

## **Online Registration and the Registrar:**

Online pre-registration is convenient and fast. Select a service that takes its cut on each registration rather than at the end. If using USAC, you do not need to print release forms because USAC keeps an electronic signature on file.

For all other services, you must have either pre-filled event release forms or large numbers of blank release forms. All need a wet signature.

If the service pre-fills the forms, print them (check the option to print the name on the top and side) and sort them into the race categories offered by alphabetical order of last name. Do not pre-assign numbers (unless collegiate racing).

Regardless of the software program used to manage the pre-registration file from the online service, the registrar needs to become familiar with the program at least one week before the event. Local associations will often have additional memberships which will need to be included if the collegiate racer is also entering a non-collegiate event.

Local associations have trained registrars that have worked many races before and the LA membership coordinator should be able to provide contact information for these trained registrars.

## **STREAMLINING REGISTRATION**

The system is very simple. Start with a separate area/table for people to fill out their entry forms and checks. If possible, with parking marshals, have them give out blank entry forms and request that they be filled out at their cars. Then, you need people to do four functions:

1. The "Bouncer" (or 2 if you have 2 or more Registrars), who does not let riders into the registration area (or the registration table-use ropes to create a "chute") until the entry form has been completed, the Bouncer has verified the membership (USAC/LA), that all information on the entry form is complete, and that they have cash or checks are filled out. Items that need to be checked on the license are: current year, name, category, age, local association sticker or current membership. Make sure that the information matches the category the rider intends to race. The "Bouncer" must have access to the USAC rider database to check licenses either via the rider's USAC app or a current version of the rider database available for download to the race director. Riders are not required to have a paper license anymore. Electronic proof via the USAC app on a mobile device is enough. One day memberships need to be checked off on the entry form, and noted as

Beginner or Experienced. If anything is wrong (check not filled out, information missing, etc.), the entrant goes to the end of the line and fixes the problem. If selling one day memberships onsite (Beginners only; Experienced one riders can only obtain a license online) give the last copy to the rider and keep one copy for your records. The white copy needs to be given to the Chief Referee at the end of the event to go to USAC.

Avoid selling annual licenses on site.

2. The "Cashier", who simply asks the category (if different entry fees) and takes the money/check and then hands the entry form to the Registrar.
3. The "Registrar" (or 2 if there is a big crowd), who has the bib numbers for the racers in front of him/her/them, in stacks, by category. The Registrar asks for the category, takes the next number for that group, notes it on the release form in a designated location, hands the rider the bib number and tells them which side of their body to wear it on. The entrant is then done and leaves the registration area.
4. The "Scrivener" collects the entry forms with the assigned numbers and takes them to a separate (and preferably quiet) area and fills out the registration sheets or enters information into the database with all of the personal information. The release forms are filed in numerical order for future reference.

From the time that the rider hands his/her materials to the Bouncer until he/she walks out with a bib number is less than 30 seconds (and sometimes even quicker)! Not only does this benefit the racers, there are other advantages:

1. When he/she has time, have the Scrivener put the numbered entry forms in numerical order, which is easy because the riders are registering in numerical order. When the Chief Referee needs a release form to accompany an occurrence report due to medical reasons they simply ask for the rider number.
2. Each person has a designated function so the chances of error are reduced.
3. You don't have to deal with separate lines for different categories.

If you have pre-registration and release forms are pre-printed, DO NOT PRE-ASSIGN NUMBERS (except for collegiate numbers). Take the forms, note on them "Pre-Registered," put them in alphabetical order and put them in a box (or folders by category, if large #s) and place them in the area near the registrar. Pre-registered riders can go directly to the registrar and they are asked name and category. If the forms were not pre-printed then the riders all need to fill out and

sign a blank release form the same way as a day-of-race registration but they skip the cashier.

### **Effective bib number sequence selection:**

There are ways to insure that different categories racing on the same day do not get mixed up into another category's results. Astute bib number sequence design can facilitate fast and reliable results by providing pre-build measures to identify riders and differentiate one category from the next. The race director can also save financial resources by ordering only what is needed and without duplicates.

It is recommended that the registrar have 800 numbers at their disposal. Most races will have less than 800 total participants including duplicates.

1. If two or three categories are starting together or racing at the same time each category should have distinct first digits (i.e 1XX, 3XX, 5XX)
2. Do not duplicate the last two digits when categories are racing together ( i.e. 100-139, 340-359, 560-599)
  - a. This allows identification of one rider using only the last two digits
  - b. The first digit is used to identify those riders they are competing in a particular category.
3. Separate the pre-selected bib number by category and label them for handing out on race day as riders come to registration on a first come first number given basis.