

**Registration Checklist**

*Please use the step by step guide below to assist with the registration process the day of your competition.*

1. Print a copy (or have access to it via a tablet/laptop etc) of your list of online pre-registered participants that will be provided to you via email the week of your event.
2. As participants arrive to your event, ask the parent/guardian to show their participant’s birthdate documentation.
* This can be a copy or picture of birth certificate, passport, etc
* If the parent/guardian is unable to show, ask the child their name/DOB. If the child is later awarded as a Champion, the parent will need to digitally provide proof of birthdate after the competition via email etc.
1. If the child is present on your list of online pre-registrants, simply check to ensure that the DOB on the birthdate documentation matches what is on your roster. If so, the child is set to compete.
2. If the child is not present on your list of online pre-registrants, ask the parent if they registered online.
* **If they say yes**, ask the parent to show you the email confirmation (or a screenshot of) of the registration.
	+ If the parent provides this, they are all set, move to step 5.
* **If they say no or are unable to produce the email confirmation**, ask the parent to register their participant online via their cellphone.
	+ It is advised that you have the registration link printed so parents can view it if on-site registration is needed (pg 2 of this document)
1. Once you confirm the participant(s) that were not on your list of pre-registrations have registered online, make sure to add the participant name/DOB to your roster.
* If desired, print a “Day of Event Registration Roster” (pg 3 of this document) to help keep track of additional registrations.



If you have NOT pre-registered your child online to participate, please do so now. To register, enter the URL below into your cellphone, click on the “register” button, and complete the form.

http://pitchhitrun2020.leagueapps.com/events/\_\_\_\_\_\_\_\_\_\_\_\_\_

Once you complete the online registration process, please be prepared to show the confirmation email as proof of registration.



**Day of Event Registration Roster**

|  |  |  |
| --- | --- | --- |
| **Participant Name** | **DOB** | **Parent Email** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |