

Registration Desk Tasks

Oct 2021

- Wear a green vest to identify you as a volunteer official
- Remind everyone re COVID Check in TAS
- 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 fill in a blue form and 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 Ian Rathbone or Mike Calder for entry in the database

- **Membership** – ask them to join online

- **SI-stick, compass purchase etc enquiries**

There are some slips in the cash box with the Aussie O gear website details