

## Registration of newcomers

- Newcomers may enter their first event for free without pre-registering or entering on Eventor.
- However we do need to collect contact details for safety purposes.
- At each event we should display the Newcomer QR code ( see the document 'Newcomer Registration QR Code' on the Organisers' Toolkit).
- Newcomers can use the QR code on their phone to take them to an online form on our website
- Here they will fill in their name, phone number and email address, as well as agree to our standard waiver.
- They are asked to show the confirmation screen (see below) to the organisers.
- You can then give them a map.
- They will be sent a welcome email with instructions on how to register in Eventor and enter events. They will also be subscribed automatically to the weekly email newsletter, but are able to unsubscribe from this at any time.
- The membership officer will receive a notification of this at-event registration, but no action is required by them. It will be up to the newcomer to then register themselves in Eventor if they wish.
- If they have no phone with them an organiser could use their own phone or the club iPad to fill in the form for them. You can use the QR code or go directly to the form here: <https://tasorienteeing.asn.au/newcomer-registration>
- If the newcomer replies to the welcome email the reply will go to the membership officer.

