



# Registration 2008

## REGISTRATION

### General

1. Registration will be open at 6:15 p.m., one-half hour prior to the start of each team captain meeting.
2. Registration forms must include the team member's signature on the Participant Registration & Waiver form when handed in at registration.
3. The \$10 registration fee must accompany the registration form.
4. A registration transmittal form must accompany the registration forms and fees. See *Registration Flow at Meetings* below.
5. Due to printer's time constraints, participants registering after the April team captains meeting may receive a "generic" Pottstown Relay For Life t-shirt without sponsor information on the back, with a limited offering of sizes. Please register early if you wish to receive a t-shirt with all sponsor information on it.

### Returning Team Members

1. At the 2007 Relay event Team Captains received a set of blue, preprinted Team Member Enrollment Forms. Each set contained one sheet for each team member registered for Relay last year (2007).
2. Team Captains should review all of the information on the form and update where necessary.
3. Have team member sign the Waiver on one of the forms.
4. Hand in the signed, updated form along with the registration fee at a team captains meeting.
5. Teams are considered 'official' upon the registration and payment of 10 members. The registration fee is \$10 per person. Forms and registration fees may be handed in at a team captains' meeting or mailed to Carol Weitzenkorn, The WordTech Group, P.O. Box 516, Pottstown, PA 19464. Registration can also be done online by individual participants at **[www.pottstownrelayforlife.com](http://www.pottstownrelayforlife.com)**.

### New Team Members

1. Use the Participant Registration & Waiver Form supplied in your Team Captain's packet. You may want to make some extra copies of this to keep on hand or download as needed from the website.
2. Complete one form for each new team member and have them sign the Participant Registration & Waiver form.
3. Hand in the signed form along with the \$10 registration fee at a team captains meeting. Additional forms and registration fees may be handed in at a team captains meeting or mailed to Carol Weitzenkorn, The WordTech Group, PO Box 516, Pottstown, PA 19464. Registration can also be done online by individual participants at **[www.pottstownrelayforlife.com](http://www.pottstownrelayforlife.com)**

## Online Registration

The online registration site will be undergoing updates during the summer of 2007. Details regarding this feature will be available at a later date.

### **BE SURE TO PICK UP YOUR REPORTS AT TC MEETINGS!**

1. Team member and donation reports are provided at each TC meeting. They are placed on the stage at the front of the meeting room.
2. It is very important that you pick up and review your reports at each meeting. If you have any concerns with the information, please bring them to the Registration table or contact Carol at:

Carol Weitzenkorn  
610-326-7200 ext 223  
[registration@pottstownrelayforlife.com](mailto:registration@pottstownrelayforlife.com)

### **REGISTRATION FLOW AT MEETINGS**

1. Go to the Registration Table
2. Turn in total registration information in this order
  - Transmittal form
  - Amount of money being turned in
  - Participant Registration & Waiver Form for all members being registered that night
  - **Do not staple registration information together**
  - All money (cash and checks) should be placed with the transmittal form. Do not attach to individual registration forms.
3. Please be sure that all registration forms are filled out completely and accurately.  
**THIS IS YOUR RELAY CONNECTION.**