ASF WALK

ASF Walk Registration Responsibilities, Tasks, and Tips

1. On April 16<u>th</u>
Pull your report information from back end of website. If you do not know how to do this, contact Kitty and/or check for "How to" instructions in the online coordinator toolbox.

Include the following information and download it into an Excel spreadsheet. This way, you can easily sort the list several different ways. (t-shirt size AND type – VOLUNTEERS vs. PARTICIPANTS, etc.):

- Last Name
- First Name
- T –shirt size
- Registration date (check and make sure that no one squeaked in after April 6th)
- Registration Type
- Team Name

Kitty will send final t-shirt count for review and additions by end of day, April 16<u>th</u>. You MUST review and make changes within 24 hours of receiving. Final order will be placed on April 17<u>th</u>.

2. Create Labels
From your spreadsheet create labels with the following information:

- First Name
- Last Name
- T-Shirt Size
- Team Name

3. Print the labels and put on index cards according to families.   You might have 5 labels on one index card. Punch a hole in the corner of the index card and tie a ribbon/yarn on it. Make sure the ribbon/yarn is long enough to tie to the handles of the bags

4. Once you receive the t-shirts, bags, and everything that needs to go into the bags, have a sorting party!

- **Example – A family with 5 participants:**
  A. Index card will have 5 labels (one for each family member)
  B. Get the 5 shirts according to what the index cards say.
  C. Roll or fold the shirts.
  D. Put them in one bag and put 4 more bags in with the shirts.
  E. Add to the bag any additional items that are provided.

F. Tie the index card onto the bag handle.
G. As the bags are completed, put them in Alphabetical (ABC) order as you go.
H. KEEP the bags in ABC order by LAST name and put into boxes.

5. **On May 19th:**
   - Run another report from the back end of the registration website that will include EVERYONE who has registered (volunteers, t-shirts, no t-shirts)
   - Create a MASTER spreadsheet, sort spreadsheet with volunteers together, t-shirt participants together, registered after the April 5th deadline – HAVE THIS MASTER SPREADSHEET AT THE WALK, SOMEONE WILL NEED IT)
     - Last Name
     - First Name
     - T–shirt size
     - Registration date (this is key to have because when people ask you why they didn't get a shirt, you can look at their registration date and have proof)
     - Registration Type
     - Team Name
   - Sort this Master list by Registration Type and create another spreadsheet with just the VOLUNTEER information

6. **Create a Volunteer-only list for your VOLUNTEER TABLE**
   - Label VOLUNTEER SHIRTS with index cards as well. This will make for easy volunteer registration.
     - Last Name
     - First Name
     - T –shirt size
     - Registration date
     - Registration Type

7. **All-Inclusive, Master List**
   Create another spreadsheet with all those who registered online (before and after t-shirt deadline) – SORT it into TWO separate spreadsheets – A-K and L-Z:
   - Include the following columns:
     - Attend
     - Swag
     - Last Name
     - First Name
     - address
     - t–shirt size
     - registration date
     - Registration type
     - Team name

***BOLD those lines that registered AFTER the t-shirt deadline, type NO in the Swag column next to those names too. If ASF provides extra shirts/swag, these people can purchase theirs on Walk Day (only while supplies last). Have separate table and payment section for extra shirts/swag.

Walk Day:

Volunteers:

1 lead registration volunteer (floats and helps as needed)

1 volunteer with the A-K spreadsheet and 1 volunteer to be their runner and get the bags off the table

1 volunteer with the L-Z spreadsheet and 1 volunteer to be their runner and get the bags off the table

1 volunteer to run the credit card reader (this is all they do)

1 volunteer to greet walk up/day of registrants with the WALK Up REGISTRATION TALLY SHEET(at the end of this handout)

Set –Up:

Tables:

- 2 rectangular tables that participants come up to and clearly label: A-K and L-Z and Walk - Up
- 4 rectangular tables behind with the bags/shirts - Take all the boxes of ABC order bags and arrange them on the tables in the back (KEEP IN ABC ORDER BY LAST NAME)
- 1 rectangular table with extra shirts for onsite purchase

Supplies to have at Registration:

- Cash Box/bank bag to collect walk up registration cash
- Box for waivers (filled out by those who are walk up registration)
- Box for completed Donation envelopes
- Box for envelope for walk up registration
- Rocks to hold down papers from blowing away
- Extra waivers
- Extra donation envelopes
- Pens – LOTS
- Credit card reader(s)
- Plastic school box (hold extra supplies)
- small notepad
- highlighters in case needed
- Stapler
- Tape
- scissors
- table cloths for tables

Game Time Examples:

Example A:

1. First person comes up to the L-Z table, says her last name and was registered before the shirt deadline.
2. Runner gets the bag, the spreadsheet volunteer finds it on the spreadsheet and puts
   a. YES in the ATTEND column next to each person who is physically there (some people will have registered and won't be there – this will help your final count)
   b. NO if someone didn't come from their group and put a check mark in the SWAG column to show that they received it.

Example B (Walk-up Registration):

1. Have this person fill out a waiver for EACH person participating, pay his $30 registration fee per person (kids UNDER 12 free, Individuals with AS FREE).
2. Volunteer marks a tally for EACH person attending or writes their names down

Example C (AFTER the Deadline):

1. Individual comes to the L-Z table, says last name
2. The spreadsheet person writes yes in the attend column.
3. Individual inquires/wonders why she doesn't receive a shirt.
4. The spreadsheet person can look on the spreadsheet next to her name and see that she registered after April 7th and missed the deadline.
5. The volunteer kindly informs the registrant that they registered after the deadline and if they'd like a 2020 shirt they can buy one at the t-shirt table for $10.00 each. All "EXTRA" shirts are sold (not given), regardless of age or AS status.

After the walk is over:

The coordinator will take care of the swag bags of people who didn't show up the day of the walk.
- The A-K and L-Z spreadsheets and walk-up registration tally sheet should be very user friendly to get a final count of how many actually attended the walk.

Walk Up Registration Tally Sheet

Ages 12 and up $30
Children 11 and under – free
Individuals with AS - free

Adult	Child	Individual w/AS	Amount	How Paid