



ASF National Walk Registration Process

This information is designed to help your registration process run smoothly. It will also ensure that all sites will process their information in the same format and will be received by the ASF in the same manner.

1. On Friday, May 20th, site coordinators and registration team leads will be able to download their final registration reports for their location. They should have full instructions and passwords from the ASF Office to do this. All the participants on this report have already signed the online waiver and **do not** need to sign a paper copy.
2. Once you receive the report, you will need to print off copies for the registration team. How you sort the information is up to you, but on the report, I would include first name, last name, address and t-shirt size. Make sure you make enough copies for your team.
3. To begin a participant's registration, check to see if they are on the report. If they are, highlight their name and any other family members or friends that are attending with them. If they are not on the report, they must sign a waiver. If the participant is a minor, a parent or legal guardian must sign. **INDIVIDUALS MAY NOT PARTICIPATE WITHOUT A SIGNED WAIVER FORM.** Additional waivers will be included in your shipment from the ASF office.
4. Please have the participant complete all participant contact information requested.
5. Keep a tally on the registration reports of any walk-up participants using a tally mark.
6. If the participant has brought an envelope with check donations, keep the donations in the envelope and if applicable, include any signed waivers. If the participant has brought check donations without an envelope, put the donations in an extra walk envelope (provided in shipment) with any waivers if applicable.
7. On the envelope in big letters write the last name and first name of the participant. We suggest using a Sharpie.
8. If you have volunteers that did not register online, they must also complete and turn in a liability waiver.
9. Add the number of highlighted names and tally marks together. **This is your preliminary site participation total.** This information should be included with the financial preliminary total for the day. **Both the attendance and financial total are to be emailed or texted** to Kitty Murphy on Walk Day. (kmurphy@angelman.org; Text: 630-797-0882)
10. In the event someone left donations at home, tell them to send them to the ASF home office no later than Tuesday of that week. (This way it will not be forgotten and then mailed in months after the walk.)
11. Place envelopes in crate for transport to Finance Team for processing. Two (2) adult runners (pair) are required at all times to deliver envelopes from registration to finance team. No exceptions.

**The finance team will follow the procedures as outlined in the guidelines book.
Once this process has been completed for each participant envelope:**

1. Return additional donation forms, waivers, checks, and adding machine tape(s) to participant's envelope.
2. Place envelopes in box in **alphabetical order** for shipment to ASF.
3. The Finance and Registration teams should work together to ensure that all paperwork is complete.

PLEASE RETURN HIGHLIGHTED REGISTRATION REPORTS WITH THE FINANCIAL INFORMATION TO BE SENT BACK TO THE ASF OFFICE.

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