



ASF Walk REGISTRATION & FINANCE TEAM Responsibilities

The Day Before Your Walk:

Because the Tablet Check-in is new, you might want to create a MASTER spreadsheet by running a full report of everyone that has registered.

- Separate the report into two by “Registration Date”
 - 1st Report is everyone who registered by April 17th.
 - 2nd Report is everyone who registered after April 17th.

Gather Following Supplies Together:

- 2 or 4 Tables for Registration/Finance Area
- Signs with “A-K” and “L-Z” for front of Registration Table
- Pens & Small Notepad
- Tablets (provided by ASF)
- Tablet Instruction Guide (provided by ASF)
- Printed/separated Master List
- Table Signs (provided by ASF)
- Highlighters
- Stapler, Tape and Scissors
- Tablecloths for tables
- Cash Box/bank bag to collect walk up registration cash, checks for Finance Team
 - Finance Team will be located at Registration
- Check Endorsement Stamp for Finance People



Walk Day:

Table Assignment Small-Sized Walk:

- 1 lead registration volunteer – Greets people, floats and helps as needed
- 1 Registration Volunteer [w/tablet](#) for A-K participants & Walk up Registrants ***Plus***
+ 1 finance volunteer with bank bag/lock box & Check Endorsement Stamp
- 1 Registration Volunteer [w/tablet](#) for L-Z participants & Walk up Registrants ***Plus***
+ 1 finance volunteer with bank bag/lock box & Check Endorsement Stamp

Table Assignment Large Walks (More than 3 Tablets):

- 1 lead registration volunteer – Greets people, floats and helps as needed
- 1 (or 2) Registration Volunteers [w/tablet](#) for A-K participants & Walk up Registrants ***Plus***
- 1 (or 2) Registration Volunteer [w/tablet](#) for L-Z participants & Walk up Registrants ***Plus***
- 2 Finance Volunteers at nearby table can receive and record any donations brought by participants
 - a. Enter checks/cash/cc donations into tablet
 - b. Secure funds in a bank bag or lock box
 - c. All Checks should be stamped with Endorsement Stamp (provided by ASF)



Important Note:

○ **REGISTRATIONS before April 17th Deadline!**

Walk Shirts were already mailed out.

- **If they registered before deadline but did NOT receive a shirt in the mail:**
 1. Confirm their address on the list, and make a note (or highlight)
 2. Show them the Table Sign that has Kitty Murphy's email address
 3. Instruct them to contact Kitty to resolve shirt issue

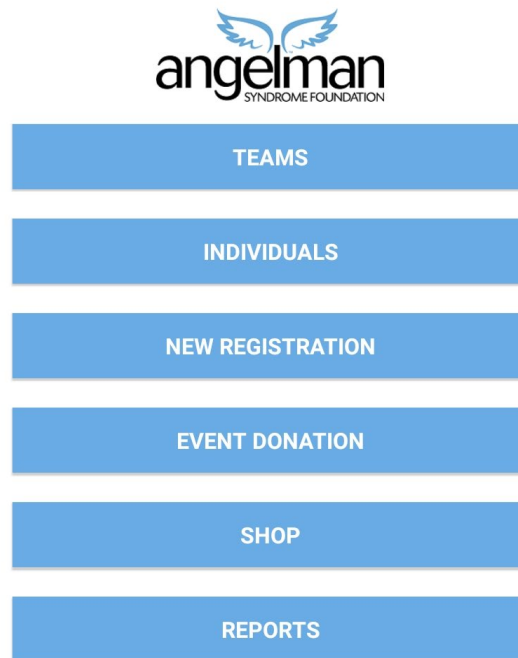
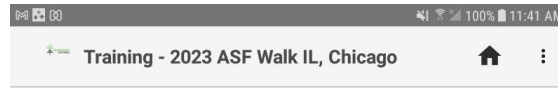
○ **REGISTRATIONS after April 17th Deadline!**

Can Expect to get shirt in mail after the ASF Walk

1. Inform them that their shirt will arrive in the mail a few weeks after the Walk
2. One shirt order goes in for all late registrants on May 22nd
3. They will be produced and shipped quickly.



