1.1 Registration

1.1.1 The Job
The job of the Registration Chair is to develop a process to track all registration information before and during Reunions. The Registration Chair must also track and report the reunion attendance periodically and provide the information for the attendance section of the Reunions Financial Report.

1. Before the first class mailing, coordinate with Finance and Reunion Chairs to determine registration fees, deadlines and incentives.

2. Work with committee and Reunion Chairs to develop registration forms that obtain the necessary information.

3. Receive and track registrations, provide update reports, and reconcile payments.

4. Develop an onsite check-in and registration system and monitor its implementation by the Student Crew.

5. After Reunions, provide comprehensive registration numbers to the Finance Chair for the Reunions Financial Report.

1.1.2 Related Information

Registration fees. The Registration Chair should work with the Finance Chair to determine a schedule of registration fees and deadlines. Many classes offer incentives to register early with an early bird fee, as well as regular and onsite fee prices. Consider inputs from Housing, Costume and Food Chairs on deadlines for commitments to vendors when setting your schedule. You will also need to determine your policies for Saturday-only fees, fees for spouses, children and guests, classmate assistance and refunds.

Registration information. Coordinate with your Technology Chair for online registration (most classes use online registration). Coordinate with your committee to ensure that you are collecting the necessary information. Classes in the past have included: classmate’s name, guest’s name, names and ages of children, contact information (including a cell phone), on- or off-campus housing, arrival and departure time, meals attending and special needs (e.g. Kosher, allergies, etc), costume items and sizes ordered, class photo orders, interest in special events, fee payment(s) made and balance due. Some classes provide opportunities for classmates to donate to an assistance fund (see Financial Chair section for more information). Coordinate with Finance Chair to ensure you have a process in place to collect credit card and check payments.

Registration reports. Provide periodic updates to your Reunion Chair and committee members with head counts, items ordered, food preferences, amounts due and registered classmate reports. Work with the Finance Chair to reconcile any differences in amounts owed and amounts collected (best done
monthly). In the spring, update the Office of Alumni Affairs with the number of registrations received by March 15, April 15 and May 15 for alumni and guests/children (over/under 21). After Reunions, submit full registration and attendance numbers (early, late, on-site, no-show) to the Finance Chair for submission on the Reunions Financial Report.

Wristbands. The Office of Alumni Affairs staff provides a wristband for each registered alumnus/a, guest and child at all major reunion registration sites. Wristband workers are employed and paid by the University. Only registered participants and their guests are given wristbands, and they are distributed only during registration hours.

Standard registration hours. All major reunions have the same registration hours which your Student Crew must honor. These are the ONLY hours in which wristbanders will be on site to distribute wristbands. You may not hold registration off-site. The registration hours are:

- Thursday: 12:00 noon – 11:00 p.m.
- Friday: 9:00 a.m. – 12:00 midnight
- Saturday: 9:00 a.m. – 1:00 p.m.
- 5:00 p.m. – 11:00 p.m.

Registration set-up. The registration tent is an integral part of your reunion, as it will provide the initial welcome and check-in for classmates. Each reunion has its own specific requirements and needs, and each has a different physical layout for check-in, but there are commonalities among all reunions.

The standard procedure at check-in addresses the following:
- Registration (pre-registered and on-site registrants)
- Wristbands
- Costumes
- Housing/linens/keycards
- Children’s activities
- Class Ledger

The check-in area should be designed in a series of stations to facilitate a quick flow of traffic, keeping in mind that all facets of registration (housing/linens and children’s programs, for example) are not applicable to everyone. Each area should be marked with a sign, and there should be as much space as possible between the stations. Be sure classmates sign the Class Ledger as part of the registration process.

Satellite class registration. Satellite classes of the 5th – 40th will register at a centralized wristbanding location. For the 45th – 60th, no payments should be collected from members of satellites, other than fees for additional adult guests beyond the first ($100 per adult guest, payable to the major reunion) or charges for a la carte meals. A binder with lists of the classmates for each of your satellite classes is provided by the Office of Alumni Affairs. This binder should be used to check off the name of each satellite classmate attending and the number of guests he/she brings. Guests and family members of the satellite classmate may not register before the classmate arrives.
The major reunion may not collect satellite class dues or other money intended to be “passed through” to a satellite class. Some majors allow satellite members to purchase meal tickets for some meals; a procedure for doing so and pricing of tickets should be established in advance. Satellite classmates may have pre-registered for housing and this is often tracked in the same way as the major’s classmates, but may be grouped differently. Each registering satellite class member should sign the appropriate Class Ledger book.

**Credit card payments.** Consult with the Finance Chair regarding merchant services arrangements for on-site payments. When selecting a payment process, check with the Office of Alumni Affairs to make sure it is University and PCI compliant.