

Registration Desk Tasks

vMay2023

- **Setting up**
 - Wear a green vest to identify you as a volunteer official
 - Put spare EOD maps underneath the map trays
 - Turn on iPad and Square (instructions in their carry bag)
- **Pre-entered competitors** – give them a map from the map tray and off they go!
- **Enter on the Day competitors**
 - Enter on day fees are listed on the cash box and built in to the Square Eftpos app on the iPad
 - Give them a map from the spares
- **Payments**
 - **Eftpos:** Payment via Eftpos using the Square App on our iPad is preferred. If not possible, fill in 'Outstanding Payments' form (in Cash Box), for payment via Eftpos at their next event
 - **Cash:** Record details on 'Cash Payments Record' sheet in Cash Box
- **Newcomers (can enter for free if it is their first event)**
 - If they have not already joined online as a Casual Tas member they must fill in and sign the **yellow Newcomer Registration** form (parent or guardian to sign for children under 18)
 - Families – fill in a yellow form for each person, unless they always intend to go together
 - Lend them an SI-Stick for free (add its number to the yellow form)
 - If they buy a P-card, add its number to the yellow form, circle 'Purchase today', and payment method
- **Temporary SI Stick loan (no charge; do not loan P-cards)**
 - **Existing club or Casual members** - fill in a **blue P-Card Purchases or SI Stick loan** form
- **Prepaid P-Card pickup**
 - P-card should be ready with their name on it. If so, hand it over - nothing more to do.
 - If not, give them a new one and fill in a blue form, and in Notes field write "prepaid missing"
- **P-card sales (sale price \$22)**
 - **Existing members** - fill in a blue form. **Newcomers** - note sale details on yellow form
 - Don't sell P-card to a student who says "school will pay". Refer student back to their teacher.
- **P-Card or SI-Stick ownership changes** (eg transfer of ownership, new SI Stick)
 - Fill in a blue form
 - Other personal detail changes are best done by the person online via their Eventor Account
- **Completed blue & yellow forms** go straight to the trailer computer operator for data entry and then to the SI Manager for results publication and copying to the Eventor Manager and OT Treasurer
- **Membership:** give them a Membership Flyer & ask them to join online tasorienteeing.asn.au
- **SI-Stick, compass purchases:** We don't sell these. Refer person to www.aussieogear.com