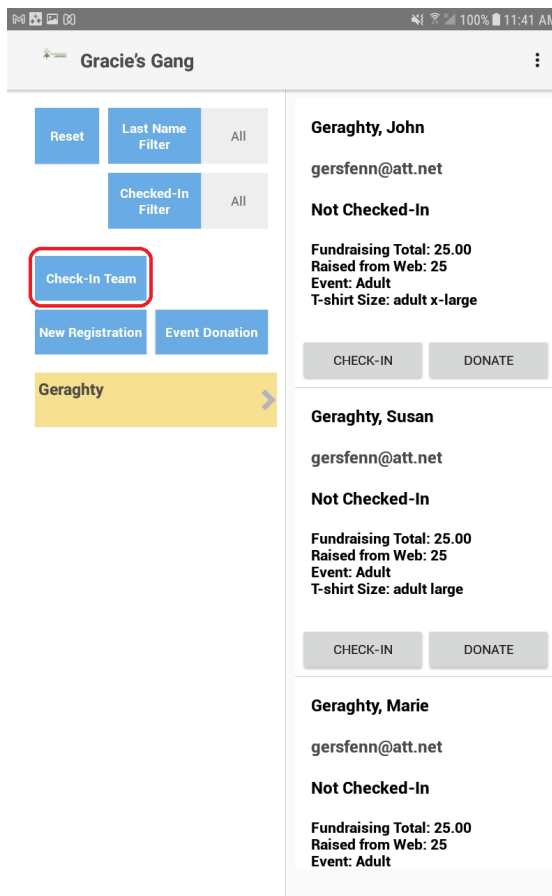
To **login**, click on the Grassroots Unwired app icon and enter your provided login credentials. Once logged in, you will be taken to the home screen. You can always access this home menu by tapping the house icon in the top right corner:



Checking-In:

To find a pre-registered individual who is ready to check-in to the event:

- Search for them by last name under the Individuals menu.
- Once you have found that individual, tap on their record to pull up their information and check them into the event
- You also have the option to check-in an entire team at once via the Teams menu → search for and tap on the team you'd like to check-in → tap "Check-in Team"

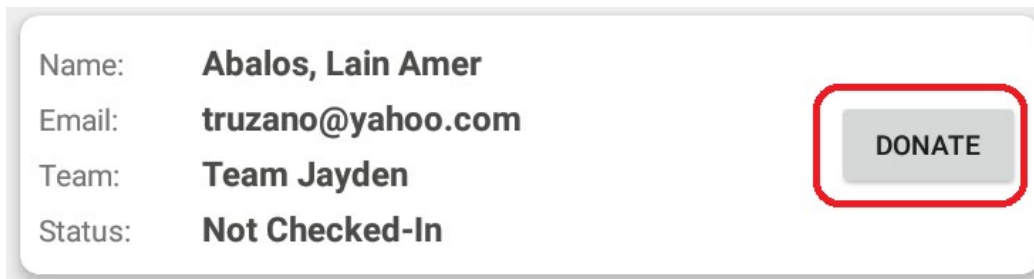



Day-Of Registrations:

- When someone walks up and asks to register for the event, first ask them if they'd like to register on a specific team:
 - If yes, find that team in the Teams menu → tap into the team → tap new registration → Hand the tablet to the participant to fill in the contact information and then hand the tablet back to the volunteer to complete the rest of the registration survey questions and process payment.
 - If no, tap on New Registration from the home the menu → hand the tablet to the participant to fill in the contact information → in the team field select “#INDIVIDUALS ONLY” and then hand the tablet back to the volunteer to complete the rest of the registration survey questions and process payment.

Donations:

- If someone would like to make a donation to an individual, find that individual by searching for them via last name in the Individuals menu.
 - Next to their name, tap “Donate”.



