

# Registration Desk Tasks

Jun 2022

- Wear a green vest to identify you as a volunteer official
- Put spare EOD maps underneath the map trays
- **Pre-entered competitors** – give them a map from the map tray and off they go!
- **Enter on the Day competitors**
  - Fees are listed on the cash box and built into the iPad app
  - Give them a map from the spares
- **Newcomers**
  - Can enter for free if it's their first event
  - If they have not already joined as a Casual online they must fill in a yellow form so we can obtain their contact details
  - For families, a form needs to be filled in for each person, unless they always intend to go together
  - Lend them an SI-stick for free (fill in blue form)
  - If they buy a P-card add the P-card number to the yellow form
  - Give them a map from the spares
- **P-card sales**
  - Fill in a blue form for P-card sale
- **Payments**
  - Payment via EFTPOS using the app on our iPad is preferred
  - Cash is next best option
  - If EFTPOS is not working and they have no cash, give them a slip with OT bank account details and ask them to transfer the money. Write the amount on the slip.
  - If paid by EFTPOS – send a receipt
  - If paid by cash or bank transfer – write details on sheet in cash box
- **Prepaid P-card pickup**
  - P-card should be ready and waiting with their name on it
  - If not, give them a new one and fill in a blue form
- **Temporary SI loan.** e.g. if a newcomer or if they have left theirs at home
  - Only lend SI-sticks, not P-cards
  - Fill in a blue form
- **Database changes**, e.g. transfer of P-card, change of SI number, name, school, phone etc
  - Fill in a blue form
  - If there are changes other than the fields on the form, write on the back, and draw attention to it
- Blue forms go straight to the computer operator, and after the event are passed on to the SI Manager
- Yellow forms should be passed on to the SI Manager who will organise for entry in the database
- **Membership** – ask them to join online
- **SI-stick, compass purchase etc enquiries**

We don't sell these. There are some slips in the cash box with the Aussie O gear website details.