

Registration

Job Description

A racer's first experience with an event is typically at registration. This is also where most complaints are directed. It is important that we provide our customers with fast and friendly service in their initial contact with our event. On-site registration will be split into two different groups – Pre-Registered and Day Of Event Registration.

PRE-REGISTERED

These riders have already registered for the event and paid their entry fee through an online service. They do this for two reasons. The first is to avoid any extra fees associated with Day Of Event Registration. The second reason is to avoid having to wait in a long line to register for the event, thus it is important to get these riders checked in as quickly as possible.

The waiver forms will already be printed, sorted and screened for missing information. It will be the registrar's responsibility to verify that the rider is who they say they are by their current race license. It is also important to verify the correct license number is listed on their waiver and any missing information is filled in. Missing information will be highlighted during the pre-screening process. If a One-Day License is required, that form will need to be completed by the rider and money MAY need to be collected depending on how the pre-registration was set up. Once all waivers and license forms (if applicable) have been completed and signed, the registrar will give the rider their race packet and any necessary instructions, i.e. bib number location, delays, etc. Signed and completed waivers and other forms will then be given to the Lead Registrar to be entered onto the race roster.

DAY OF EVENT REGISTRATION

Typically, these riders weren't sure if they were going to be able to participate until the last minute. Others may have wanted to see who else was going to race or just don't like paying for things through the internet. Either way, most of them understand the process may take a little longer than if they had pre-registered.

Blank waivers will be easily accessible for riders to fill out before they get to the registrar. It is important that all information is filled in on the waiver and it is signed. The registrar must verify the rider's race license number. If a One-Day License is required, that form will need to be completed by the rider as well. All entry fees will need to be collected at this time including late fees for day of event registration. The registrar will assign a race number based on the race the rider is entering and write the race number on the top of the waiver form. Upon receipt of all appropriate forms and payment, the registrar will give the rider their race packet and any necessary instructions, i.e. bib number location, delays, etc. Signed and completed waivers and other forms will then be given to the Lead Registrar to be entered onto the race roster.

REGISTRATION – JOB DESCRIPTION
PAGE 2 OF 2

LEAD REGISTRAR/DATA ENTRY

Every group needs a central person to be the cornerstone that holds everything together. This person will be the go to person if a question or problem arises. They will also ensure that all riders that have checked in are listed on the race roster that will be given to the race officials and DJ/PA Announcer if applicable.

VARYING ITEMS

There are certain things that may vary from event to event. It is important to understand what these are and know what the proper procedure will be prior to on-site registration opens.

BIB NUMBER LOCATION

A rider's race number, known as a bib number, will be pinned on either the rider's right side or left side. This will depend on where the race officials are in relation to the direction of the race.

ONE-DAY LICENSE

Some riders will purchase a one-day license. If they pre-register for the race, they may or may not have the option to purchase it at that time. It is important to know whether or not you need to collect money for one-day licenses from pre-registered riders.

It is also important to know that a one-day license may only be used by a beginner race such as Men Cat 5 or Women Cat 4. All others will need to have an annual license.

REGISTRATION CUT OFF

It is important to close registration early enough to allow the Lead Registrar to have all of the riders entered into the race roster and then have the race rosters printed and to the race officials before the start of each race. This will typically be 15 minutes before the start of the race and will be listed on the race flyer.

RACE PACKETS

A race packet could consist of anything from just a bib number to a goodie bag full of stuff donated by sponsors. Goodie bags may also be limited to a certain number of riders. These will be a first come first serve basis.