

Contest Registrar

The contest registrar is the first person that meets and greets the teams as they arrive at the contest. It is important that you set the tone as pleasant and make everyone feel comfortable. Remember, most directors/teams have been traveling by bus and have had little sleep the night before the contest so they may arrive a little edgy. Put them at ease and tell them how happy we are to have them at the contest. Here are a few important points if you are contest registrar:

- Ask the director's name (if you do not know her) then introduce yourself with a handshake greeting & a smile. Hand her the registration packet with information about schedules, dressing areas, etc. Explain where the performance areas are located as well as the dressing areas. Individual solos do not receive a packet. They only need a schedule.
- Look up on the accounting sheet to see if the team owes a balance. If there is a balance, ask, "***Did you bring your balance with you today or was it mailed?***" No school should be given their team packet until their balance has been paid. If it is a private team (not affiliated with a school) they should submit a cashiers check, money order, or cash **NO PERSONAL CHECKS** unless there is a special note hand written by Office Administration. If you feel that you have an uncomfortable situation, you may need to say, "***Why don't you talk with Joyce or (contest administrator)***" and send them in the correct direction.
- Go over the events that the spread sheet shows they have entered and verify with the director. Make any changes in red pen and have them contact the area announcer to notify of a change.
- You are not allowed to issue any receipts the day of contest. If they need one, they need to call the office the next week and request one be sent or faxed to them.
- Some teams may come with an assistant or second director. They can get a packet also.
- The registrar is usually stationed at the team entrance. If there is not someone there to take gate money, send any extra parents or spectators to the proper gate. If the weather is bad and it will require them to walk outside, you may want to go ahead and take gate money out of courtesy. Otherwise, it is best if they go to the spectator entrance.
- Each director should have received 6 complimentary tickets in her confirmation packet. Make sure that parents have a VIP Pass in order to get in free. If for some reason a director did not get her packet, pull 6 tickets from your 'gate box' and hand them to her to issue out herself. Some directors may want to sign the back to leave them for adults coming in later.
- Remind them that **NO MEN** are allowed in the dressing areas .3.tj!!l.
- Those carrying props and costumes either must pay or have a ticket.
- If someone wants to register late, or add a solo or event, please make sure to mark the registration sheet to adjust the numbers. No personal checks for add ons. Cash or money order only. Use a red pen for any changes so they can be spotted readily. If they are adding on, also make sure that they report to the announcer in their proper area to insure that they have been inserted into the schedule.
- **DOCUMENT ALL PAYMENTS CAREFULLY!!!** Use the red pen to write on the registration sheet, as well as the Payment Log. You will need to indicate checks, amounts, check numbers, cash payments, etc. It is imperative that the payments are all recorded properly, clearly and legibly so the office can verify the registration money.
- **DO NOT LEAVE YOUR STATION UNATTENDED!!!** Registration will usually be set up until noon. If you need to take a potty break, **TAKE THE MONEY BAG WITH YOU!!!** When all teams have checked in and you are ready to shut down the registration area, take the money bag and registration book to C.R., Joyce or Lucinda.
- Do not take any schedule or time changes at your station. Send them to the proper area to make those with the announcer / administrator .
- If you are working at Nationals, you will also need to document payments for Miss High Kick in addition to other payments and send this information down to the High Kick Administrator before the finals.
- Encourage the directors to wear their "Director Badge" found in the Director's Packet. This way they are identifiable and can be addressed accordingly.
- Officials helping with the gate, doors, etc. should also wear their nametags found in the registration tub.