A confirmation email is sent to me immediately (depending on your email server settings)
 - An authorization email is sent to my principal for review and approval of this registration.
 - I will coordinate with my principal re: approval and payment of registration fees.
 - If the emails cannot be found by myself or my principal after searching our inboxes (including trash/spam/junk folders), I will contact the MASC Registrar.

☐ **I affirm the above and am ready to register.**



*****If required due to inclement weather disruption, the Legislative Session will take place on Saturday, January 31, at Parkville High School in Parkville, Baltimore County.***

