

Expo Registration Team 101

When you arrive at ARC for your shift.....

- Stop by the Volunteer Check In booth right inside the ARC doors, in the lobby to sign in, get your official Team shirt and drawstring back pack.
- Great Harvest Bread Company will host a hospitality room at ARC for vendors and volunteers (it is right outside the expo gym). There will be water, fruit, great bread, and other snacks. If you take a break during your shift, please visit the hospitality room.

Note: 2017 debuts our new dynamic bib assignment process. We think you'll love it! Those volunteering on April 20 arrive 45 minutes ahead of the expo opening for training, and those working the first shift on April 21 will do the same. Those working shifts 2 and 3 on April 22 will train on the job, as they overlap with the team members working the same job on the shift before theirs.

The onsite registration area is in Gym 2 of ARC (see map below)

There will be four registration stations, each with a laptop computer; a scanner; race numbers for all our events, Happy Birthday buttons; My First Marathon and My First Half Marathon back bibs; pins, and race guides.

Process

1. Individuals wanting to register for our event will sit at one of four laptop computers at the onsite registration area.
2. After completing the online form, you will turn the laptop computer in your direction. You will select the race number(s) that corresponds to the event the person wants to run.
3. Once you scan the race number on your scanner, a label with the entrant's NAME will spit out of your printer, which you affix to the entrant's race bib (**see image below**).
4. If the label also says **First Marathon** or **First Half Marathon**, ask the entrant to take a My First Marathon or My First Half Marathon back bib (**see photo below**)
5. If the label says **Happy Birthday**, the entrant has a birthday on race weekend; **give her an "It's My Birthday Race Weekend 2017" button (see image below)**.
6. If there is a **Golden Ticket sticker** on the race number, the entrant has won a PRIZE, which they can pick up at the Golden Ticket booth on the right side of the expo as they enter. Look for the bouquet of balloons.
7. Ask the entrant to take 4 pins (+ 4 if they are getting a back bib) + an official race guide.
8. Remind the entrant that their race number must be visible at all times while running and that he should complete the medical form on the back of the bib.
8. Direct runners to the t-shirt and goody bag area, which is in Gym 1.
9. Wish the participants a great race



Gym 2

