

Registration

1. Ensure logical layout and bunting for proper queue (Stations should occur in the order noted below with sufficient space between stations. The bunting should limit the width of the queue for crowd control.)
2. Course descriptions board (Length, Climb, Technical difficulty) and notes (NB: Course closing time)
3. EMIT entry forms (Note entry form Holder and Example entry form). Ensure that people realise that these must be filled in before getting to the table. If possible use bunting to direct the queue past the entry form table.
4. NB must have a system at the registration table. Typically 3 people, can be done with 2. Example system (with EMIT):
5. First helper:
 - Receives entry form from Orienteer
 - Cuts entry form (Finish stub, start stub, EMIT hire stub)
 - Discards EMIT hire section if Orienteer has own EMIT
 - Gives start stub to Orienteer (Note that the start time is not necessary – the start time will be allocated once the orienteer gets to the start.)
 - Gives description sheet to the Orienteer
 - (If maps are not pre-marked, gives map to the orienteer)
 - Passes Finish stub and EMIT hire stub (if applicable) to second helper.
6. Second helper:
 - Checks event sheet for applicable entry fee
 - Accepts entry fee from Orienteer and gives change
 - Passes Finish stub and EMIT hire stub (if applicable) to third helper
7. Third helper:
 - Checks Finish stub and EMIT hire stub are correctly filled in
 - If Orienteer requires EMIT hire, allocates EMIT card and writes EMIT card number on Finish stub and EMIT hire stub
 - Writes EMIT number on yellow card and writes 'H' on the yellow card for hired cards
 - Gives yellow card to the Orienteer
 - Stores Finish stubs for collection by Finish officials
 - Stores EMIT hire stub