Name:	Abalos, Lain Amer	
Email:	truzano@yahoo.com	
Team:	Team Jayden	
Status:	Not Checked-In	

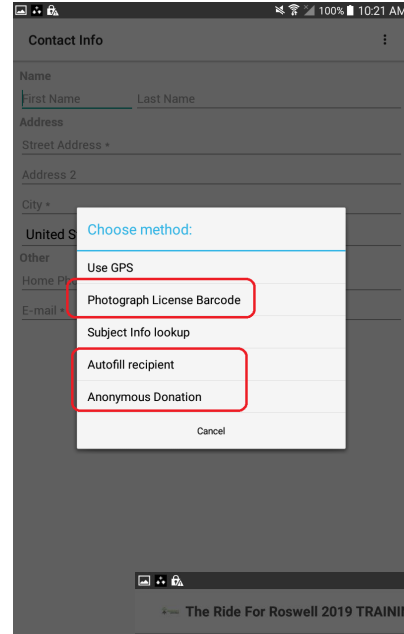
- Have the donor fill in their contact information or use the autofill options explained below and hand the tablet back to the volunteer to finish the remaining questions and process payment.
- If someone would like to make a general donation to the event, tap “Event Donation” on the home menu and walk through the same steps to collect contact information, amount information, and check out.

Shop (Will only apply to you if your location is selling raffle tickets):

- To sell raffle tickets, tap the Shop button on the homepage → No contact information is required on the contact info screen → Select how many of tickets are being purchased and tap next to go to checkout

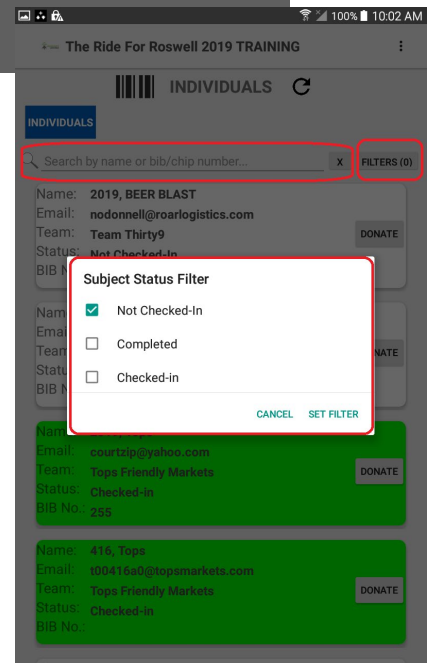
Autofill Options:

- For anonymous donations, when on the contact form, tap “Autofill options” and select “Anonymous Donation”.
- To fill the contact information with the participant’s information, tap “Autofill options” and select “Autofill recipient”
- Photograph License Barcode will open up the camera to allow you to focus on the barcode on the participants drivers licenses. This will fill in the participants' information from their driver's license.



Using filters:

- In the individuals menu → tap filters → tap the status you’d like to filter by→ this will pull up a list of individuals in that status. Note: Completed is all new registrations so if you’d like to see everyone checked into the event you will want to filter but checked-in and completed.



Credit Card Processing:

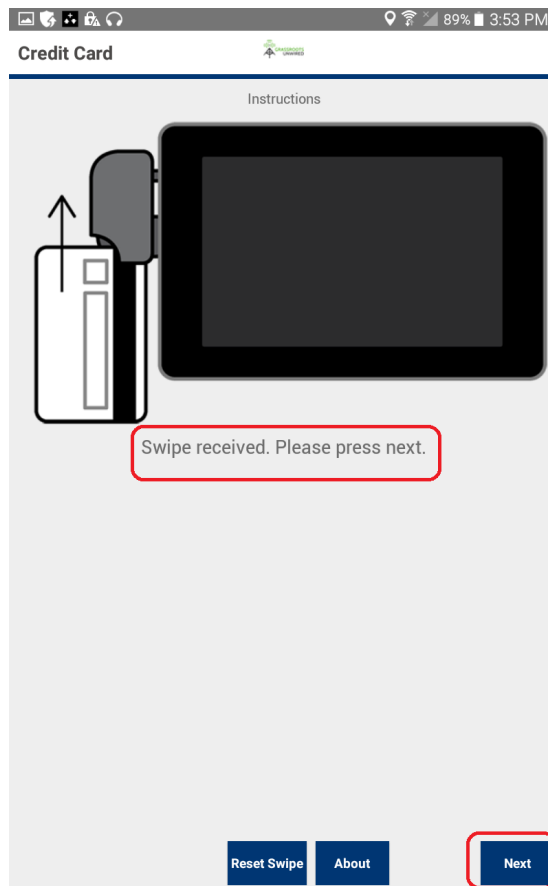
- When processing a credit card payment for a new registration or a new donation at checkout you will select Credit/Debit as the method of payment and tap “Check-Out”.
- You will be taken to the credit card processing page and you’ll first see the message “Waiting for IATs card reader”. You will want to wait for it to say, “Waiting For CardSwipe” before swiping the card.



