

GEORGIA TECH HIGH SCHOOL MATHEMATICS COMPETITION **REGISTRATION PROTOCOL**

The registration process will be managed through four stations: check-in, T-shirts, substitutions, and on-site registration. One representative per school (preferably the teacher/coach, unless there is no teacher/coach in attendance, in which case participants may check-in as a group or individually) will proceed through the process to minimize lines and wait times.

Station 1 (Check-in): Volunteers will staff the tables with lines sorted by the school name. A school's teacher/coach should get in the appropriate line and await assistance from a volunteer. (Home school participants who listed their school as "Home school" should report to the H line.) The volunteer will find the school's folder, which will contain two copies (one white, one yellow) of the school's roster, a pre-numbered wristband for each participant, and a HSMC brochure for each participant. The volunteer will ask the coach to review the **white** roster. The coach should:

- Cross off any participant who is not in attendance. If the participant will be replaced with a substitute, the appropriate column should be checked.
- Ensure that all participants are listed. If a participant is not listed, Sharon McDowell or Mitch Keller will assist in determining.
- Ensure that each participant is registered for the correct division (Varsity or JV).

The volunteer will then:

- Remove and retain wristbands for any participant not in attendance.
- Complete the substitution form with the ID numbers that are to be cancelled and initial the form. (If required)
- Give the coach the **yellow** copy of the roster, the wristbands for participants in attendance, and the HSMC brochures.
- Log the number of participants who cancelled and are not going to be substituted out.

(Home school participants will not receive a yellow roster, but they will receive a yellow coupon for the appropriate T-shirt size.)

Station 1 volunteers will be in contact via radio with Station 4 volunteers to let them know how many additional participants will be allowed to register on-site. At 0835, Station 1 volunteers should begin counting unclaimed slots from folders where no participants have checked in so that on-site registration for these slots can begin promptly at 0840.

One Station 1 volunteer will be needed after registration closes to assist in recording the cancellations in the spreadsheet and making any changes the coaches noted on the white roster.

Station 2 (T-shirts): After checking in at Station 1, coaches should proceed to Station 2 with their yellow copy of the roster. There they will pick up the appropriate number of T-shirts in each size for their participants from the volunteers. No changes (other than reductions due to cancellations) from the distribution on the yellow roster will be allowed at this phase. If there have been substitutions and substitutes need different sizes, they may check during the break at 1030 to see if they will be able to exchange their shirt for one in another size.

Station 3 (Substitutions): Coaches are encouraged to distribute wristbands and T-shirts to their participants prior to stopping at Station 3. Only coaches who have substitutions to make need to stop at Station 3. Prior to doing so, the coach should complete the information on the substitution form for each substitute. At Station 3, a volunteer will:

- Assign each substitute an ID number by crossing off the next number from the substitution list and writing it on the substitution form.
- Write the ID number on a wristband and give it to the coach.
- Give the coach a list of his/her substitutes and their ID numbers.

At least one volunteer from Station 3 will be asked to enter the substitutions into the spreadsheet after the close of registration. Substitution forms must be retained, as only the ID number, name, division, and school will be entered on the day of the competition. The remaining data will be entered later.

Station 4 (On-site registration): Participants who have not pre-registered may, on a first-come, first-served basis be allowed to register if space is available. The number of on-site registrations available will be estimated prior to the competition date and posted on the HSMC website. This number will be based on the number of pre-registered participants who have cancelled their registration. If coaches report during check-in that pre-registered participants will not be competing and that they do not have a substitute participant, that slot will be opened for on-site registration. Any pre-registered participants who have not checked in by 0840 will have their registrations cancelled and their slots will be opened for on-site registration at that time. The on-site registration fee is \$25.

Participants wishing to register on-site should line up at Station 4. A volunteer will give them an on-site registration form to be fully completed. As spaces are available, the volunteer will:

- Review the form to ensure that it is complete.
- Collect \$25 from the participant. (Cash or check payable to Georgia Tech.)
- Assign the participant the next available ID number by writing it on the on-site registration form and on the participant's wristband.
- Give the participant a wristband, HSMC brochure, and receipt portion of the on-site registration form.

The participant should then tear off the tab from their wristband before putting it on. The tab will be turned in at Station 2 in exchange for a T-shirt. On-site registrants are not eligible to pick up a T-shirt until after 0840 in order to ensure that all pre-registered participants get the size of T-shirt they requested.

When Station 4 volunteers exhaust the initial allotted list of participant ID numbers, they should radio Station 1 to determine the number, if any, of additional on-site registrations that will be allowed due to cancellations without substitutes.

At least one volunteer from Station 4 will be asked to enter the on-site registrants into the spreadsheet after the close of registration. On-site registration forms must be retained, as only the ID number, name, division, and school will be entered on the day of the competition. The remaining data will be entered later.

GEORGIA TECH HIGH SCHOOL MATHEMATICS COMPETITION
SUBSTITUTION FORM

Cancelled ID: _____ Substitute ID: _____ (HSMC volunteer will complete)

Substitute name: _____

School: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Email: _____

Grade: _____ Division: _____

Cancelled ID: _____ Substitute ID: _____ (HSMC volunteer will complete)

Substitute name: _____

School: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Email: _____

Grade: _____ Division: _____

Cancelled ID: _____ Substitute ID: _____ (HSMC volunteer will complete)

Substitute name: _____

School: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Email: _____

Grade: _____ Division: _____

Station 1 Initials _____

Station 3 Initials _____

GEORGIA TECH HIGH SCHOOL MATHEMATICS COMPETITION
ON-SITE REGISTRATION FORM

ID number: _____ (HSMC volunteer will complete)

Name: _____

School: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Email: _____

Grade: _____ Division: _____

The on-site registration fee is **\$25.00**. Payment may be in cash or via check made out to Georgia Tech.

Payment via: Cash Check # _____ Volunteer initials _____

GEORGIA TECH HIGH SCHOOL MATHEMATICS COMPETITION
ON-SITE REGISTRATION RECEIPT

Payment of \$25.00 was received from _____

for the registration fee of _____

for the Georgia Tech High School Mathematics Competition held on 23
February 2008.

Payment via: Cash Check # _____

Signature and date