

PRE-REGISTERED TEAM PROCEDURES

You may Pre- Register your Team by making an appointment with us or by bringing the required paperwork to the first Bank Night on May 2, 2012.

It is the Team Leaders responsibility to secure each individual team members Walker Registration Form, Waiver and Copy of Pledge Envelope. The Team Leader will bring the forms to us to pre- register participants and receive their teams Participant Wristbands.

Team Leaders will pick- up Pre- Registered Wristbands at the Pre- Registered Teams Tables

- Pick a deadline date for your team members to turn in the following forms to you:
 - Walk Registration Form
 - Waiver Form
 - Copy of Pledge Envelope
 - Runners will need to register themselves at the Runner Registration Table (They will need the Runners Registration Form and Waiver Form)
- Check each form – make sure they are filled out correctly and completely. Keep forms in a binder, envelope, etc or whatever system you choose. Bring with you to appointment or Bank Night.
- **Early Registration begins at 8:00am!!** Teams will not be assigned check- in times. Team Leaders will pick- up Pre- Registered Wristbands at the Pre- Registered Teams Tables.
- Decide on a meeting place and time at Alex R. Thomas Plaza for your team. **Early Registration begins at 8:00am.** This is where you will meet on race day, give any instructions you may have and hand out Participant Wristbands that you received from the Registration Table.
- Take the Participant Wristbands and your list of team members who turned in paperwork back to your meeting place and hand out the Participant Wristbands to those team members on your list.
- Only those Team Members who have collected a minimum pledge of \$25 will receive a wristband for a t- shirt and breakfast after the race.
- For those participants who would like to walk but do not collect pledges they may purchase a t- shirt and breakfast for \$15 on the day of the race.