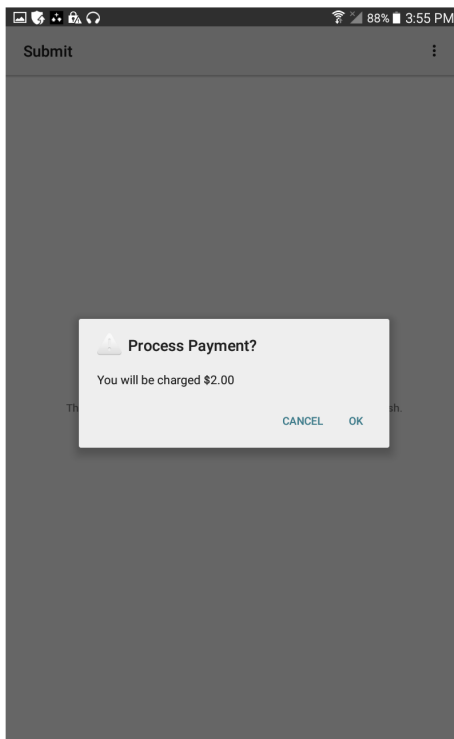
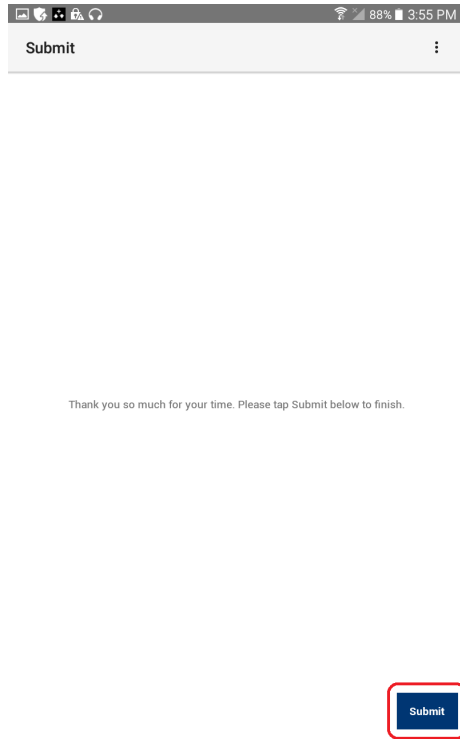
- Swipe the card with the strip down and facing the thicker part of the swiper.



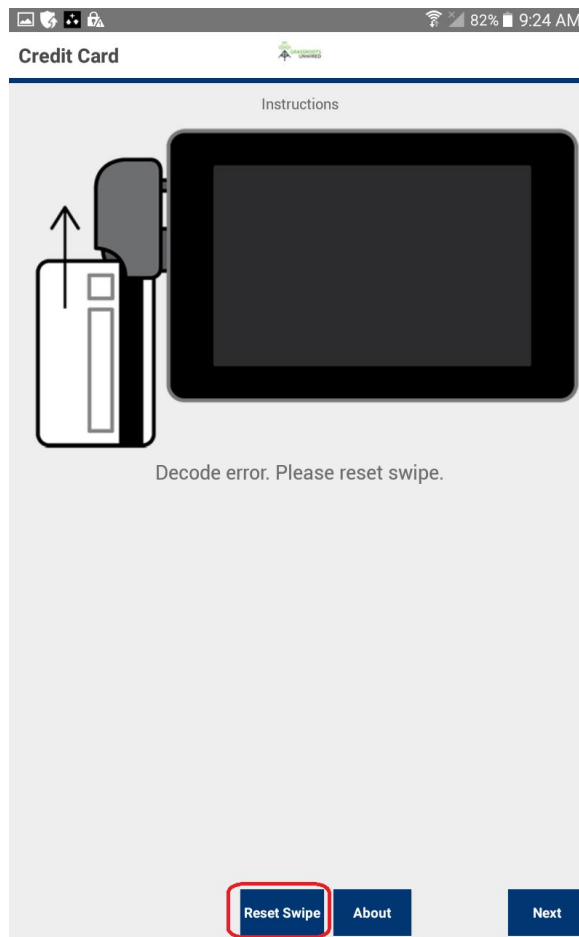
- If the Swipe was successful you will get a message that says "Swipe received. Please press next."



- You will tap next and be taken to a screen that says “Thank you so much for your time. Please tap Submit below to finish.”
- Tap Submit and you will get a popup that says “Process Payment? You will be charged (dollar amount)” → Tap OK.

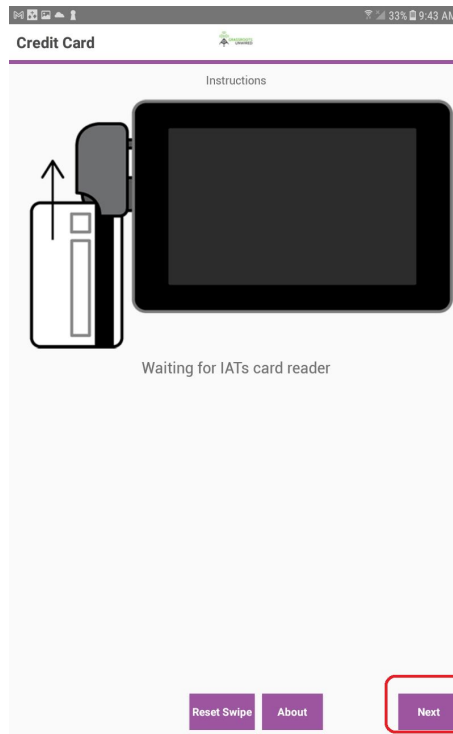


- If the Swipe was not successful, you will get a message that says, "Decode error. Please reset swipe." You will want to tap the "Reset Swipe" button at the bottom of the screen before attempting to swipe again.

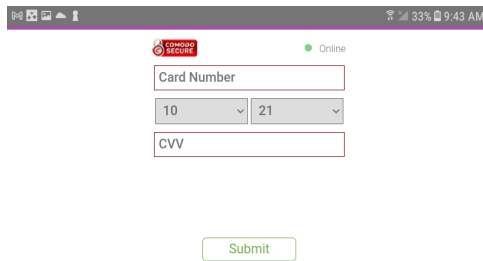


Manual CC Entry:

- When processing a credit card payment for a new registration or a new donation at checkout you will select Credit/Debit as the method of payment and tap “Check-Out”.
- You will be taken to the credit card processing page and you’ll first see the message “Waiting for IATs card reader”. You will want to wait for it to say, “Waiting For CardSwipe” before swiping the card. If the card swipe is not taking, hit next to be taken to the manual CC entry page.



- Once on this page, manually enter the card information, including CSV and expiration date and tap submit:



8:41 33% 9:43 AM

Online

Card Number

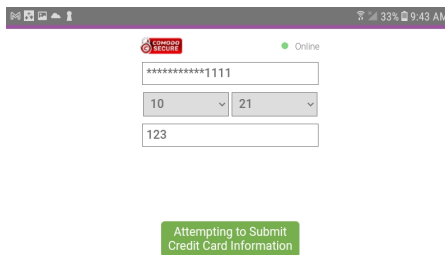
10 21

CVV

Submit

Back

- After you tap submit you will see this “Attempting to Submit Credit Card Information” message while processing:



8:41 33% 9:43 AM

Online

*****1111

10 21

123

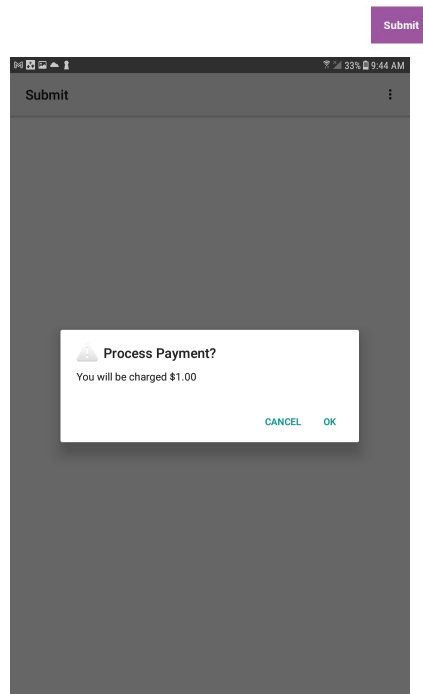
Attempting to Submit Credit Card Information

Back

- Once successful, you will be taken to the submit screen. Tap submit and you will be given the process payment confirmation, tap ok:

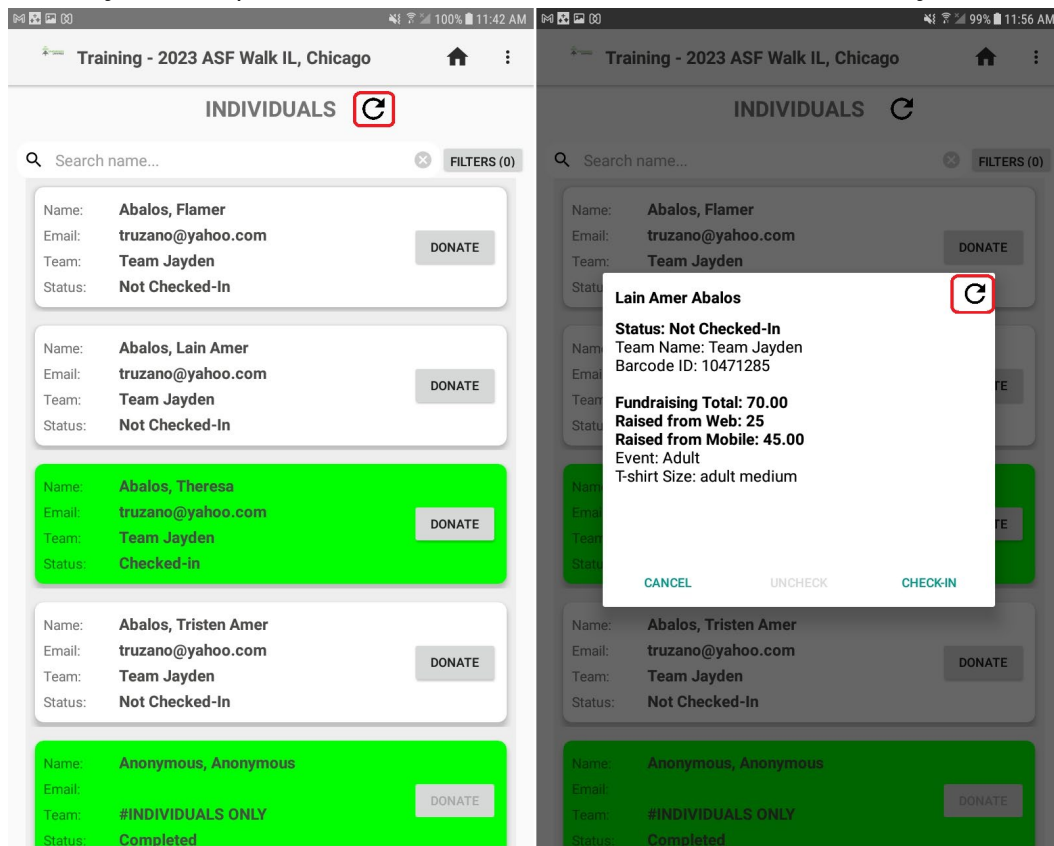


Thank you so much for your time. Please tap Submit below to finish.



Other Notes/Tips:

- It is important to refresh on both the individuals list or the participant popup periodically to see up to date information from other tablets and classy:



- The credit card readers work off of the headphone jack so the volume on the tablet matters. If you are having trouble with swiping, check to make sure the volume on the tablet is all the way up. If all else fails, the manual credit card entry will be a backup plan
- On the contact form, if you enter the zip code first, that will pre-fill the city and state as well.
- On the contact form, for the DOB, instead of scrolling, double tap the month, day or year to enable the use of the keyboard for these fields.